



HUMAN RESOURCE POLICY

CAREER PATHING

Policy No: NLMHRED003	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

This Policy should, where applicable, be read together with the Recruitment, Skills Development and Employment Equity, Performance Management, Succession Planning policies, and the Organisational Structure. This Policy is applicable to all employees of Ngwathe.

2. OBJECTIVE

The objective of this Policy is to provide guidelines for career development and to align the future staff planning of Ngwathe with the availability of appropriate resources within Ngwathe.

3. POLICY

3.1 It is the Policy of Ngwathe:

3.1.1 To provide a work environment that promotes career growth for all employees: and

3.1.2 To define employee career paths which will help Ngwathe to train and retain a pool of suitably qualified employees.

Career growth environment should as a matter of strategy, make Ngwathe the employer of choice.

4. GUIDING PRINCIPLE

Career Pathing is guided by the plan of the Municipal Manager to annually at the beginning of each financial year, communicate in writing to all employees an updated organisational structure.

5. PROCEDURE

5.1 The Line Manager will communicate career growth opportunities with each of his / her employees in his / her department with particular emphasis on:

5.1.1 Career paths available in the organisational or departmental structure

5.1.2 What training, qualifications or actions an employee should undergo in order to take advantage of career opportunities

5.1.3 What performance improvements can be attained for the employee to take advantage of career opportunities?

- 5.2 An employee who is interested in being transferred to other departments for purposes of career growth should be assisted by the Line Manager in terms of this policy. Should it be operationally possible, taking into consideration succession plans applicable at the time.

6. CAREER DEVELOPMENT PLAN (CDP)

- 6.1 A CDP will be drawn up for each employee and will consist of yearly Individual Development Plans (IDP) developed by the Line Manager in consultation with the employee. A CDP will give the employee the necessary motivation, direction, awareness and obligations in obtaining the necessary competencies for recognition and reward leading to career growth.
- 6.2 The Line Manager will develop the IDP in conjunction with the employee. Once the IDP has been agreed by both the Line Manager and the employee, the Line Manager who will then draw up the CDP.
- 6.3 The CDP will cover competencies to be attained over a period of one calendar year, where after the employee will be assessed and a new CDP formulated.
- 6.4 The CDP of an employee should be drawn up in a realistic manner, taking into account the existing skills.
- 6.5 It shall be the responsibility of the employee to drive the IDP to be successful in their current situations as well as future endeavors.

7. ASSESSMENT OF COMPETENCIES

- 7.1 To pre-empt any subjectivity and dissatisfaction, competencies will be assessed using a broad evaluation technique.

7.2 This entails complete evaluation, using a standard feedback evaluation form, by the employee's supervisor, peer, sub-ordinate and customer / client where applicable.

7.3 An employee should gather a portfolio of evidence for evaluation by the Line Manager.

8. CAREER PROGRESSION

8.1 Career paths will be defined and made available to every employee in terms of a CDP.

8.2 The onus is therefore on the employee to demonstrate full competence in his current situation so that the employee can be considered for succession planning.

9. HUMAN RESOURCES PLANNING

9.1 Human Resources planning is based on the operational needs of Ngwathe.

9.2 Human Resources levels will be reviewed annually and if necessary amended by the Municipal Manager.

10. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services