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## STAFF PLACEMENT POLICY

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**Council Approved: DC 192/07/17**

“RESOLVED

1. *That the revised Placement Policy be approved.*
2. *That the previous Council resolution DC 1087/06/16 dated 23 June 2016, regarding relocation allowance as reflected in paragraph 11.4 of the Policy, be rescinded.”*

## 1. PURPOSE

The purpose of this policy is to provide a framework for the placement of staff when the organizational structure has been approved after being revised in accordance with the operational requirements of Eden District Municipality.

## 2. DEFINITIONS

**“employer”** means the Eden District Municipality established in terms of section 12 of the Local Government Municipal Structures Act, 1998, (No 17 of 1998);

**“employee”** means a person that has been appointed on a fulltime basis by the Municipal Manager of the Eden District Municipality in terms of the powers vested in him in terms of section 55 (e) of the Local Government Municipal Systems Act , 2000 (No 32 of 2000);

**“parties”** means the employer and employee as defined;

**“organisational structure/organogram”** means the approved structure of Eden District Municipality reflecting all the departments and positions;

Words indicating the masculine gender shall include the feminine gender.

## 3. APPROVED

Approved by Council on 31 July 2017, resolution DC 192/07/17.

## 4. POLICY

### 4.1 LEGAL FRAMEWORK

- Basic Conditions of Employment Act 75 of 1997 updated 2005 (BCEA)
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Skills Development Act 66 of 1998
- Municipal Finance Management Act 56 of 2003 (MFMA)
- SALGBC Main Collective Agreement
- SALGBC Collective Agreement on Conditions of Service for the Western Cape Division

## **5. SCOPE AND APPLICATION**

The following are proposed to be used for Placement of staff:

5.1 The placement of staff must be consistent with applicable labour legislation

5.2 The placement of staff must not –

5.2.1 Disrupt the effective and efficient delivery of services

5.2.2 Be used as a punitive measure against employees

5.2.3 Be used to promote or demote employees

5.3 During the placement process no additional remuneration must be paid in any form to any employee. Job evaluation of all changed and new posts will determine the new T-Grades.

## **6. ORGANOGRAMS**

6.1 The Municipal Manager shall prepare and submit an organogram of all the departments to Council which will be consulted with the Local Labour Forum. Any additional changes or deviation from the agreed organizational structure are first to be consulted with the unions at the Local Labour Forum.

6.2 The IDP for the municipality informs the organogram.

6.3 The principle of structures follows strategy applies.

6.4 Placement can only take place in terms of the new organizational structure as previously consulted with the unions.

## **7. PLACEMENTS**

### **7.1 People follow function**

The application of this principle entails that employees are not moved from one geographical location to another location without the function which the employee is performing necessitating such movement.

### **7.2 Empty the pool first**

Every attempt shall be made to place the existing employees into the post that are on the new structure. If no placement in terms of the agreed to criteria can be made, the employer will advertise such post and fill such post, according to the current recruitment and selection policy.

Vacant posts, or posts that no employee is eligible for placement in, will be advertised in line with the current recruitment and selection policy.

Council is committed to ensure continuity of employment and every attempt will therefore be made to ensure that no retrenchments/redundancy will occur, provided that the affected employees are willing to accept alternative positions that are offered. In this regard every effort will be made to ensure that such alternative offers are reasonable.

### **7.3 Close match placement**

Employees are to be placed in the new structure on a close match basis.

In close matching a post, the job description of the new post is compared to the existing job description of the employee.

The employee having the closest match in respect of the job description is then the successful employee to be placed, e.g. a typist will be close matched to a typist post, a labourer to labourer, etc.

Where the close match cannot be done one hundred percent the match must be done on the **most matched** job description. The focus should be the crux of the job, e.g. accountant job description will be matched against a post that contains the most stipulations reflecting accounting duties.

The close matches are done on job description and **not job/post designation**.

The salary of an employee is not taken into account during placement. Salary determination and the equalization thereof are addressed through the job description and TASK grading.

### **7.4 Additional factors**

Where more than one employee can be close matched to a post and there are more employees than available posts, the following factors will be used to facilitate the placement decision:

- 7.4.1 The provision of the Employment Equity Act, competency and skills levels will be taken into account for placement and preference to the placement of designated persons.
- 7.4.2 The criteria of Employment Equity, Competency and skills levels will be equally weighed for the purpose of placing equally matched candidates.
- 7.4.3 The criteria and the weight to be attached to each post will be consistently applied throughout the organization for the duration of the placement process.

7.4.4 Equity candidates will receive preference where they are equally matched with a non equity candidate.

7.4.5 Interviews by the Placement Committee will be held as part of the selection process.

### **7.5 Placement Committee**

The placement Committee will consist of equal numbers of organized labour and Employer Representatives.

The committee shall compose of at least four (4) per side with one (1) additional representative from Human Resources as secretariat to take the minutes.

The appointment of the Employee Representatives must be appointed by the Municipal Manager.

<p style="text-align: center;"><b>THE PLACEMENT COMMITTEE WILL HAVE THE FOLLOWING TERMS OF REFERENCE (TOR):</b></p>
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“To consider and reach consensus regarding the placement of existing employees into posts in the new structures”

The Placement Committee shall strive to reach consensus on the staff placement. Where consensus cannot be reached the final management proposal will be published.

### **8. Classification of posts**

The Placement Committee will classify the posts in the structure in the following four categories.

Placement in terms of these categories takes place in the following manner:

#### **8.1 Unchanged posts**

These are posts that have had no change to their scheduled duties or geographical location.

The departments will be required to merely list these posts with the names and other forms of identification used, of the present incumbents and submit it to the Placement Committee for confirmation.

## **8.2 Minor changed posts**

These are posts involving minor changes to the duty schedule, which has no material effect on the level of responsibility.

The Head of Department need to submit the names and other form of identification used of the present incumbents, to the Placement Committee for confirmation.

## **8.3 Major changed posts**

These are posts which have undergone a major change to their duties and responsibilities. This will necessitate that the post be re-evaluated.

Where no placement in such a post can take place or where the employee to whom the post was offered, as an alternative, refuses to accept such placement. These posts will be advertised in terms of the current recruitment and selection policy.

## **8.4 New posts**

New posts are posts where duties and responsibilities have not previously existed in the structure, or newly created posts.

New posts with the detailed duty schedules must be submitted for evaluation.

New posts will then be advertised in terms of the Recruitment and Selection Policy with the emphasis on/to internal employees.

Where uncertainty exists as to whether a post has become a new post as a result of the restructuring, consultation shall take place between the union and the employer to determine the status of such post.

## **9. OBJECTION PROCESS**

Objections to a placement must be lodged within 15 working days of the employee's receipt of the Placement Committee's decision by the individual employee. An employee will be required to sign for the acceptance of the notification.

The Objection will be heard by the Objection Committee consisting of one representative from each of the trade unions, a Departmental head from another department where the objection has originated.

The Chairperson shall consider the objection, taking into account the points raised by the objector but shall apply the same criteria, process and

procedures as the Placement Committee. Should the panel not be able to reach consensus the Municipal Manager will make the final decision.

The objection will be dealt with within 10 working days from receipt of the objection.

## **10. JOB EVALUATION**

All the posts that falls within categories 8.2 and 8.3 above will be re- evaluated in accordance TASK.

## **11. GEOGRAPHICAL RELOCATION**

- 11.1 All recommendations on placements are to indicate whether geographical relocation of staff will be required.
- 11.2 Geographical re-deployment of staff will only take place for the following sound operating and/or economic reasons:
  - 11.2.1 The functions of the post/s are to be delivered in another geographical area.
  - 11.2.2 The functions of the post/s may be reduced and/or combined resulting in a necessity to rationalise resources.
  - 11.2.3 The functions of the post/s may be abolished in that particular geographical area.
- 11.3 Where it is necessary to geographically re-deploy only part of a section/department, the selection of employees for re-deployment in each of the affected job categories will be done in terms of the following criteria:
  - 11.3.1 Call for volunteers from employees within each job category.
  - 11.3.2 Should too many affected employees volunteer to be re-deployed, then selection will be done on the basis of “first in, first opportunity” (FIFO).
  - 11.3.3 Should too few affected employees volunteer to be deployed, then selection will be done on the basis of “last in first out” (LIFO), i.e. the employees with the shortest service in the job category concerned will be selected for re-deployment.
- 11.4 In the case of an employee accepting geographical relocation, and in the event of operational requirements, Council will pay a once-off relocation allowance of R75 000.00 (Seventy Five Thousand Rand).

“RESOLVED

*That the previous Council resolution DC 1087/06/16 dated 23 June 2016, regarding relocation allowance as reflected in paragraph 11.4 of the Policy, be rescinded.” (DC 192/07/17):*

~~Relocation allowance: The previous Council resolved at a Special Council meeting as follows:~~

- ~~1. That the content of the report be noted.~~
- ~~2. That the actual costs of relocation will be approved/paid subject to proof of expenditure.~~
- ~~3. That the following criteria will be applicable to relocation:~~
  - ~~• School expenditure (maximum of 2 children)~~
  - ~~• Curtains (maximum amount of R6000.00)~~
  - ~~• Bond costs (old, new and cancellation cost)~~
  - ~~• Transport cost (removal costs)~~

## **12. REDUNDANCY / RETRENCHMENT**

The following will not constitute grounds for retrenchment/redundancy;

- 12.1 Reasonable geographical re-deployment.
- 12.2 The transfer from one department to another department for operational requirements.

## **13. DURATION OF THE PLACEMENT PROCESS**

The placement process will commence in each department after the constitution of the Placement Committee has been approved by the Municipal Manager and will terminate after all the objections have been internally resolved by the Municipal Manager.