



## **MAPHUMULO LOCAL MUNICIPALITY**

### **POLICY ON STAFF RECRUITMENT, SELECTION, APPOINTMENT, PROBATION, TRANSFER, DEMOTION AND RESIGNATION**

**2025 - 2027**

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## 1. DEFINITIONS

"Affirmative Action Measures"	Means measures that are designed to address the imbalances caused by the apartheid system.
"Basics Conditions of Employment act"	Means Basic Conditions of Employment act, 1997 (Act No. 75 of 1197).
"Bargaining Council"	Means a bargaining council referred to in section 27 and includes, in relation to the public service, the bargaining councils referred to in section 35 of the Labour Relations Act, Act 66 of 1995 (LRA);
"Candidate"	Means an applicant for a post.
"Code of good practice"	Means a code of practice issued by NEDLAC in terms of section 203(1) of the LRA;
"Collective agreement"	Means a written agreement concerning term and conditions of employment or any other matter of mutual interest concluded by one or more registered trade unions, on the one hand and, on the other hand-
"Demotion"	Means the downward adjustment of the rank of the employee from his current rank. Such adjustment may or may not include salary adjustment.
"Designated group"	Means black people, women and people with disabilities.
"Dispute"	Includes an alleged dispute;
"Disability"	Means long term or recurring physical or mental impairment which substantially limits a person towards performing his/her duties.
"Dismissal"	Has the meaning assigned to it in section 186 of the Labour Relations ACT.
"Employee"	Means (a) any person, excluding an independent contractor, who works for another person or for the State and who receives, or is entitled to receive, any remuneration; and b) any other person who in any manner assists in carrying on or conducting the business of an employer, and "employed" and "employment" have meanings corresponding to that of "employee"
"Employment Equity Act"	Means Employment Equity Act, 1198 (Act No.55 of 1998)
"Induction"	Means the process of orientating the newly appointed employee into the business of the Municipality.
"HOD"	Means Head of Department.
"Labour Relations Act"	Means the Labour Relations Act, 1995 (Act No. 66 of 1995)
"Municipality"	Maphumulo Municipality

"Nepotism"	Means the actual or perception that may be created of an unfair advantage if an official did not declare his relationship with the candidate seeking employment.
"Operational requirements"	Means requirements based on the economic, technological, structural or similar needs of an employer;
"Probation"	Means the period by which an employee is employed on condition that he will convince the Municipality management to employ him permanently if he displays good conduct and performs at an accepted level. The Municipality may not employ the employee on probation if he is not satisfied with his performance or conduct.
"Recruitment"	Means the activities undertaken in the Human Resources Management in order attract sufficient job candidates who have the necessary potential, compliance and traits to fill job requirements and to assist the municipality in achieving its objectives.
"Selection"	Means the process of making decisions about the matching of candidate taking into accounts individual differences and the requirements of the job
"Suitably qualified"	Means a person contemplated in section 20 (3) and (4) of the Employment Equity Act.
"Systems Act"	means Local Government Municipal Systems Act, Act No.32 of 2000
"This policy"	Policy on staff recruitment, selection, appointment, transfer and demotion.

## 2. MANDATE OF THE POLICY

The council deems the contents of this chapter to be the **Policy framework** within which the Municipal Manager must operate when he/she applies the directives contained in section 66 of the **Local Government: Municipal Systems Act, 2000 (Act 32 of 200)**

The council recognizes that in terms of section 55(1) of the aforesaid **Municipal Systems Act**, and subject to the contents thereof, the Municipal Manager is responsible and accountable for the appointment of all staff, apart from those reporting directly to him/her. In this regard the council deems the rules described in this policy to be **policy directive** referred to in the aforesaid section 55.

## 3. APPLICATIONS OF THE POLICY

This policy applies to all existing and prospective candidates for positions within the municipality. It is applicable and binding to both the municipality as well as all candidates and shall become operative immediately after its approval by the Council.

## 4. OBJECTIVES OF THE POLICY

This policy complies with the Constitution of the Republic of South Africa 1996, Act 108 of 1996, the Labour Relations Act, Act 66 of 1995, the Basic Conditions of Employment Act, Act 75 of 1997 and the Employment Equity Act, Act 55 of 1995. Over and above these pieces of legislation, this policy complies with all applicable Bargaining Council Agreements and Local Government: municipal staff regulations. The other ancillary objectives that it aims to achieve are:

- a) Introducing fair and objective principles and procedures for staffing;
- b) Providing guidelines for the appointment and demotion of employees;
- c) Establishing principles and procedures for ensuring that Maphumulo Municipality complies with legislative principles in respect of employment equity and affirmative action;
- d) Setting out procedural steps for the advertisement of a vacant post, the selection of applicants for interviews, the conducting of interviews and the appointment of candidates to the staff compliment;
- e) Determining the recruitment, selection, appointment, retention, transfer and demotion of employees for the municipality;
- f) Prohibiting the canvassing by employees, or any other person on behalf of the employee, or an applicant, for appointment to posts within the Municipality's service and evidence thereof will disqualify the employee or applicant for consideration thereof;

- g) Directing the applicants that, when applying for appointment, shall subject themselves to the screening techniques determined by the Municipality, and in terms of relevant legislation;
- h) Prescribing to employees that they would only be appointed, or transferred only if there is a vacant post, unless the Municipality determines otherwise;
- i) To engage in a process to improve the representatives of the personnel establishment of the Council to reflect the racial and gender composition of the citizen of Council, while recognizing the need to focus on customer needs, standards of effectiveness and efficiency in service
- j) delivery and an absence of determination based on any form of stereotyping;

## **5. PRINCIPLES OF THE POLICY**

- a) This policy and its implementation will be fundamentally aimed at matching the human resources to the strategic and operational needs of the municipality and at ensuring the maximum utilization, development and retention of its employees;
- b) Each appointment must be rationally and objectively justifiable by reference to the strategic and operational needs of the Municipality;
- c) All appointments will be permanent, except fixed term contracts, Learnership, Internship, In-service training and temporary appointments, the latter should not exceed a, maximum of 12 months;
- d) The responsibility of the municipality is to determine the strategic and operational needs of the Municipality, and the relevant reporting and Manager/Department Head structures of the Municipality;
- e) All aspect of the staffing, structuring, recruitment, selection, interviewing and appointment of employees will be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions, except as provided in this policy with reference to affirmative action, employment equity, as well as organizational structural review transfers.
- f) With reference to the Constitution of South Africa Act, Act 108 of 1996 and the provisions of Chapter II of the Employment Equity Act 55 of 1998, under no circumstances should any person be refused employment on any arbitrary or discriminatory basis, including but not limited to race, gender, sex, pregnancy,

marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief and/or opinion, taking into account the provisions of Chapter III of the Employment Equity Act, Act 55 of 1998;

- g) Maphumulo Municipality is an employment equity employer, and as such, preference will be given to suitably qualified candidates who are members of designated groups as defined in section 1 of the Employment Equity Act of 1998. Those groups consist of all categories falling within the previously disadvantage group.
- h) The Municipality Manager shall be appointed in terms of section 82 of the Structures Act;
- i) The Municipality shall not be compelled to sign an employment contract;
- j) The Municipality shall not be compelled to confirm probation;
- k) The Municipality shall not employ a person who is under the age of 16 years;
- l) The Municipality shall determine the health requirements of a post only where it is an inherent requirement of the post, or as prescribed by legislation;
- m) The Municipality may require an employee to be subjected to a security clearance only where it is an inherent requirement of the post, or a relevant legislation requires it.

## **6. EMPLOYMENT EQUITY AND AFFIRMATIVE ACTION**

### **6.1. Elimination of unfair discrimination**

6.1.1. Maphumulo Municipality shall take steps to promote equal opportunity in the workplace by eliminating unfair discrimination in any employment policy or practice.

6.1.2. It is affirmed that it will not constitute unfair discrimination to take affirmative action measures consistent with the purposes of the Employment Equity Act of 1998 as set out in this policy or to distinguish, exclude or prefer any person on the basis of an inherent requirement of any job

6.1.3. Harassment of an employee, including sexual harassment of any form, constitute unfair discrimination and such harassment will attract

disciplinary action against any employee found to have committed harassment

## **6.2. Application of the Employment Equity Act of 1998**

As a defined designated employer in terms of section 1 of the Employment Equity Act of 1998, and, as such, the provisions of the Chapter of the Employment Equity Act is directly applicable to the employer.

## **6.3 Affirmative Action**

6.2.1. As a designated employer Maphumulo Municipality must, in order to achieve employment Equity, implement affirmative action measures for people from designated groups as defined in section 1 of the Employment Equity Act of 1998. Designated Groups means black people, women and people with disabilities and black people is defined in the Employment Equity Act as a generic term meaning Africans, Colored's and Indians.

6.2.2. Affirmative Action measures are measures designed to ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably presented in all occupational categories and levels in the workforce of the Employer.

6.2.3. In implementing affirmative action, the municipality shall ensure that it is striving to meet annual employment equity target as contained in its Employment Equity Plan.

## **6.4 Affirmative Action Measures include, but are not limited to the following:**

- a) Measures to identify and eliminate employment barriers including unfair discrimination, which adversely affect people from designated groups;
- b) Making reasonable accommodation for people from designated groups in order to ensure that they enjoy equal opportunities and are equitably represented in the workplace of the Employer;
- c) Measures to ensure the equitable representation of suitably qualified people from designated groups in all occupational levels in the workplace of the Employer;



- d) Measures to retain and develop people from designated groups and to implement appropriate training measures, including measures in terms of the Skills Development Act of 1999;
- e) No provisions in this policy should be construed as requiring Maphumulo Municipality to take any decision concerning an employment policy or practice that would establish an absolute barrier to the prospective or continued employment or advancement of people who are not from designated groups;
- f) This includes, but is not limited to, any decision relating to the termination of employment of any employee of the Maphumulo Municipality for reasons relating to the conduct or capacity of the employee or the operational requirements of the employer in terms of the provisions of Chapter VIII of the Labour Relations Act of 1995 as amended.

## **6.5 PROCEDURE**

### **6.5.1 Employment Equity Act**

- 6.5.1.1 As employer, Maphumulo Municipality must take reasonable steps to consult and reach agreement on matters listed in section 17 of the Employment Equity Act with its employees or representatives nominated by the employees, subject to the provisions of section 16 of the Employment Equity Act.
- 6.5.1.2 Maphumulo Municipality must collect information and conduct an analysis in the prescribed form, of its employment policies, practices, procedures and the working environment in order to identify employment barriers which adversely affect people from designated groups in terms of the provisions of section 19 of the Employment Equity Act of 1998.
- 6.5.1.3 Maphumulo Municipality must prepare and implement an employment equity plan which will achieve reasonable progress towards employment equity in the Employer's workforce, and such plan shall contain, at the

very least, the information listed in section 20(2) of the Employment Equity Act of 1998.

- 6.5.1.4 Maphumulo Municipality shall comply with the provisions of section 21 [reporting to the Department of Labour], section 23 [preparation of successive employment equity plans] and all other provisions of Chapter III of the Employment Equity Act of 1998.

## **6.5.2 Authority**

The responsibility for implementing affirmative action measures and ensuring compliance with provisions of the Employment of 1998, rests with the Municipal Manager or his/her delegated assignee(s) in terms of section stipulations of the Employment Equity Act, 1998 (Act 55 of 1998). Also here the unions and the Local Labour Forum have a role to play.

## **7. General stipulations**

- 7.1A vacant post shall be filled in line with Local Government: municipal staff regulations.
- 7.2 An applicant who canvasses for appointment in the service of the council, shall disqualify him/herself for consideration.
- 7.3A person shall at least be 16 years of age to be considered for appointment.
- 7.4An employee's appointment shall be subjected to proof of good health and shall, if so requested, subject himself, at the council's cost, to a medical examination by registered medical practitioner appointed by the council.
- 7.5 A person shall be appointed in the council's service in a permanent capacity only if he has not reached the age of 60 years.
- 7.6 On entering the council's service, an employee shall, where applicable, hand in his unemployment insurance fund contributor's card and tax number to the responsible person.
- 7.7 Probationary matters shall be dealt with in terms of Local Government: municipal staff regulations.

## **8. RECRUITMENT AND SELECTION**

### **8.1. Elements of Recruitment**

Activities are dependent on the council's human resources requirements as identified on its Organogram and human resources plans. Internal sources of recruitment should be considered, if at all possible, as determined by the Head of Department using his direction, since it is cost effective and serves as a motivation for existing employees.

### **8.2 The need to fill a post**

- 8.2.1 Prior to filling a post, necessity for filling shall be assessed and motivated in writing by the Head of Department to the Municipal Manager or his delegate: Provided that the authority to fill vacancies can only be delegated to a Head of Department. Request shall be done through request form (R/S001).
- 8.2.2 Upon organizational structure approval by council, the necessary application for job evaluation or benchmarking is to be done, before advertising.
- 8.2.3 When an employee resigns, he/she shall submit the resignation letter to Head of Department for further processing and approval, and to Human Resources for information purposes.
- 8.2.4 Upon receipt of resignation letter, the Head of Department/ Municipal Manager shall accept such resignation, and the position shall be considered vacant from the last working day of the employee. Non-compliance by the Head of Department/ Municipal Manager to accept the resignation on writing shall in no way effect the validity of the resignation.

### **8.3 Advertisement**

- 8.3.1 Human Resources shall coordinate drafting of advertisement in consultation with Local Government: municipal staff regulations.
- 8.3.2 A post will only be advertised once it has been requested by the Head of Department through form RS001.
- 8.3.3 Once the Municipal Manager or his nominee has approved the post requisition, human resources shall consider Employment Equity Committee determinations on equity requirements for the post to be advertised.
- 8.3.4 Internal (within the municipality): Advertisement shall be placed on designated notice boards and other appropriate places where staff can easily access the advertisement.

- 8.3.5 External (within the local area): Advertisement shall be placed on public areas across various wards within the municipal area of jurisdiction.
- 8.3.6 External (district/provincial/national): Advertisements shall be placed in appropriate media / publications / community newspaper to ensure maximum access by the designated groups. Advertisements must aim to reach as efficiently and effectively as possible, the potential applicants, including historically disadvantaged persons as designated in the Employment Equity Act.
- 8.3.7 The Head of Department may use his discretion to determine whether the post must be advertised internally (within the municipality) or externally (locally/district/provincial/national).
- 8.3.8 Timelines for vacancy advertisement shall be carried out as follows:
- 8.3.8.1 Seven (07) working days for internal (within municipality) advert.
  - 8.3.8.2 Ten (10) working days for local (municipal area) advertisement.
  - 8.3.8.3 Fourteen (14) working days for external (district/provincial/national) advertisement.
- 8.3.9 Advertisement must be placed as follows:
- 8.3.9.1 In English / IsiZulu on all municipal notice boards (Internal adverts)
  - 8.3.9.2 In English / IsiZulu at central points within the municipal area. (Local adverts)
  - 8.3.9.3 In English / IsiZulu on newspaper circulating at district/provincial/national. (external adverts)
- 8.3.10 The Human Resource Manager, or, if none exists, the Director of Corporate Services, is responsible for all advertisements.

## **8.4 Selection**

### **8.4.1 General Principles Governing Selection**

- 8.4.1.1** A complete application should be the one that is line with Local Government: municipal staff regulations as prescribed.
- 8.4.1.2** Over and above staff regulations requirements, all applications are to be accompanied by detailed curriculum vitae.

- 8.4.1.3** False information furnished by an applicant shall disqualify him/her and make him/her liable for summary dismissal, should he/she be appointed.

## **8.4.2 Compiling the short list**

The shortlisting will be drawn up by the Selection Panel appointed by the Municipal Manager in accordance with the approved selection criteria.

- 8.4.2.1 Employment equity criteria as determined in the Council's Employment Equity Plan, must be followed as far as possible in the shortlisting and interview process.
- 8.4.2.2 Categories of person who should be given preference are the following: -
  - 8.4.2.2.1 Disabled
  - 8.4.2.2.2 Females
  - 8.4.2.2.3 Previously disadvantaged persons.
- 8.4.2.3 The principles as laid down in the Employment Equity Act, must be adhered to as well as the requirement articulated in the advert.
- 8.4.2.4 All applicants who do not satisfy the qualification and experience requirements as set out in the advertisements, must be eliminated.
- 8.4.2.5 Those who have been shortlisted shall be invited by Human Resources through the use of telephone and SMS/email.
- 8.4.2.6 Ideally not more than five (5) applicants should be shortlisted. This figure may be exceeded at the discretion of the panel.
- 8.4.2.7 The Corporate Services Department through HR shall list all applicants on a schedule as set out in Annexure "B"
- 8.4.2.8 No job offer is to be made to any candidate prior to the finalization of the recruitment and selection process.

## **8.4.3 Selection and assessment methodology**

- 8.4.3.1 Maphumulo Municipality will only make use of assessment techniques which:
  - 8.4.3.1.1 Have been shown to be valid and reliable

8.4.3.1.2 Can be applied fairly to all employees

8.4.3.1.3 Are not biased against any employee or group

8.4.3.2 All parties will uphold the strictest confidentiality in respect of any information supplied, and sign confidentiality declarations.

8.4.3.3 The Human Resources function is responsible for ensuring the integrity of the assessment process and the use and application of assessment techniques;

8.4.3.5 Medical testing will only be utilized if required or permitted by legislation or if it is justified in the light of medical facts with regard to the inherent requirements of the job.

## **8.5 Rating:**

All rating of candidates against the identified competencies are to be done on the basis of a standardized methodology.

## **8.6 Record keeping**

Adequate records of the entire selection process to be maintained, including selection and short-listing criteria: reasons for inclusion/exclusion of candidates; copies of all other assessments utilized; assessment ratings; reference checks/service letters. As in the recruitment process, these records need to be kept in the personnel file for each employee.

## **8.7 The selection decision**

**8.7.1** The selection decision is based on the established validity of candidate qualifications and any other verification required by the position before appointment.

**8.7.2** The selection decision is based on the written report about the outcomes of reference checks & personal credential verification which must be tabled before the panel prior recommendation of appointment.

- 8.7.3** The vetting of applicants' experience/s shall be done using the relevant vetting forms. (V/F001).
- 8.7.4** The selection decision is based on the assessment of the candidates in conjunction with section 20[3] and particularly 20[3] of the Employment Equity Act and in the context of Maphumulo Municipality requirements.
- 8.7.5** Targets, based on the Employment Equity Plan of Maphumulo Municipality, will be set to the preferential order of appointment at Maphumulo Municipality.

## **8.8 Head Hunting**

8.8.1 Head Hunting will be applied with caution at all times, and it may be employed at any stage of the selection process, when the selection panel is of the opinion that assessed candidates are not suitable and / or do not meet the advert requirements or does not address the employment equity plan targets. It can also be applied when the municipality is recruiting support staff for office bearers.

8.8.2 Municipal Manager/Delegate shall engage in headhunting process for the suitably qualified candidate for assessment prior offer of employment.

## **9 Interviewing process**

9.1 Interview shall be conducted by the Municipal Manager and or Heads of Department or panel specifically delegated by the Municipal Manager for the interviewing of candidate. Interviews shall be conducted as follows: -

9.1.1 In the case of the Municipality Manager and Heads of Department appointed in terms of Section 57 of the Municipal Systems Act, the Council will make the appointment.

9.1.2 In the case of all other appointments the Municipal Manager will make the appointments.

9.2 Formal relevant questions developed by the panel chairperson in consultation with Human Resources should be provided to the panel for interview process.

9.3 A scoresheet should be completed for each candidate, initialed and signed by each panel member.

9.4 As part of the screening, candidates for the position may be subjected to psychometric/competency assessment prior to interviews to reduce number of qualifying applicants.

9.5 Impressions gained during the interviews should be clearly documented and stored for future reference.

9.6 A consensus between the panel should preferably be reached for appointment recommendation based on consolidated interview score.

## **10 Appointments**

### **10.1 Procedure to be following for appointments**

A written offer of employment must be made by the Municipal Manager to the successful candidate and his/her formal written acceptance thereof, obtained, ensuring that all logistical arrangements regarding date, time and place of assumption of duty are clear.

10.1.1 All relevant documentation, i.e. Conditions of Service, Code of Conduct, task job descriptions, induction pack, etc. must be supplied to the successful candidate.

10.1.2 An employee shall disclose his/her permanent residential address, as well as that of their next of kin to the Corporate Services Department in writing, and any change thereof.

10.1.3 The following documents shall be kept on the personal file of the successful applicant: -

10.1.3.1 The Application for employment and other document submitted.

10.1.3.2 Copy of Annexure "B". Schedule of Applications.

10.1.3.3 Copy of Advertisement.

10.1.3.4 The minutes/report of the shortlisting and Interviewing committee

10.1.4 Only the Municipal Manager; Head of Department and Corporate Services Department may be allowed access to documents listed above.

### **10.2 Appointing Authority**

The responsibility for the appointment of personnel rests with the Municipal Manager of Maphumulo Municipality or his delegated assignee(s) in terms of section 55(1)(e) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

The relevant head of department may, within his budget provisions, appoint casual workers in order to fill vacancies caused by the non-attendance of any permanent or contract staff member either through head hunting or recruitment procedure.

The relevant head of department may, within his budget provisions appoint casual works in the event of an emergency. Such appointments must be reported to the Municipal Manager at the earliest opportunity.



### **10.2.1 Furnishing of information**

An employee shall notify the Municipal Manager without delay of his residential address, home telephone number, cell number and any information that may affect his continued service or the conditions of his continued service with the Municipality, as well as changes thereto.

### **10.3 Accommodation:**

The Municipality must provide accommodation to employees who falls within the scarce skills for the period not exceeding three months in line with Attraction and Retention Policy.

### **10.4 Contravention**

Failure to comply with the provisions of this policy shall constitute a contravention that may be dealt with in accordance with the Disciplinary procedure applicable at the time of contravention.

10.4.1 The Human Resources Practitioner informs the successful candidates and makes a verbal employment offer [remuneration, benefits, commencement date] which is then followed by emailed document for signing.

10.4.2 All persons appointed to the Maphumulo Municipality accept the appointment by way of signing the employment contract prior to commencement duties.

10.4.3 The Human Resources Practitioner may inform unsuccessful interviewed candidates.

10.4.4 Enquiries from unsuccessful candidates shall be dealt with by the Human Resources Practitioner.

## **11 Disputes**

Disputes concerning the appointment of candidate are dealt with in terms of the Collective Agreement reached at the Bargaining Council regarding dispute resolution procedure and relevant Labour Law.

## **12 Induction**

12.1 All newly appointed employees will participate in the Maphumulo Municipality's Induction process, as stipulated on municipal induction manual.

12.2 Existing employees may go through a process of re-induction should there be a need.

### **13 Employment contracts**

13.1 Maphumulo Municipality shall ensure that each employee is provided with a written conditional offer of employment, including the terms and conditions of his/her service. Upon successful completion of probation, an employee shall receive a written letter of permanent appointment.

13.2 A Municipality shall provide a Municipal Manager and section 57 manager with a written performance agreement, which agreement shall include, but not be limited to:

-

13.2.1 The duties of the Municipal manager as well as those of section 57 managers.

13.2.2 The specific performance criteria for evaluating the performance of the Municipal Manager and section 57 managers, including the management of conduct and finances, the elimination of inefficiency, the maintenance of discipline and the promotion of representativeness as minimum performance criteria; and

13.2.3 The delegations and authorizations necessary for the Municipal Manager and section 57 managers to efficiently manage and administer the Municipality, and a clause according to which delegations and authorizations shall be added or removed from the performance agreement.

### **14 Screening**

14.1 All applications must be processed by the Human Resources Department. No late, emailed, faxed applications must be considered. All applicants' credentials and experiences shall be verified and confirmed before any appointment is made.

### **15 Probation**

15.1 probation process must be observed in line with Local Government: Municipal Staff Regulations/Collective Agreement.

15.2 The sitting and probationary assessment meetings is the responsibility of line managers and heads of departments with support from human resources manager whenever it is required.

### **16 Transfer**

16.1 The Municipal Manager may transfer an employee within the employee's agreement if such transfer is the result of disciplinary action. An employee may also be transferred to another position due to the operational requirements of the Municipality such as organizational structural review. All transfers must be in line with Local Government: municipal staff regulations.

## **17 Demotions**

17.1 Demotion of an employee, where there is no valid and fair procedure followed, amounts to an unfair labour practice even if the affected employee retains the same remuneration.

17.2 The only fair and valid reasons for demotion are as a result of proven misconduct or where sound operational reasons necessitate change.

17.3 Demotion must therefore be affected in the case of an employee found guilty of misconduct.

17.4 In the case of misconduct, the Disciplinary Hearing will determine the level to which the employee will be demoted as well as the new salary scale and benefits of the demoted employee.

## **18 Resignation**

18.1.1 The Corporate Services Department conducts an exit interview with the employee subject to employee consent and availability.

18.1.2 All outstanding i.e., cell phones, vehicle, laptops, calculators, technical equipment, etc. must be handed back to the municipality. Such must be confirmed using relevant form (DCF001).

18.1.3 Notice period shall be a calendar month running from the 1<sup>st</sup> of a month to the end for an employee who has served twelve months period and be a two-weeks period running from the 1<sup>st</sup> of a month to mid-month.

18.1.4 The employee is compelled to serve one calendar month notice of termination of service after he has tendered his resignation. This period may be shorter provided the employee has reached an agreement with his Head of Department or the Municipal Manager. Failure to serve a calendar month notice shall result in forfeiture of 21.75 leave days.

18.1.5 Failure to comply with paragraph 18.1.2 will result in the employee forfeiting payment due to him/her of equal value of non-returned item.

18.1.6 Once the provision contained on clause 18.1.2 has been met, all dues to the employee shall be paid on the 25<sup>th</sup> of the following month.

## **19. Employee records**

A Municipality shall keep a record of each employee with the minimum of the following particulars: -

19.1 Full names.

19.2 Date of birth

19.3 Identity number.

19.4 Citizenship.

19.5 The employee race, gender and disability, as self-defined, for purposes of monitoring representativeness, with race defined as African, Colored, Indian, White or other (specified).

19.6 Home address and the telephone number

19.7 Date joining the Municipality

19.8 Nature of contract

19.9 Post title

19.10 Occupation as defined by a Code of Remuneration.

19.11 Current and previous post and salary levels, with date of entry and authorization for entering each post and/or salary.

19.12 Accreditation for training and skills.

19.13 Details of level authorized for any purpose

19.14 All other particulars required for determining benefits and remuneration, including particulars as to marital status and dependents

19.15 Certified copies of certificates, diplomas, degrees, and driver's license.

## **APPROVAL OF THE POLICY**

**THIS SERVES TO CONFIRM THAT THIS POLICY WAS APPROVED BY MAPHUMULO MUNICIPAL COUNCIL ON THE 26<sup>th</sup> OF JUNE 2025 (RESOLUTION NO.116/17/25: ) FOR IMPLEMENTATION ON THE 1<sup>st</sup> OF JULY 2025.**

  
CS SHANGE (SPEAKER)

26-06-2025  
DATE

C.S

S001

**RECRUITMENT REQUEST FORM**

Title of the position : \_\_\_\_\_

Reporting to : \_\_\_\_\_

Reason for requisition:  
(replacement, transfer,  
increase in headcount) : \_\_\_\_\_

Ideal start date : \_\_\_\_\_

Nature of employment contract  
(Full time, part time, fixed term,  
casual) : \_\_\_\_\_

Required Qualifications : \_\_\_\_\_

Required Experience : \_\_\_\_\_

Required resources : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Key performance areas : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional recommended  
Qualification : \_\_\_\_\_

Risk of NOT filling the post or  
Delaying to fill the position : \_\_\_\_\_

Is the position budgeted for  
(attach budget confirmation) : \_\_\_\_\_

Advertising medium (Municipal,  
Local, District, provincial,  
National) : \_\_\_\_\_

Requested by (HOD): \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supported/Not supported by HOD Corporate Services

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Not approved by Municipal Manager

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

C.S

V/F001



Private Bag 9205, MAPHUMULO, 4470 | Tel: 032 481 4500 | Fax: 032 481 2068/53

### BACKGROUND REFERENCE CHECK

NAME OF APPLICANT: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

NAME OF REFFEREE: \_\_\_\_\_

1. Position occupied by the applicant: \_\_\_\_\_

2. The duration : \_\_\_\_\_ (period) from \_\_\_\_\_ to \_\_\_\_\_

3. Reason for leaving: \_\_\_\_\_

4. Summary of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Is/was the applicant permanent? \_\_\_\_\_

6. Has the applicant been subjected to any disciplinary committee for misconduct:

\_\_\_\_\_

7. If yes, what was the nature of misconduct, and the outcomes thereafter?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF REFEREE:

DATE

POSITION

SIGNATURE

NAME OF HRM/DCS:

DATE

POSITION

SIGNATURE

NAME OF MM

DATE

POSITION

SIGNATURE



DCF001

## DEPARTMENT CORPORATE SERVICES

## DEBT CLEARANCE FORM ON TERMINATION OF SERVICE

NAME OF EMPLOYEE : \_\_\_\_\_

DEPARTMENT : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

DATE OF APPOINTMENT : \_\_\_\_\_

EMPLOYEE NO : \_\_\_\_\_

## HUMAN RESOURCES

RESIGNATION		DISMISSAL		ABSCONDMENT		DEATH	
RETIREMENT		MEDICAL BOARDING		END OF CONTRACT			
HR MANAGER							

REFUNDABLES	DATE GIVEN	AMOUNT/VALUE	DATE RETURNED	COMMENTS BY OFFICIAL RESPONSIBLE FOR ASSET
DEPARTMENT				
Uniforms if applicable				
Working equipment/ office keys				
DEPARTMENT CORPORATE SERVICES				
Cellphone				
Laptop				
Desktop				
3g device				
SIGNATURE : DCS/ NOMINEE				COMMENT ( IF APPLICABLE ) :
DEPARTMENT FINANCE				
Vehicle access Disk				
Telephone account				
Other e.g overpayments				

C.S

<b>SIGNATURE: CFO/ NOMINEE</b>		<b>COMMENT ( IF APPLICABLE) :</b>
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