



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

DEPARTMENTAL POLICY ON REDEPLOYMENT

Version 2
(Reviewed in March 2015)

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1. DEFINITIONS

"Accounting Officer"	Refers to the Head of Department.
"BCEA"	Means the Basic Conditions of Employment Act, Act No. 75 of 1997, as amended.
"Department"	Means Northern Cape Department of Roads and Public Works.
"DPSA"	Means the Department of Public Service and Administration.
"HCM"	Means Human Capital Management.
"HOD"	Means Head of Department.
"NCDRPW"	Means Northern Cape Department of Roads and Public Works.
"Staff redeployment"	Means to move (troops, etc.) from one front or area to another. Used in this context; it is to shift employees subject to change in operations from one place or use to another for greater effectiveness.
"Programme Managers"	The Senior Management Service Members who are responsible for managing a certain Departmental Programme / Directorate.
"PSCBC"	Means Public Service Co-ordinating Bargaining Council.
"PSR"	Means Public Service Regulations.
"SMS"	Senior Management Service.
"Employee"	An employee includes all employees of the Department employed in terms of the Public Service Act of 1994, the Basic Conditions of Employment Act of 1998, as amended and includes contract workers, interns, volunteers and prospective employees.

2. INTRODUCTION

- 2.1. The Department of Roads and Public Works recognises the contribution of all staff to delivering its aim of providing outstanding service in terms of roads and infrastructure development within the Northern Cape Province. It is committed to maintaining staff in employment where this is consistent with its overall aims and statutory obligations and this policy outlines the DR&PW's approach to supporting individuals who are subject to redeployment.
- 2.2. The purpose of the policy is therefore to provide guidelines for redeployment of staff within the public service administration in the Northern Cape Department of Roads and Public Works.
- 2.3. The Basic Conditions of Employment Act of 1997 sets out guidelines for the redeployment of staff.

3. REGULATORY FRAMEWORK

- 3.1. The Constitution of the Republic of South Africa (Act No. 108 of 1996), section 215 and 217,
 - 3.2. The Public Finance Management Act no.1 of 1999 (as amended by Act no 29 of 1999):
 - Section 38 dealing with general responsibilities of accounting officers and specifically subsection 38 (1)(a)(i), 38(1)(b),38(1)(d),38(1)(h) and
 - Section 45 dealing with the responsibilities of other officials.
 - 3.3. Treasury Regulations issued in terms of the Public Finance Management Act,1999, Section 8.2.2 (Approval of Expenditure), 10.1.1 and 10.1.2 (Asset Management)
 - 3.4. Other applicable legislations as stated below:-
 - 3.4.1. The Basic Conditions of Employment Act, Act No. 75 of 1997, as amended.
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- 3.4.2. The Code of Good Practice on the Regulation of Redeployment and Transferability of staff.
- 3.4.3. The Public Service Act, Act No. 103 of 1994, as amended.
- 3.4.4. The Public Service Regulations, 2001.
- 3.4.5. Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions 3 of 1999 and 1 of 2007
- 3.4.6. The Labour Relations Act, Act No. 66 of 1995, as amended.
- 3.4.7. The DPSA Financial Manual.

4. OBJECTIVE

The primary objective of this policy is to ensure that all employees subject to redeployment are treated in a fair and consistent manner and in accordance with relevant labour legislations. The labour legislation may require that specific categories of staff are considered for redeployment opportunities before consideration of other redeployment candidates.

This policy is also formulated in order to ensure that the Department of Roads and Public Works meets its moral and legal obligations to maintain staff in employment in the following circumstances:-

- 4.1. When, by reason of disability and/or other medical reason, the individual is no longer able to continue in his/her current role, despite consideration of reasonable adjustments to that role.
 - 4.2. Where, as a result of departmental restructuring, the individual's job no longer exists in its current format.
 - 4.3. When a potential redundancy situation arises for reasons other than departmental restructuring.
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5. PRINCIPLES, VALUES AND PHILOSOPHY

This policy is intended to reflect the department's commitment to the principles, goals and ideals described in the department vision and core values.

- 5.1 Wherever possible, the Department will seek to maintain individuals in employment in work of a broadly comparable nature. The following criteria will be used for redeployment:-
- The nature of work being performed;
 - The qualifications, skills and experience required to carry out the work;
 - The aptitude or capability of the individual to undertake the work;
 - Grade, Pay and Location
- 5.2 Redeployment opportunities will usually be restricted to posts at the same grade, although posts at a lower grade will be sought at the request of the individual.
- 5.3 Transfers or redeployments will be considered only when clearly necessary and cost effective. Proper processes and procedures should be set in place for redeployment.
- 5.4 An application for transfers shall be discussed and approved by the HOD prior to an employee embarking on the actual process of being transferred to another section within the department or Northern Cape Provincial Administration.

6. SCOPE AND APPLICABILITY

- 6.1. This policy is applicable to persons as stipulated in Basic Conditions of Employment Act; employed by the Department in terms of the Public Service Act, Act 103 of 1999, as amended.
- 6.2. The individuals to whom the policy is applicable are the following:
- All permanent employees of the department, including employees on contract.
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7. PROCEDURES

7.1. The following Procedures are applicable to redeployment

7.1.1. Negotiations/Consultation

The Department should consult with the Unions on the following:

- a. Accurate implementation of provisions of the Public Service Regulations or alternative mechanisms to be considered.
- b. The provisions of the Public Service Regulations to be followed (the relevant provision will be provisions dealing with Operational Requirements).
- c. If the Public Service Regulation is not to be followed, then the alternative mechanisms must be agreed upon.

7.1.2. Conditions to be adhered to during Redeployment Process

- a. As soon as components for restructuring are identified a moratorium will be placed on filling of all vacant posts within such component. Managers must identify jobs that are threatened by restructuring. Positions available in other branches should be identified.
 - b. The supernumerary staff must be incorporated in the current components until the restructuring is complete. The absorption of the supernumerary staff will help to minimize the effect of restructuring on the Department's service delivery.
 - c. Before advertising any vacancy within Department of Roads and Public Works there must be determined if there are any supernumerary staff of that rank available for redeployment.
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7.1.3. Options available to employees facing redeployment

- a. Employees will have an option to be transferred to other components within the Department of Roads and Public Works where suitable vacancies exist (horizontal transfers or redeployment where equal but not necessarily similar work opportunities exist within the Department of Roads and Public Works; or
- b. to be transferred to new employers; or
- c. Retirement to those employees over age of 60 years.
- d. Consultation with the affected employees should take place before the transfer where the options and the implications thereof will be explained. An employee may have the options of labour representative's assistance in this process.
- e. In consulting an employee on redeployment, the employee must be afforded the opportunity to have a labour representative of his/her choice present at the consultation process.

7.1.4. Appointments

- a. All staff below the levels of Deputy Director will automatically be appointed on the same rank to which they presently hold should there be sufficient posts in the establishment.
 - b. A panel will be responsible for effecting the automatic appointment of officials who would be kept in the same rank.
 - c. If there are more candidates than posts, all the candidates who have indicated a preference to a specific post will be interviewed.
 - d. Official appointment of re-assigned candidates will be appointed as per delegation in the recruitment policy.
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7.1.5. Project and Management plan for re-deployment

- a. The availability of funds must at all times be taken into consideration. Projects must be identified where employees can be redeployed, and a redeployment plan devised. The redeployment should be conducted in accordance with the plan.
- b. The plan should indicate the following:
 - i. The nature of the project
 - ii. The number of employees needed in projects
 - iii. The duration of the project
 - iv. The area in which redeployment will take place
 - v. The management plan of the project
 - vi. The existing and planned infrastructure development of the area.

7.1.6. Questionnaire of Transferability and business unit preference

- a) All affected employees will be expected to complete a transferability and business unit preference questionnaire indicating preference of component or geographical location.
- b) Preference will be given to officials within the current work area and regional offices.

7.1.7. Personal Development Plan

- a. The development initiative should involve the following:
 - I. Skills audit
 - II. Skills Development Plan/Personal Development Plan
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- III. Financial assistance to be provided where needed, especially where it was initiated by the employer.
- b. The development initiative should be established to deal with all the aspects of redeployment.
 - i. The task teams or committee must comprise of labour representatives and Departmental functionaries.
 - ii. Some members may be co-opted into the team or commissions for special reasons.
- c. Once the skills gap has been identified, personal development plans will be drawn up which will form a learning contract to be entered into between the incumbent and the Department.
- d. Other departments should also be contacted for placement of supernumerary staff.

7.1.8. Personnel who could not be absorbed into new structures and projects

- a. A list of employees who could not be absorbed into the new structures and projects must be compiled. The list is essential in order to maintain proper management of the whole redeployment process.
- b. The list will be compiled by the Directorate: HCM only after being certain that the employees could not be absorbed into the Department's posts, special projects and other departments.
- c. This list should be made available for recruitment purposes and employees on the list must be considered before filling a post.

7.1.9. Advertisement of remaining posts

- a. After all the affected employees have been absorbed, the remaining posts (at equivalent levels) will be advertised as per Departmental Recruitment/Selection and Affirmative Action Policies.
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- b. This is open to all employees inclusive of incumbents who are currently additional to the establishment.
- c. Members of staff who wish to be considered for promotional posts will have to apply once posts are advertised.
- d. Promotions will only be considered once all current incumbents have been absorbed.
- e. Staff members who are not successful during the redeployment process for posts equivalent to their current levels will be offered posts at a level lower with retention of their personal salaries and seniority date. This will be done in a consultative manner and the option of a voluntary severance package will be given prior to appointment on the lower lever.

7.1.10. Appointment at lower level

- a. It is not the intention of the Department to retrench staff. However, if an employee has not been absorbed due to his/her:
 - I. unwillingness to relocate/redeploy (latter two options were given to them) unsuccessful placement; and
 - II. then voluntary severance packages will be considered.

8. ROLES AND RESPONSIBILITIES

- 8.1. The **Head of Department or Accounting Officer** is responsible for the approval, implementation and review of this policy
 - 8.2. Programme Managers and Heads of Units will be encouraged to:-
 - 8.2.1. *Identify suitable opportunities for redeployment for individuals within their own directorates;*
 - 8.2.2. *Provide support to individuals subject to redeployment;*
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8.2.3. *Seek appropriate opportunities to assimilate individuals subject to redeployment to alternative posts within the department;*

8.2.4. *Accept a social and corporate responsibility for Department staff by responding positively to requests to consider staff subject to redeployment; and*

8.3. The Directorate Human Capital Management

- *Shortlisting redeployment candidates against the essential criteria for the post*
- *Arranging to interview redeployment candidates at the earliest opportunity*
- *Assessing candidates against the essential requirements for the post as detailed in the job description and person specification*
- *Providing feedback when redeployment candidates do not meet the essential criteria for the role*
- *Advising staff on the redeployment process, as appropriate*
- *Maintaining a register of staff subject to redeployment*
- *Notifying redeployment candidates of forthcoming vacancies*
- *Determining the eligibility of redeployment candidates for specific posts*
- *Liaising with the recruiting manager to ensure prior consideration for vacant posts*

8.4. The Employee will be expected to put themselves forward for suitable vacancies and not to unreasonably turn down an offer of suitable alternative employment.

8.5. The Directorate Policy and Planning will monitor and evaluate compliance and impact of these guidelines by all programs and sub-programs in the Department.

9. FINANCIAL RESOURCE AND BUDGETARY IMPLICATION

The Programme / Responsibility Managers of the Department shall submit budgetary requests to be approved by the Accounting Officer, on the recommendation of the Chief Financial Officer, to ensure that all expenses relating to the redeployment of employees are budgeted for through the medium term expenditure framework.

10. POLICY MONITORING, EVALUATION AND REVIEW

10.1. The Accounting Officer is the official who has overall responsibility for the proper implementation and monitoring of this policy.

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- 10.2. The Directorate Strategic Planning Management shall also, on behalf of the Accounting Officer, monitor and evaluate compliance and impact of these guidelines by all programmes and sub-programmes in the NCDRPW.
- 10.3. This policy is effective from date of signature.
- 10.4. This policy shall be assessed in two (2) years from its effective date to determine its effectiveness and appropriateness and thereafter bi-annually. This policy may be assessed before that time as necessary to reflect substantial organizational or other changes at the Department or any change required by law.
- 10.5. If and when any provision of this policy is amended, the amended provision will supersede the previous one.
- 10.6. Deviations from this policy must be approved by the Accounting Officer.
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11. APPROVAL

This policy is Approved / ~~Not Approved~~
Comments:

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ACCOUNTING OFFICER

16/04/2015
DATE

ANNEXURE A

DEPARTMENT OF ROADS AND PUBLIC WORKS - REDEPLOYMENT OF
STAFF -

QUESTIONNAIRE ON THE TRANSFERABILITY AND BUSINESS
UNIT/REGIONAL OFFICE PREFERENCE

1. Name
2. Rank
3. Current Division/Section
4. **I am willing to take a transfer without change in my present rank and salary position to Head Office / the following District Offices / the following Programme (in order of preference):**
 - 4.1.
 - 4.2.
 - 4.3.
 - 4.4.
 - 4.5.
5. I am willing to be appointed/interviewed for the following Programme / Component / District Office (in order of preference).

It is advisable to indicate more than one area of preference in the event that you are not absorbed in your first choice:
