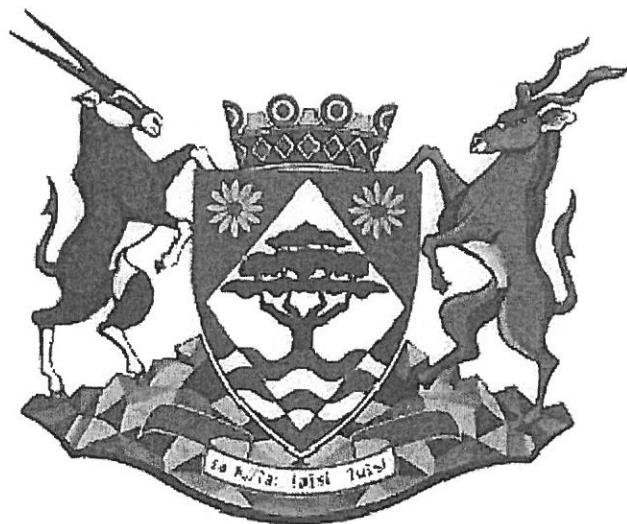


**NORTHERN CAPE PROVINCIAL
GOVERNMENT**



**DEPARTMENT OF SPORT, ARTS
AND CULTURE**

JOB ROTATION POLICY

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1. POLICY STATEMENT

In an effort to promote career management and empower and develop employees, a procedure has been produced to provide flexible working patterns for employees to enable job rotation to be undertaken within the Department in a uniform and consistent manner.

In addition, as part of career management, empowerment and development of employees in relation to the Department's commitment to achieving employment equity and a representative workforce, procedures have also been provided to assist line managers to identify serving employees to act in higher positions.

2. DEFINITIONS

Job Rotation - is an approach to employee development where an employee is moved to different functions within an organization with the aim to improve the employee's exposure to the organization.

3. POLICY OBJECTIVES

3.1 The main objectives of the policy are:

- 3.1.1. To provide employees the opportunity, at executing authority discretion, to explore new assignments or jobs, and to provide directorates the opportunity to enhance employee development or make more effective use of staff.
- 3.1.2. To give clarity to employees whether the program is an optional or voluntary in nature, such as something that employees must apply for, or if it'll be mandatory and imposed by the department on a particular work group.
- 3.1.3. To motivate and challenge an individual who has been on a job for a long time.
- 3.1.4. To cross-train (multi-skill) members of a team.

- 3.1.5. To prepare an employee for career advancement, eventual promotion in a succession plan, by receiving the chance to expand his or her skill set and responsibilities, and gain broader knowledge about the organization.

4. REGULATORY FRAMEWORK

- 4.1. Public Service Act, 1994, as amended
- 4.2. Public Service Regulations, 2001, as amended
- 4.3. GPSSBC Resolution 1 of 2002
- 4.4. White Paper on Human Resource Management, 1997

5. SCOPE AND APPLICABILITY

- 5.1. Permanent employees between salary levels 1 to 8 who are employed within the Department of Sports, Arts and Culture in the Northern Cape Province in respect of job rotation.
- 5.2. All employees within the Department of Sports, Arts and Culture within the Northern Cape Province in respect of acting in higher posts.

6. POLICY PRINCIPLES

- 6.1. Job rotation will occur outside an employee's functional unit by agreement (e.g. six months in Registry or six months in Finance, or six months in a Sports, or six months in Human Resources or six months in the Supply Chain Unit, etc.).
- 6.2. Job rotation will only apply to positions at the same level, unless if the employee has been asked to act in a vacant position.
- 6.3. A job rotation cycle will be for a period(s) as determined by HR in agreement with the responsible line manager for any position(s). Employees on job rotation will revert to their original position at the end of the rotation cycle.

- 6.4. A request for job rotation may be declined if sufficient proof exists within the component from where the employee is moving; that the staff rotation will have an adverse effect on service delivery.
- 6.5. Where relevant, job rotation may be included in the employee's training and development plans. An employee or his/her line manager may suggest job rotation as part of the Performance Development Plan.

7. PROCEDURES

7.1. THE PROCEDURE FOR JOB ROTATION FOR EMPLOYEES WITH GRADES (1 - 8) ARE DESCRIBED BELOW AS FOLLOWS:

7.1.1. Selection Process

- 7.1.1.1. A call for expressions of interest to take part in a job rotation cycle will be issued from time to time by the Human Resources Division (HR), working in cooperation with directorates or line management.
- 7.1.1.2. An employee may initiate job rotation request to his / her line manager but must be supported by his / her Performance Development Plan.
- 7.1.1.3. The call from HR will invite employees to submit an application for job rotation. As a result of the expressions of interest received by application; HR will identify the functional areas in which job rotation opportunities may occur. HR is responsible for managing this process.
- 7.1.1.4. As part of the selection process and as decided by HR, informal interviews may be conducted before selecting an employee to take part in the programme e.g. through discussion with the relevant manager.

7.1.2. Receipt of job rotation approval

- 7.1.2.1. Upon receipt of the approval for an employee to be deployed to another section, an agreed upon date is finalized amongst the relevant line managers and the necessary logistical arrangements must be in place prior to the employee assuming duty.

7.1.2.2. Employee deployed to other sections for job rotation purposes shall remain in the initial posts that they were appointed in and no formal transfer processes must be initiated manually or on Persal.

7.1.3. Employee Performance Management

7.1.3.1. To ensure that employees are recognized through the Employee Performance Management and Development System, an employee will be required to enter into a new performance agreement and assessments with the line manager in every section that he/she is deployed to, for the duration of his/her term in the section.

7.1.4. Additional Remuneration Provision

7.1.4.1. It should be noted that the employee will not be entitled to any additional remuneration benefits whilst deployed to another section, nor should the employee expect to be given an advantage or first option to any position in the new section without competing for the position in terms of the normal recruitment processes.

7.1.5. Basic Conditions of Employment

7.1.5.1. Any of the parties concerned will have the right, on the provision of one calendar month's notice or a shorter period as agreed to by all parties to withdraw from the job rotation process if valid reason exists for the withdrawal which would also be subject to approval.

7.1.5.2. All rules, prescripts, benefits and conditions of the Department shall remain applicable to the employee whilst he/she is being deployed for job rotation purposes.

7.1.5.3. Employees who are deployed to centres away from their normal place of work, in the interest of the employer, shall be entitled to interim accommodation and benefits in line with the approved provisions applicable at the time and subject to approval being in place.

7.1.6. Performance Report

7.1.6.1. An employee on job rotation shall receive a performance evaluation at the normal time. At the conclusion of the job rotation, a report should be provided from the line manager where the employee was utilized confirming the learning areas undertaken by the employee and this report should be signed and confirmed by the employee concerned and thereafter filed on the employees performance file as confirmation of achieving targets specified in the Performance Development Plan. The two managers shall collaborate as appropriate on the evaluation. The line manager of the unit where the staff is employed, however, shall retain responsibility for timely completion of the evaluation.

7.1.7. Mentoring

7.1.7.1. In addition to the normal supervisory arrangements, HR will nominate a mentor for each employee on rotation. This will encourage the employee to discuss openly any issues that arise and will facilitate the formulation of recommendations for future job rotations.

7.2 IDENTIFICATION OF SERVING EMPLOYEES TO ACT IN HIGHER GRADED POSTS

7.2.1 To display the Department's commitment to employment equity and achieving a representative workforce aligned to the employment equity targets, female employees occupying positions in levels lower than the level of which the acting appointment is required shall be given priority in acting in the higher graded post, provided that the female employee is currently employed within the section where the higher graded post exists, this provision applies to acting in vacant posts as well as acting in filled posts where the incumbent is absent due to either vacation or sick leave.

7.2.2 The provisions of paragraph 7.2.1 above shall be applied in line with existing approved and applicable provisions and all acting appointments must be

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approved as per the Human Resource Delegations of Authority before being implemented.

- 7.2.3 An employee shall not expect any right to permanent appointment to the post and will be required to compete for the position as and when it is advertised in terms of the normal recruitment processes.

8. MONITORING, EVALUATION AND REVIEW

Human Resource Management at Head Office will be responsible for overseeing the implementation, monitoring and evaluation of this procedure. This procedure shall be reviewed or replaced as when changes to prescripts occur.

The contents of the abovementioned procedure come into effect with effect from the day of the approval by the HOD by appending his / her signature on this policy.

9. APPROVAL BY THE ACCOUNTING OFFICER



Mr. F. AYSEN
HEAD OF DEPARTMENT
DEPARTMENT OF SPORT, ARTS AND CULTURE

20/02/2013
DATE:

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