TRANSFER POLICY FOR JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Council resolution no: 6.7.21/06/2017	**Approved date: 21/06/2017**
Effective date: 1 July 2017	**Reviewed date: Annually and/or as and when required**

Mr. M.W Molusi

AMM .....

Ms. P. Mogatle

Speaker .....

RE-AFFIRMED

TRANSFER

1. Purpose of Policy

To provide for the transfer of an employee from one to another department.

2. LEGAL FRAMEWORK

1..1 Municipal Systems Act, 32 of 2000

1..2 Labour Relations Act, 66 of 1995

1..3 Applicable Collective Agreements

3. Definition of Department

For the purpose of this policy, "Department" shall mean a Directorate, Department, Division, Section or Operational Unit of the Municipality.

4. Application of Policy

This policy will be applicable to all employees of the municipality **except** the Municipal Manager, Departmental Heads, those employed in terms of Sections 56 and 57 of the Municipal Systems Act No. 32 of 2000 as amended and all employees employed by the Municipality on a fixed term employment contract.

5. Transfer of an Employee

5.1 The Municipal Manager may, after consultation with an employee and his/her union representative, and subject to his/her consent, transfer an employee from one department to another within the Council's establishment if the Municipal Manager and/or Departmental Head is of the opinion that such transfer will be to the advantage of the Council's service, provided that there is a vacancy in the receiving department on the same task grade as the one the employee is being transferred from.

5.2 An employee requesting a transfer from one department to the other department, should apply and provide valid reasons for the request to his/her Director who will recommend to the Municipal Manager for approval

5.3 An employee transferred in terms of this policy shall retain his/her existing salary, fringe benefits, and conditions of service and incremental date.

5.4 The transfer of staff from one department to another will be done under exceptional circumstances and the following conditions will be considered:

(a) Relevant qualifications, (b) relevant experience, (c) the post should be vacant and (d) budgeted for.

6. The Municipal Manager may, with the consent of the employee, amend the designation of the employee transferred in terms of this policy.

7. DELEGATIONS

The Council may, by resolution, delegate its authority to transfer an employee to the Municipal Manager, subject to such terms and conditions as the Council may determine. The Municipal Manager is delegated in terms of Section 66 of the Labour Relations Act, 66 of 1995 to deal with staff establishments

8. Policy review

This policy will be reviewed on an annual basis.