



Policy Title		Policy Version	Role & Process	Corporate Services HOD	Policy Custodian	Policy Author	LLF Consultation Date	LLF Consultation Reference	Council Approval Date	Council Resolution No	Corporate Services HOD	Policy Approved	Policy Inception Date	Pre-implementation Checklist Completed	Policy Maintenance	Review Cycle Period	Review Start Date	Review Completion Date	Legislative References	Policy Review "Triggers"	Comments
TRANSFER POLICY			Responsible Individual Responsibility Accepted	Name and/or Date Signature					30 May 2023	C155/05/23			01 July 2023			Annually				Periodic Review	



This policy regulates the lateral movement (within the same job range) of employees within the Dipaleseng Local Municipality. DLM may also transfer any staff member in the service of that municipality to an equivalent post in the municipality, or subject to section 197 of the Labour Relation Act, to an equivalent post in another municipality.

1. PURPOSE

TRANSFER POLICY



**DIPALESENG LOCAL
MUNICIPALITY**

2. SCOPE OF THIS POLICY

The policy provisions apply to all positions and employees in the Municipality, except the Section 56 & 57 Managers.

3. POLICY STATEMENTS

1. Transfers of employees will be implemented to achieve the following objectives:

- 1.1 To fulfil the critical and important needs of the Municipality as may arise from time to time.
- 1.2 To provide employees with the opportunity to acquire knowledge and experience in other areas of the Municipality.

2. All employees of the Municipality are eligible for transfer to a position within the same salary scale by reasons of their posts being changed, abolished or through personal circumstances.

3. All transfers must be authorised by the Municipal Manager and must be communicated in writing to affected employees.

4. As far as possible transfer of employees within the Municipality must never be to the detriment of the Municipality.

5. Where transfers are initiated on behalf of the Municipality, the employee concerned must be consulted in good time and her/his personal situation must be considered favourably in the process.

6. Should the employee not be keen to be transferred, she/he must be given the opportunity to state her/his reason without prejudice.

7. The Municipality may after considering the employee's side of the story, proceed with the transfer if the transfer is in the best interests of the Municipality or is necessary in terms of the operation requirements of the Municipality and unless the employees conditions of service will not be altered in such a way as to disadvantage her/him.

4. PROCEDURAL MATTERS

The procedure for the affecting of lateral transfers shall be as follows:

1. A lateral transfer can be initiated as follows:

- 1.1 By the Municipality where the intention is to address an operational reason in one or another component of the Municipality.
- 1.2 By an employee for personal or developmental reasons.
- 2. Where the Initiator is the Municipality,

2.1 The direct Supervisor of the employee who is identified for transfer must complete the lateral movement form and submit it to the Head of the Department

2.2 The Head of Department will after completing her/his section of the form, forward it to the Human Resources Department. If the proposed transfer is within the same department the form is moved directly to HR.

2.3 Where the proposed transfer is to another department the form is directed to the Head of Department of the intended receiving department

2.4 The Human Resources Department will after applying itself to the request, considering policy and legislative issues and recommendations of both Heads of Departments, forward the form to the Municipal Manager with clear recommendations for final decision on the matter.

2.5 The duly signed form will revert to the Human Resources Department for implementation of the decision which will entail:

2.5.1 Preparing a letter of transfer and forwarding it to the Department for onward transmission to the employee.

2.5.2 Preparing a letter of transfer and forwarding it to the Department for onward transmission to the employee.

2.5.3 Updating the Human Resources information system of the change in position (if approval granted) as well as placing the relevant documentation in the employee's personal file.

3. Where the Initiator is the employee, she or he completes the lateral movement form before handing it to her/his direct Supervisor who will ensure the rest of the process as stated above. 4. The Head of the Department of the releasing department must approve the imminent departure of the employee and the Head of the recipient department must also be in agreement to the transfer.

5. The Human Resource Department shall oversee the application and implement the outcomes as stated in the preceding statements regardless of the initiator and the outcome of the transfer process.

5. Transfer of staff to another institution

In terms of Regulation 25 of Municipal Regulation on Staff appointment

DLM municipality may transfer any staff member in the service of that municipality to any equivalent post in the municipality or, subject to section 197 of the Labour Relations Act, to an equivalent post in another municipality.

A staff member may only be transferred—

a) if the staff member requests or consents, in writing, to the transfer; or

in the absence of consent, if the transfer is fair taking into consideration—

- b) the operational requirements of the affected institutions, including whether the transfer of the staff member would address such requirements;
- c) written representations from the staff member prior to the proposed transfer; and
- d) the extent to which the interests and circumstances of the staff member may be fairly accommodated.

The salary and other conditions of service of a staff member may not be adversely affected by a transfer under this regulation without the written consent of that staff member.

A staff member contemplated in this regulation may not be demoted, promoted or transferred to a position at a level which is lower or higher than the staff member's current post level.

This policy was signed by _____ in his capacity as the Municipal Manager of the Dipaleseng Local Municipality on the _____ and the policy takes effect as from 01 July 2023

Signature


Date of Council Approval
 30 May 2023

DIPALESENG LOCAL MUNICIPALITY



INTERNAL LATERAL MOVEMENT FORM

1. CURRENT POSITION DETAILS

EMPLOYEE NAME & SURNAME	
EMPLOYEE NUMBER	
DESIGNATION/ POSITION	
POST LEVEL	
UNIT	
DEPARTMENT	
EMPLOYMENT STATUS	
REASONS FOR LATERAL MOVEMENT	

2. IMMINENT POSITION DETAILS

EMPLOYEE NAME & SURNAME	
EMPLOYEE NUMBER	
DESIGNATION/ POSITION	
POST LEVEL	
UNIT	
DEPARTMENT	
EMPLOYMENT STATUS	

APPROVED / NOT APPROVED _____

NAME & SURNAME _____

SIGNATURE _____

DESIGNATION _____

6. APPROVAL OF RECEIVING HEAD OF DEPARTMENT

APPROVED / NOT APPROVED _____

NAME & SURNAME _____

SIGNATURE _____

DESIGNATION _____

DATE _____

5. APPROVAL OF RELEASING HEAD OF DEPARTMENT

APPROVED / NOT APPROVED _____

NAME & SURNAME _____

SIGNATURE _____

DESIGNATION _____

DATE _____

4. COMMENTS/REMARKS BY DIRECT SUPERVISOR/MANAGER

APPROVED / NOT APPROVED _____

NAME & SURNAME _____

SIGNATURE _____

DESIGNATION _____

DATE _____

3. DETAILS OF REQUESTER

NAME & SURNAME _____

SIGNATURE _____

DESIGNATION _____