



FETAKGOMO – GREATER TUBATSE
LOCAL MUNICIPALITY
(LIM 476)



The **GTM**
GREATER TUBATSE
MUNICIPALITY

South Africa's first democratic platinum city

SECONDMENT AND ACTING IN HIGHER POSITIONS POLICY

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SECONDMENT AND ACTING IN HIGHER POSITIONS POLICY

1. PREAMBLE

The Municipality views the transfer and secondment of employees as an important human resource tool to improve performance and to attain employee satisfaction. In addition, allowing employees to act in higher position also maintains service delivery while exposing employees to skill enhancement.

2. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAMEWORK

- i. **The Constitution of RSA,1996**
- ii. Municipal Systems Act 32 of 2000
- iii. Skills Development Act, No. 97 of 1998
- iv. Labour Relations Act, No. 66 of 1995
- v. Employment Equity Act, No. 55 of 1998
- vi. SALGBC Collective Agreements

4. SCOPE AND APPLICATION

This policy applies to all employees of the Fetakgomo-Greater Tubatse Municipality.

5. OBJECTIVES OF POLICY

- 5.1 To ensure that employees are seconded appropriately in line with operational requirements of the Municipality.
- 5.2 To ensure that employees are appointed to act for higher positions and salary levels in line with the Municipality's strategies of succession planning, career management, staff retention, performance enhancement, and employment equity.
- 5.3 To ensure that secondments and acting appointments are based on knowledge of the job, abilities, skills, aptitude, experience, performance, and the evaluation of the incumbent's post.
- 5.4 To regulate the secondment of employees to and across the Municipality's offices, sections, operating areas in line with the operational requirements or to fill vacancies.

5.5 To provide management with a standard framework for allowing employees to act in higher positions

6. POLICY CONTENT

6.1. *Secondment*

6.1.1 Responsible line managers make a request through Human Resource Management to Municipal Manager for seconding an employee, stating all service delivery and financial benefit reasons to the Municipality(it should not create any expectation of appointment in the position in respect, minimum requirements, any secondment should be approved by Municipal Manager with reasons/conditions/need analysis/position should exist in the Organogram)

6.1.2 If approved, Human Resource Management informs line managers involved through memo and by attaching a Letter of Secondment for the employee seconded. The secondment letter shall state all conditions of secondment, including monetary implications for the employee, if so and period of secondment.

6.2. *Acting in higher position*

6.2.1 The Municipal Manager or his / her delegated person will appoint employees with potential, necessary skills, knowledge and experience to act in a higher post continuously or on a rotational basis with colleagues at the same level. In essence, emphasis is placed on the fact that competent employees should be allowed to act in higher grades.

6.2.2 Only employees in the next line of supervision may act in higher positions .Acting in higher positions does not leave the employees normal appointed position vacant and therefore no ladder effect may happen.

6.2.3 Employees acting in higher posts should be informed formally, by issuing them with a Letter of Appointment, stating all the authority, accountability and responsibilities of the post, and the duration of the term of acting. The copy of the appointment letter, together with the recommendation, should be submitted to Human Resources Management by the responsible manager.

6.2.4. The appointment should not be regarded as an indication of automatic appointment in the future, and the employee should be told that there is no legitimate expectation to attach to it in terms of the Labour Relations Act. The acting employee shall however also be considered should the post be advertised for filling

6.2.5 The employee concerned must acknowledge receipt of the letter and indicate his / her acceptance of the contents thereof.

6.2.6 An employee who acts in a post for a period of not less than ten (10) consecutive days will be paid an acting allowance equal to the difference with his / her salary and the minimum notch of the salary scale to the post in which he / she is acting, in addition to his / her salary for the period during his / her acting. Where an employee acts in a section 57 position the acting allowance will be based on the salary portion of the remuneration package and any legislation/regulations governing employment of managers reporting directly to the municipal manager.

6.2.7. The period for which an employee acts in a higher position shall be determined by the Municipal Manager from time to time taking into consideration issues of service delivery and adherence to the Recruitment ,Selection and Appointment Policy of the Municipality.

6.2.8. The leave status of the acting employee will remain unchanged. The employee will however not be allowed to take leave of absence unless:

- a. it is an unplanned leave (e.g. sick leave); or
- b. The acting employee should be informed about his / her performance during the acting period in line with the Performance Management System Policy.
- c. If an employee has been appointed to act in a post of Municipality Manager, a circular in that regard must be distributed to all managers to inform them of who will be acting and for how long.

7. DEFAULT

8. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended by the Local Labour Forum and approved by Council.

9. COMMUNICATION

This policy will be communicated to all municipal employees using the full range of communication methods available to the Municipality.

10. POLICY REVIEW

This policy will be reviewed annually and revised as necessary.

11. BUDGET AND RESOURCES

The financial and resource implications related to the implementation of this policy should be qualified and quantified by Human Resource Management.

12. ROLES AND RESPONSIBILITIES

The Municipal Manager or his / her delegate assignee accepts overall responsibility for the implementation and monitoring of the policy.

13. PENALTIES

Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

14. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum shall be incorporated into the policy.

15. AUTHORITY

Council Resolution No:	
Date	:
Municipal Manager	:
Mayor	:
Reference	:

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