



HUMAN RESOURCE POLICY PROMOTION

Policy No: NLMHRED008	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, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

This Policy shall apply to all employees of Ngwathe and should be read in conjunction with the Succession Planning, Career Planning, Employment Equity and Skills Development Policies.

2. PREAMBLE

This policy aims to outline the process of recognising and rewarding good performance from internal staff of Ngwathe, by promoting employees to higher positions when there is a vacancy.

3. POLICY

- 3.1 Before a promotion can be considered, a vacant post must first exist. A detailed motivation from the head of the relevant department, supported by the Municipal Manager must be submitted to Council or its designated committee before a promotion can be effected.
- 3.2 Where there is more than one employee who is interested in the vacant post, which in the opinion of the Council, should be filled, such information shall be brought to the attention of employees by means of a notice on the relevant notice boards or in any other way determined by the Municipal Manager in consultation with the head of the relevant department. An employee regarded by the Council as the most suitable for a promotion post and not necessarily the employee with the longest service, shall be promoted. When an employee is promoted, his/her annual bonus shall be paid to him/her on the original date of his/her appointment. Whenever a promotion is effected the incumbent can only move up to the next notch or level.
- 3.3 An employee may be promoted to a higher post in the case where such exists and, only after completion of a period of at least two years in their original post.
- 3.4 The employee must have the necessary skills and knowledge which is required by the advertised post.
- 3.5 The employee must have a sound record of dedication and commitment to fulfilling the obligations required from the vacant post.

3.6 Before considering anybody outside of Ngwathe, the Council must satisfy itself that there is no one within its employee pool who satisfactorily meets the required criteria of the vacant post.

3.7 Should a head of department recommend an employee for a promotion and there is no suitable vacant post available, the employee who has been recommended for promotion will be evaluated and appraised in monetary terms.

4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager / Director Corporate Services (subject to its delegations if any)	
Council	
Line Manager	
Human Resources	
Labour Representatives	

5. AUTHORITY

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