

## SECONDMENT POLICY

### Policy Governance

Policy Title	SECONDMENT POLICY	
<u>Role &amp; Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
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Legislative References	<ul style="list-style-type: none"> <li>• Constitution of RSA Employment Equity Act, 1998 (Act 55 of 1998);</li> <li>• Skills Development Act, 1998 (Act No. 97 of 1998);</li> <li>• The Basic Conditions of Employment Act, 1997 (Act No.75 of 1997);</li> <li>• Labour Relations Act, 1995 (Act 65 of 1995);</li> <li>• Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);</li> <li>• Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)</li> <li>• The <i>Promotion of Equality and Prevention of Unfair Discrimination Act</i>, 2000 (Act No.4 of 2000) (PEPUDA)</li> <li>• Collective Agreements</li> <li>• The South African Qualifications Authority (SAQA)</li> <li>• Government Gazette Act No, 40167 of the 29 July 2016.</li> <li>• Any relevant legislation.</li> </ul>	
Policy Review "Triggers"	CHALLENGES	
<b>Comments</b>	<b>PER REQUEST</b>	

Name of the Policy: Secondment Policy

Distribution List

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Revision	Page Number	Date	Description of Amendment
New	All	.....	New document
Annual review No.1		.....	Annual review
Annual review No.2		.....2020	Annual review

Document Approval

<b>This document has been approved for use by Council as per the process outlined below:</b>	
Recommended by:	Local Labour Forum dated..... as per item ..... Portfolio committee dated..... as per item ..... Mayoral committee dated..... as per item .....
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## **1. PREAMBLE**

- 1.1 The Secondment Policy and Procedure is to provide guidance to enable managers at Rustenburg Local Municipality to best facilitate the developmental needs of their staff.
- 1.2 It is not intended to be prescriptive but to prompt full consideration of the issues to be addressed by Directorates when offering a secondment opportunity and by prospective candidates when considering whether to apply for a secondment.
- 1.3 The policy and procedure provide the basis for all formal arrangements within the municipality.

## **2. POLICY STATEMENT**

- 2.1 The Municipality is committed to creating an equal, developmental and motivating working environment which values and empowers employees at all levels. The secondment policy is one of the appropriate measures of achieving this commitment.
- 2.2 The municipality recognises that individual employees will be committed and motivated to achieve strategic objectives when individual inspirations are aligned with the Municipality's strategic objectives. Provision of appropriate support and developmental opportunities for staff is essential to improve their performance and to respond to the demands and pressure on them.
- 2.3 The objectives to individual employees should be aligned to the overall objectives and Integrated Developmental Plan of the municipality.
- 2.4 The municipality supports secondment, recognising it as:
  - Being developmental for individuals;
  - An additional means of advancing the career path of employees;
  - Adding to the skills base of the organisation;
  - An opportunity to deal with short term or problematic work areas/levels; and
  - An opportunity to build or develop further strong internal relationships.

## **3. SCOPE OF APPLICATION**

- 3.1 The secondment policy and procedure apply to the municipality and all its permanent employees that have completed 12 months period permanently employed and or working for the municipality.
- 3.2 For situation where an employee is approached by the municipality to undertake a certain responsibility or task for a specified period, the terms and conditions of this policy shall also apply.
  - 3.2.1 Based on the need for the secondment, the duration of the secondment will be determined for the employee, but will in any case not exceed a period of two (2) years.
  - 3.2.2 Should an extension of the secondment period of two (2) years be required, such request should be sought by the those who require the services of the secondee must do so in writing to the Municipal Manager with a full motivation.

3.3 In both cases the municipality would agree to protect the substantive (original) post for that extended period and the terms and conditions of secondment will be no less favourable than specified in the policy.

#### **4. DEFINITIONS**

##### **4.1. What is meant by secondment?**

4.1.1 Secondment means the transfer, on loan/temporary transfer, of an employee of an institution to another institution or to another department within the same institution for a specific time period, generally to carry out specific work. Typically, secondment could arise where, by virtue of the special skills and experience of an employee of an institution, another body or agency, whether national or international, may seek to have that employee to work for them in relation to a specific project.

4.1.2 Or, an employee in the furtherance of his or her career development may identify an opportunity in another institution which he or she would like to pursue for specific period of time. In such circumstances, whether initiated by the Institution or the employee himself or herself, the decision whether secondment can be facilitated will lie with the institution. The decision will depend on the institution's business needs in the first instance.

4.1.3 Where an institution decides that the secondment can be accommodated in terms of the business needs, the institution will consider the appropriateness of the proposed work to the development of the employee concerned. If in all those circumstances, the institution considers it can agree to the secondment, the institution will enter into discussions with the institution to which the employee will be seconded regarding the terms and conditions which will be associated with the secondment. In general, where an employee is seconded to another agency or institution they remain in the payroll of the substantive institution.

##### **4.2 Internal secondment**

4.2.1 Internal secondment is a temporary placement of an employee to another role or responsibility for a specific purpose and period of time to the mutual benefit of all parties. The secondment is usually not more than two years.

4.2.2 Internal secondment in case of Rustenburg Local Municipality occurs when a section/unit/directorate of the municipality wishes to temporarily deploy an employee who has an appropriate skill, knowledge and experience to undertake a particular task that cannot be covered by existing roles.

4.2.3 Normally these tasks are expected to be for a limited duration although there are occasions when the secondment offers an opportunity to assess whether the need for the particular expertise is likely to be long (like piloting).

4.2.4 Secondments can be within same directorate in which the employees work or elsewhere within the municipality.

- 4.2.5 An employee will be given a secondment letter stating details of the arrangement which will act as a temporary variation to his or her contract of employment.
- 4.2.6 Any secondment is subject to normal approval procedures inherent to recruitment process of the Municipality. Before proceeding with secondment, managers should seek advice and guidance from Director Corporate Support Services.
- 4.2.7 Secondment will not be implemented to avoid acting.
- 4.2.8 Any request for secondment shall be after consultation and agreement of the employee concerned.

## **5 DURATION OF SECONDMENT**

- 5.1 The maximum duration of secondment in Rustenburg Local Municipality shall be in line with clause 3.2.1 and 3.2.2

## **6 SUPPORT TO SECONDMENT**

- 6.1 Whilst the municipality is committed to encouraging personal growth and development; this must be viewed against the business needs of the directorate or municipality itself. Approval of the Director/s is required. Secondment opportunities should not be refused or denied unreasonably by the director; however, support for secondment is not automatic and may not be possible in every case.
- 6.2 It will depend upon number of factors and the length of the proposed secondment will have a bearing on whether the individual may be able to return to their substantive post. Secondment shall be granted provided it meets the following criterion:
- 6.2.1 That secondment will provide personal and professional development to the employee.
- 6.2.2 That there will be overall benefits for the municipality through improved individual and organisational performance.
- 6.2.3 That secondment is only applicable to permanent employees.

## **7 ROLES AND RESPONSIBILITIES**

### **7.1 Current line manager**

- 7.1.1 Managers should first consider whether it is possible to release an employee from his/her current role for the requested period of time. Managers may require engaging the role of the Directorate Corporate Support Services to acquire permanent employee to act on the space vacated by the secondee on a rotational basis.
- 7.1.2 It is also important to consider the individual's developmental needs and how they may best be met by support for secondment. Employees can benefit from secondment opportunities in many instances. They will return to their substantive positions with increased knowledge and experience and greater understanding of the municipality.

## **7.2 Line manager at host Directorate/Section/Unit**

8.2.1 It is recommended that during the span of secondment there should be review of performance of the secondee and further necessary assistance and support to enhance such performance.

## **8 INITIATION OF SECONDMENT**

8.1 Secondment can be initiated by:

- A unit/section/directorate either identifying a specific individual/group to second;
- A unit/section/directorate targeting another unit/section/directorate of the municipality in order to provide a development opportunity to staff in that unit/section/directorate; and
- A unit/section/directorate inviting a selected group to express interest in order to capture a particular set of skills.

## **9. RECOMMENDATION AND APPROVAL**

9.1 Conditions of secondment shall be with the consent of the secondee and recommended by the Director/s concerned and approved by the Municipal Manager.

## **10. TERMS OF AGREEMENT**

10.1 Prior to commencement of secondment, formal terms of agreement must be agreed upon by the Director of the host directorate and the secondee.

10.2 The terms of agreement should specify the following:

- Duration of secondment (see clause 3.2.1 and 3.2.2)
- Level of remuneration to be paid to the secondee (must not be lesser than remuneration at substantive post)
- Job description during secondment.
- Details of the type and timing of notice required to end the secondment prior to the agreed end date and any associated costs.
- Conditions of return to substantive position.
- Which unit/section to bear cost to salary, study programmes, overtime and any other costs, indemnities and liabilities during secondment.
- Leave arrangement and accrual.
- Any matter related to discipline should be regulated by the relevant collective agreement on discipline.

## **11. SECONDMENT PROCEDURE**

- Secondment should be informed by the recruitment policy of the Rustenburg Local Municipality.
- Secondment shall not however be utilised to avoid filling of the vacant position.

- The identification of a suitable candidate should be based on the inherent requirements of the secondment position. The motivation to appoint a particular candidate must briefly outline the identified candidate’s profile in relation to others in the unit/section in respect of the ability or potential, employment equity objectives, succession planning and skills development needs.
- Having due regard of the operational needs, employment equity, succession planning of the unit/section and or the municipality itself the Human Resource Manager will compile all relevant documentation, including a letter of secondment to the identified employee.
- The final signature to appointment shall be appended by the Director Corporate Support Services and Municipal Manager.
- The seconded employee must accept and or reject the secondment in writing.
- After termination of secondment, the employee would revert back to his/her substantive position. Should that employees’ previous workplace become the subject of restructuring prior to the termination of the secondment, then that employee’s position after the secondment would be subject to the outcome of restructuring process.

**12. REPLACING A SECONDEE**

- a. A person who is appointed to temporarily replace a secondee must be notified in their letter of appointment that the secondee has a right to return to his/her position. Should this occur prior to the anticipated end of secondment, the replacement staff will be given a one month notice to vacate the position.

**13. END OF SECONDMENT**

- 14.1 At least 30 days prior to the end of period of secondment a notification letter should be issued to the secondee and a meeting should be arranged between the secondee and their host and substantive Director to discuss the implication of their return to the substantive post.
- 14.2 At the end of secondment the employee will return to his/her substantive position.

**14. UPKEEP OF THIS POLICY**

- a. Director Corporate Support Services shall be responsible for the upkeep of this policy.

Signed by the Parties and witnesses on the following date and place:

**Date**..... **Place**.....

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a. Municipal Manager

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b. SAMWU Chairperson



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c. IMATU Chairperson

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d. Witness (1)

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e. Witness (2)

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RLM POLICY