

# PLACEMENT POLICY



APPROVED BY:

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MUNICIPAL MANAGER

DATE: 23/06/2021

APPROVED BY:

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EXECUTIVE MAYOR

DATE: 23/06/2021

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## **1. PURPOSE OF POLICY**

To apply a uniform approach on the placement of employees within the municipality.

## **2. OBJECTIVE OF POLICY**

- a) To regulate placement of the staff such that it is in line with legislation and any other Collective Agreement also approved organogram.
- b) To ensure that the organization has the correct number of employees of the right kind in the right place at the right time.
- c) To ensure that the municipality has employees that will achieve its developmental agenda.

## **SCOPE**

The policy applies to all employees who fall within the registered scope of the South African Government Bargaining Council.

## **3. POLICY DEFINITION**

The terms used in policy shall bear the same original meaning

## **4. LEGISLATIVE FRAMEWORK**

- 4.1 Constitution Act 108 of 1996
- 4.2 Basic Conditions of Employment Act
- 4.3 Labour Relations Act

## **5. POLICY PROCEDURE**

The employee applies and approved by the Municipal Manager

## **6. GENERAL POLICY PROVISIONS**

### **6.1 Placement**

- a) The placement of staff shall be done in a manner that is consistent with any existing Employment Equity and Skills Development Plan and or the objectives of the Employment Equity and Skills Development Act.

### **6.2 Placement Criteria**

- a) Before anything can be done, there should be an approved organizational structure.
- b) It shall be against this structure that employees will be placed.
- c) The municipality commits itself to ensure continuity of employment and every attempt will therefore be made to ensure that no retrenchment or redundancy will occur, provided that the affected employees are willing to accept alternative positions that are offered.
- d) In this regard every effort will be made to ensure that such alternative offers are reasonable.

- e) In placing employees in new structure, employees shall be placed on a close-match basis, in close-matching a post, the job content of the new post must be compared to the existing job content of the employees.
- f) The employee having the closest match in respect of the job content is the successful employee to be placed e.g. a typist will be close matched to a typist, a labourer to a labourer.
- g) Where the close match cannot be done one hundred per cent, the match must be done on the most matched job content.
- h) The focus should be on the crux of the job e.g. and accountant's job content will be matched against a post that contains the most stipulations reflecting accounting duties.
- i) The close match is done on job content and not job designation.
- j) Post designation may however be used as an indicator.
- k) The salary and qualifications of an employee shall play no role in the placement.
- l) The close match principle shall apply to unchanged, minor changed and major changed posts.
- m) Where more than one employee can be close matched to a post and there are more employees than there are posts, affirmative action measures shall be applied in preference over length of service.
- n) Employees shall not be moved from one geographical location to another without the function which the employee is performing.
- o) When placed in a post such placement shall be final and constitute a permanent position.
- p) Employees that cannot be placed in any of the categories of posts or are not offered an alternative post that is not reasonable will remain in the pool of the transferred employees for a period of at least six months, where after the employee shall be dealt with in terms of existing redundancy policies or Section 189 of the Labour Relations Act as amended.

#### 6.3 Placement Committee

- a) Placement of employees shall be considered by the Municipal Manager, Head of Department, Senior Manager: Corporate Services or his/her nominee with UNIONS as observers.
- b) The Placement Committee will have the following terms of reference:  
To consider and reach consensus regarding the placement of existing employees into posts in the new structures.
- c) The Placement Committee shall strive to reach consensus on the staff placement.

#### 6.4 Placement Procedure

##### 6.4.1 Classification of Posts

The placement committee will classify the posts in the structure into the following categories.

a) Unchanged Posts

These are posts that have had no change to their scheduled duties or geographical location. The placement committee will be required to merely list these posts with the names and other forms of identification used, of the present incumbents.

b) Minor changed Posts

These are posts involving minor changes to the duty schedule, which has no material effect on the level of responsibility. It might also a mere change in title without a change in duties.

c) Major changed Posts

These are posts which have undergone a major to their duties and responsibilities, this will necessitate that the post be evaluated.

Whenever possible, the placement shall be on the close match basis.

These posts with the existing and proposed duties should be submitted to the Placement Committee together with the names and other form of identification, used of the employees to internally and externally and shall be filled giving preference to;

Internal candidates from designated groups.

Internal candidates from non-designated groups.

External candidates

d) New Posts

These are posts, which carry duties and responsibilities that do not in any form in the present structures. These posts shall be advertised both internally and externally and shall be filled giving preference to;

Internal candidates from designated groups

Internal candidates from non-designated groups

External candidates

All placements shall be finalized within a period of six months after the adoption of the organogram.

## 6.5 Dispute/Appeal Process

- a) Every individual employee and or Trade Union on behalf of their members shall have the right to refer a dispute about a placement on non-placement

to arbitration. Such dispute shall be referred to arbitration within 5 working days of the date of receipt of a decision by an individual employee.

- b) The arbitration shall be conducted in terms of the dispute resolution procedure as determined by the SALGBC.
- c) The arbitration must commence within 5 working days after the appeal has been received unless the parties agree to a longer period.
- d) The arbitration award must be made within 5 working days after conclusion of the arbitration.
- e) The arbitration shall be a final and binding award on the parties unless a review is applied for by either party.
- f) No placement shall be final until the appeal process has been exhausted.

#### 6.6 Job Evaluation

- a) New Posts or major changed posts shall be evaluated in accordance with the dominant Job Evaluation System as determined by SALGA.
- b) Within 1 year of the commencement date of this agreement the Job Evaluation Committee shall evaluate all the posts of the newly formed local authority in accordance with the agreed local Job Evaluation System.

#### 6.7 Conditions of Service

- a) No interruption in Conditions of Employment of service shall occur, all employees shall retain their benefits as if their services were not interrupted.

#### 6.8 Geographical Relocation

- a) All recommendations on placement are to indicate whether geographical relocation of staff will be required
- b) Geographical re-deployment of staff will only take place for the following sound operating and/or economic reasons;

The functions of the post/s are to be delivered in another geographical area.

The functions of the post/s may be reduced and/or combined resulting in a necessity to rationalize resources.


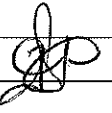

The functions of the post may be abolished in that particular geographical area.

The commonly used principle of LAST IN FIRST OUT will be used.

## **7. PROCEDURES FOR IMPLEMENTING POLICY**

The Municipality will apply this policy as outlined in section 6 of this policy.

## **8. POLICY GOVERNANCE**

<b>Policy Title</b>	<b>Placement Policy</b>	
<b>Policy Version</b>		
<b><u>Role &amp; Process</u></b>	<b><u>Responsible Individual Name and/or Date</u></b>	<b><u>Responsibility Accepted Signature</u></b>
<b>Senior Manager Corporate Services</b>	<b>Ms N. Mahlati- Nkuhlu</b>	
Policy Custodian	Ms N. Mahlathi-Nkuhlu	
Policy Author		
LLF Consultation Date		
LLF Consultation Reference		
Council Approval Date	26/05/2021	
Council Approval Reference		
<b>(UNIT) eg. Manager Human Resources</b>	<b>N. Hanise</b>	
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
<b>Comments</b>		