



## PLACEMENT POLICY

### JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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**MUNICIPAL MANAGER**

  
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**SPEAKER**

**Ms P Q Mogatle**

**Speaker.**



# JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



## PLACEMENT POLICY

2019/2020

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## PLACEMENT & PROCEDURES POLICY

### 1. GLOSSARY OF TERMS AND DEFINITIONS

Certain terms used in this document have specific meanings as indicated below:

**Designated Groups** – black people, women of all races and people living with disabilities.

**Employee / official** – a permanent municipal personnel other than an independent contractor

**External Candidate** – shall mean anybody who does not comply with the definition of “internal candidate”.

**Inherent job requirement** – the true job requirements that are genuinely necessary for the competent performance of the job including competencies in terms of any legal requirement.

**Internal Candidate** –

shall mean any person who is presently employed by the JohnTaolo Gaetsewe District Municipality in a permanent capacity, and or a fixed term contract worker (Political Support Unit).

**Job description** – a job description detailing the expected duties and responsibilities of a job, indicating minimum experience, expertise and skills required of the incumbent used to grade the job.

**Potential** –

the measure to which an official complies with the inherent job requirements of a post by means of assessed or demonstrated ability.

**Relevant Legislation** – means the Constitution, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Municipal Systems Act and any other act or document that has any bearing on labour relations.

### 2. PREAMBLE

Any progressive institution should make sufficient provision for the satisfactory placement of personnel to higher positions. Opportunity for placement to higher

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positions within an organisation gives personnel an opportunity to fully utilise their abilities and therefore serves as a basis for motivation.

Placement implies an upward change of position normally involving greater responsibility and different duties from those of the present position.

*Placement therefore means that transfer of personnel member to another vacant or new position with higher grading, other title, more responsibility and higher salary.*

It must be emphasised that placement is not a goal in itself, but a means of placing competent and suitable personnel in high positions. An important consideration when placing personnel is whether the choice of candidates for placement are restricted to personnel already employed in the municipality (*a closed personnel system*) and whether competent candidates from outside the organisation should be considered (*an open personnel system*).

A closed personnel system can promote the morale of the staff but does not necessarily always ensure that the most effective services are rendered. A closed personnel system in fact implies that the relevant department should provide training and development programmes to personnel so that they may prepare themselves to execute the new duties in higher positions.

### **3. PURPOSE**

The determination of this policy is to provide a process which will lead to effective, efficient, transparent employment practices and professional placements.

- 3.1 To ensure that the placement practices are fair and equitable, meet the requirements of the Constitution, Employment Equity and all Labour Legislation.
- 3.2 To ensure that the appropriate calibre of staff are recruited and placed.
- 3.3 To accommodate physically challenged people as well as gender equity and youth development on the staff structure where possible.
- 3.4 To provide meaningful guidelines to all stakeholders to ensure an effective and efficient approach to recruitment and selection for placement, and to ensure that the employment process is fully transparent and inclusive.

### **4. BROAD PRINCIPLES**

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This placement policy of the JTGD municipality is aligned to the principle of dealing with redress and the inequities of the past, and should subscribe to the provisions of the Employment Equity Act, 1998.

Placement should be seen as a mechanism to elevate employees to a higher work level through a negotiated process rather than a recognition for favour, friendship or any other issue of nepotism.

Both managers and employees need to recognise and acknowledge that this policy can provide the necessary stimulation, motivation and morale to everyone in the organisation.

## **5. CRITERIA FOR PLACEMENT**

Certain standards for placement are essential as it has been consistent experience that people are understanding about these closed situations as long as they trust the fairness of the placement system and the fairness and objectivity of their managers.

The criteria for placement should therefore be objective and serve to assist in ensuring the suitable official is placed to the right position. Criteria that may serve as a basis for deciding on the placement of personnel include:

### ***SENIORITY:-***

Refers to knowledge, experience and position second from the higher intended placement position.

### ***EDUCATIONAL QUALIFICATIONS: -***

Educational qualifications are generally a prerequisite for a particular job. Specific qualifications are essential for certain municipal functions. Meritorious personnel should have acquired the necessary qualifications for the higher position.

### ***CHARACTER:-***

Implies that personality and attitude of an employee should be assessed. This is referred within the public service as responsibility and human relations.

### ***ABILITY TO DO THE WORK:-***

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Capability which is regarded as a significant criterion for placement. Normally work performance and achievements in the current position is assessed, this only supplies an indication of possible achievement in a higher position.

Productivity and latent potential needs to be assessed which can be used to assess whether the preferred official has the ability and capacity to do the job.

**MERIT :-**

It is the end result of all the preceding criteria than a characteristic in itself. It therefore refers to the trusted personnel who will give the best performance in a higher position.

## **6. GUIDING PRINCIPLES FOR PLACEMENT**

The guiding principles that underpin this policy are intended to assist all responsible parties involved in implementing promotion, recruitment and selection and include:

### **6.1 Effectiveness**

The central guiding principle for placement is to select an employee who best meet the inherent requirements of the job.

A key principle of this policy is to develop existing employees to fulfil the future human resource requirements through identifying training needs, agreeing to career paths and training in jobs relating to the municipal environment.

### **6.2 Efficiency and professionalism**

Persons involved in the selection process are obliged to maintain high levels of professionalism, integrity and confidentiality.

### **6.3 Compliance with legislation**

Recruitment and selection practices must comply with requirements contained in all relevant legislation inclusive of but not limited to the LRA, EEA and BCEA and the Occupational Health and Safety Act provided it is not in conflict with the South African Constitution.

### **6.4 Acts of direct unfair discrimination**

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Barring persons from being considered for employment on grounds of race, ethnicity, gender, language, religious conviction disability, sexual preference, criminal record or disadvantaged background, except where job requirements and/or legislation necessitate.

#### **6.5 Acts of indirect unfair discrimination**

Setting unrealistic job entry requirements, person profiles or qualification requirements.

Job entry requirements will be re-assessed in consultation with relevant stakeholders (head of department of that particular unit) on an on-going basis to ensure that they are appropriate and clearly stipulate what are deemed to be essential requirements for the job.

Vacant posts will be analysed to determine realistic person and post requirements in respect of all posts.

### **7. PLACEMENT PROCEDURES**

Should there be a funded vacant or new position, the route of internal placement (within the department) must only be followed if the Head of Department together with the Accounting Officer are in consultation with labour representatives and are of the opinion that qualifying official is available for the position.

The following procedure must be followed when placement is considered:

- 7.1. The Head of Department must submit a written motivation to the Municipal Manager giving all reason why the need for placement.
- 7.2 Heads of Departments must not approach individual they have identified as suitable for a particular position prior to following this procedure.
- 7.3 The Municipal Manager or his nominee shall consult the Local Labour Forum (LLF) and discuss whether policy and procedure had been adhered to and whether the recommendation for placement of an

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employee is fair in terms of all applicable legislative requirements and policy.

- 7.4 After consultation with the LLF, and item to Council must be submitted to the next council sitting/meeting for approval.

The motivation of the Head of Department after consultation with Municipal Council will then be approved, stipulating the job title, remuneration and benefits accompanying the post. Then all necessary documentation pertaining to placement of the employee must be forwarded to the Director: Corporate Services who will execute the process of the appointment further.

- 7.5 An employee or union representative will have three (3) working days in which to lodge a dispute in the normal way through the grievance procedure. They must motivate the reason(s) for their dissatisfaction with the choice of applicant or with the failure of management to make any appointment.

The grievance will be heard by the Municipal Manager within seven (7) days unless reasonable circumstances exist to extend the time.

Should the employee or union representative still be dissatisfied, a dispute may be declared within three (3) working days and referred to Council.

If the dispute remains unresolved after being referred to Council, the Unions may refer the matter to the Bargaining Council.

## **8. APPLICABILITY OF PROCEDURE**

The procedure shall be applicable to all permanent staff between salary levels 4 – 15.

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## **9. DEVIATION FROM, AND RATIFICATION OF MINOR BREACHES OF THE POLICY**

- 9.1 The accounting officer must record the reasons for any deviation from this policy and report them to the next council meeting.
- 9.2 The policy also allows the accounting officer to ratify any minor breaches of the policy as an official acting in terms of delegated powers or duties which are purely of a technical nature.

## **10. COMMENCEMENT**

The changes in this policy take effect after council has resolved to implement the policy.

## **11. POLICY REVIEW**

This policy will be reviewed annually.

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