

SWELLEN DAM MUNICIPALITY



SUCCESSION PLANNING POLICY

Approved by Council as per Item A98

Date: 17 June 2022

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1. PREAMBLE

The implementation of Succession Planning and Career Pathing within Swellendam Municipality will have great benefits for the MUNICIPALITY and staff members. The MUNICIPALITY will always have suitably trained staff available and employees will feel that their employer is concerned about their careers and keen to train and develop them.

2. DEFINITIONS

"Career pathing" means ensuring that each staff member's potential is developed to its fullest extent and that there is a career mapped out for him/her in the municipal service. The aim should be an attempt to train and develop the employee to the extent that he/she is able to reach the level of seniority to which he/she aspires and to be able to competently undertake the duties attached to the post.

All terminology not defined under clause 2 of this policy shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAME WORK

- 3.1 Employment Equity Act (55 of 1998)
- 3.2 Skill Development Act of 1998 (Act 97 of 1998)
- 3.3 Municipal Staff Regulation of 20 September 2021

4. SCOPE AND APPLICATION

This policy applies to all employees of the MUNICIPALITY

5. OBJECTIVES OF POLICY

The Objective of the Succession Planning and Career Pathing Policy is:

- 5.1 To ensure continuity of suitably trained staff in key posts for the future.
- 5.2 To ensure that someone is always available to fulfill any particular job in the municipal service, even in the event of illness, resignation or death. More than one staff member in a specific department should always be able to do any particular job.
- 5.3 To comply with the legal requirement of the Employment Equity Act, 1998 which require the appointment and promotion of suitably qualified persons from previously disadvantaged groups, to ensure proportional representation in all occupational categories and levels.
- 5.4 To ensure that training programs are undertaken in orderly way and that staff do not simply attend training courses without a purpose. In this way training initiatives can be properly focused.
- 5.5 To develop career paths for individual staff members to assist them in their careers, making them more enthusiastic about their jobs and therefore making them more productive. In this way, the individual skills may be utilized to achieve the goals of both the department as well as the organization.
- 5.6 To assist the employee in meeting his/her performance goals. Individual goals must be aligned with the goal of the overall department and the organization, including the Council's Integrated Development Plan (IDP) and budget. Succession planning and career planning must, furthermore, be aligned with all other human resources activity such as selection, training, performance management etc.
- 5.7 To establish a high motivated work force which could lead to a decrease in staff turnover

6. POLICY CONTENT

6.1 What is needed to prepare Succession Planning and Career Pathing Documents?

- 6.1.1 Department organization
- 6.1.2 Skills audit results
- 6.1.3 Performance appraisal forms for all of the staff within the department. Obtaining these forms are necessary for the implementation of a Performance Management System (PMS) within the municipality. Municipalities are legally required, in terms of the Municipal Systems Act, to have a performance management system in place for senior staff members. It is recommended that this system be applied to all staff members within the municipality and the Performance Appraisal Forms resulting from the implementation of the PMS are necessary to undertake succession planning.
- 6.1.4 Department estimates or staff budget.
- 6.1.5 Schedule showing the ages of current staff and dates of retirement. This can be obtained from the Human Resources Department.
- 6.1.6 Job descriptions for all the posts in the department together with competency- based job outcomes for each post. These job outcomes must comply with the format of the unit standards as prescribed by the Nation Qualifications Framework (NQF)

6.2 Procedure for compiling a Succession Planning Document:

Once all of the information mentioned above has been obtained, it will then be possible to compile a succession planning document. The following steps must then be followed:

Step 1:

Each year, the Head of Department, together with the Manager Human Resources who is also responsible for training and development, must examine the organogram of the department to establish:

- 6.2.1 Which posts are likely to become vacant over the next five years owing to retirements (from the schedule of age of employees mentioned above). Provision should also be made for cases of possible termination due to the resignations, deaths, dismissals etc.
- 6.2.2 Which posts on the organogram are already vacant and have funds provided for them on the annual estimates.
- 6.2.3 Which previously disadvantaged individuals and other employees within both the department and the municipality as a whole can possibly be groomed or developed for more senior posts (this information can be obtained from the skills audit).
- 6.2.4 Which posts require special technical or formal training, e.g. university degrees and for which there are presently no suitably qualified internal staff members.

Step 2:

The Head of Department, together with the Manager Human Resources should then prepare a draft organogram of how the departmental structure should look over the next one to five years. This draft organogram should reflect new posts that will be needed and any possible improvements to the current staff organogram.

(NOTE: Department heads must bear in mind that there are limited funds available for new staff members and a realistic assessment of future staff needs must be made).

Step 3:

The Head of Department should then begin to identify employees within the department who could be groomed for promotions for new posts or for posts becoming vacant as a result of retirements etc. Previously disadvantaged employees must be given preference where necessary to comply with the provisions of the MUNICIPALITY Employment Equity Plan. Information on which employees can be earmarked for possible promotion can be obtained from the Skills Audit results and the performance Appraisal forms.

Step 4:

A competency development plan, to improve the competency of identified employees must then be implemented.

Where there are specialist posts which are expected to arise and which require formal qualification, employees who have shown the necessary potential and interest should be offered bursaries (subject to finance being available), all possible assistance and encouragement must be given to the employees.

Step 5:

Where additional information training is necessary, suitable training courses must be identified and arrangements made for the identified employees to attend. This should be done in consultation with the employee concerned who should be informed that should he/she show promise, he/she will stand a better chance of promotion. However, no promises must be made.

It is important that the training courses which the employees are given cover all competencies and that, at the end of the course, the employee must be able to deliver the performed outcomes required for the job.

Step 6:

Where on-the-job (or in-service) training is necessary, arrangements should be made to allow the identified employee to act in the higher post when the present incumbent is on leave, in order to confirm his suitability. In this way, the Head of the Department will be able to establish whether the employee has the ability to meet the performance standards set for the post.

Step 7:

If no suitable in-service training within the municipality exists, some local authorities can be approached to assist in this matter. Arrangements can be made to send the identified employees to other municipalities for limited periods, in order to obtain in-service training and experience by working with persons who are undertaking those duties. Some municipalities are prepared to assist in this matter, provided there is no cost implication for them.

Step 8:

Identified employees can also be allowed to work directly under a qualified employee within the municipality, who would be his/her mentor. This would enable him to acquire skills at limited cost.

6.3 Purpose of the Competency Development Plan

The purpose of the Competency Development Plan mentioned under Step 4-8 above is to improve the competency of the employee in order that future staff needs are met. It is important that after undergoing the competency development process, staff members are able to fully comply with the unit standards. This means, for example, that they must be able to do all of the tasks set out in the example column of Annexure A.

6.4 Procedure for compiling a Career Pathing Document

Where staff members have been shown to be competent in their jobs (as identified from the Performance Appraisal forms) and where they display the necessary potential and aspirations, special career path documents should be drafted for these employees. Other staff should also not be overlooked and career path for them should also be determined, bearing in mind any limited aspirations or interest in promotion.

The following steps should be taken in preparing a career pathing document:

Step 1:

Once per year, the Head of Department (preferably with the Manager Human Resources) should hold a meeting with each member of staff in order to ascertain how great the employee's aspirations or ambitions are. The employee's past performance (as identified from the Performance Appraisal form) should also be discussed, as well as any possible improvements that are needed and any additional training which is required.

Step 2:

It is important that the Head of Department be flexible in his/her view of potential of the employees. The human resources representative can assist in maintaining objectivity in these cases. The employee's aspirations must then be compared with his/her current performance and any improvements needed must be set out.

Step 3:

If the employee is at a fairly junior level, and wishes to progress to higher levels, he/she must be given every opportunity possible to develop the necessary skills. A possible career path document (an example is attached as Annexure B) should be shown to him/her and he/she should be informed that his progress will depend entirely on his/her ability, enthusiasm, dedication and hard work in his/her job.

Step 4:C

The document set out in Annexure A (as amended to suit the employee's particular career field) should be personalized with the employee's name to the top. Meetings with the Head of Department and the human resource representative should be held every year to discuss his/her progress and training and development needs.

Step 5:

Once the employee can prove by means of competency evaluation that he/she possesses the necessary skills and competence to perform the key tasks, he/she may then move to the next higher level of competency on his/her career path.

In this way a career pathing document for each individual employee can be compiled.

7. ROLES AND RESPONSIBILITY**7.1 Responsibilities of Management**

- 7.1.1 Management must accept the responsibility for the training and development of all its employees.
- 7.1.2 Management must, further participate in tasks training and development on all levels in the organization and commit itself to the implementation and continuous participation in the Succession Planning Career Pathing program.
- 7.1.3 The employer also has a responsibility to make resources (financial and other) available in order to promote the implementation of succession planning and career pathing. Provision must be made in the training budget of the municipality for this funding.
- 7.1.4 The council must establish and maintain structure, policies and procedures, job enrichment, job rotation, job enlargement, special project, career counseling, discussion groups, and workshops/ assessment centers) to facilitate Succession Planning and Career Pathing within the organization.
- 7.1.5 The council must support the development of each employee by availing/creating the necessary resources facilities, training personnel/ transport, course materials and stationery as well as paid time-off for training.
- 7.1.6 Management should, at its discretion, allow employees to repeat the training and development programs or part thereof, where the employee has not developed the required competency, but with the understanding that an employee indicated well in advance that they were struggling to meet the requirements and that the Municipality will not contribute financially towards any further cost in obtaining the necessary skills level/ qualification. An employee will not be allowed more than three opportunities to attain the applicable skills level or qualification.
- 7.1.7 The Municipal Manager may decide, based upon fair criteria, which employees are suitable for special training and development.

7.2 Responsibilities of the Unions

- 7.2.1 The union should continuously encourage and motivate their members to participate in the training and development programs.

- 7.2.2 The unions should play a supportive role in the implementation of Succession Planning and Career Pathing, in particular in assisting with implementation of the equity.

7.3 Responsibilities of employees

- 7.3.1 Employees should commit themselves to participation in training programs so that the process of training and development can succeed and be carried out to its full extent.
- 7.3.2 It is necessary that employees make use of these programs in an enthusiastic manner by voluntary participation, continuous attendance, acceptance of responsibility for personal development, providing continuous positive input etc.
- 7.3.3 Employees must accept the principle that age is of no importance in training and development and any employee may undergo training regardless of his/her age.

11.4 Responsibilities of Human Resources

- 11.4.1 Human Resources should provide information to Directors on a 6-month basis indicating the age of the employees in their section, to be able to determine which employees will retire soon and allow the Director to plan ahead.
- 11.4.2 Human Resources should have a conversation with employees who are nearing early retirement age to determine if the employee wants to go on early retirement or work until the normal retirement age.

12. RECORD KEEPING

All documentation and correspondence emanating from or related to this policy will be kept on either personal and/or record files as dictated by the nature of issue.

13. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once approved by Council.

14. COMMUNICATION

This policy will be communicated to all Swellendam Municipal employees using the full range of communication methods available to Swellendam municipality.

15. POLICY REVIEW

This policy will be reviewed annually and revised as necessary.

ANNEXURE A – FORMAT OF UNIT STANDARD

FORMAT OF UNIT STANDARD (FOR MACHINE OPERATOR)

CONCEPT		DESCRIPTION	EXAMPLE
1	CAPABILITY	Ask the question: "Person at this level is capable of.....?" (Broad statement)	Person at this level is capable of operating any light-equipment which is Power driven
2	PERFORMANCE OUTCOME	Ask the question: What must a person demonstrate or do in order to be assessed as capable at this level?" (Brief statement) VERB-NOUN-ADJECTIVE	1. Prepare power-driven equipment for task to be completed 2. Operate power-driven equipment 3. Do maintenance on power-driven equipment 4. Ensure that safety measures are strictly adhered to
3	ASSESSMENT CRITERIA	Ask the questions: "What evidence is needed in order that employee can demonstrate capability and receive the necessary credits?" (Brief statements)	1. Check fuel and oil level 2. Check blades and mechanical conditions 3. Fill tanks with appropriate fuel/oil mixture 4. Perform task according to the instructions received 5. Clean filters 6. Report all defects and extraordinary noises 7. Clean and replace all parts of the machine 8. Wear safety equipment 9. Complete machine logbooks
4	UNDERPINNING KNOWLEDGE	Ask the question: "What does the person at this level need to know?" (List of criteria)	1. Must be able to read and Write 2. Must be able to Understand verbal/written instructions 3. Must have a reasonable

			knowledge of the operational functioning of the equipment
5	RANGE STATEMENTS	Further notes on the scope, range of knowledge, degree of difficulty, context and level of performance at which the employee is expected to performance	A person at this level must be able to read and write, but will not be required to make any complicated decision. He/she needs to have a basic knowledge of the operational functioning of the equipment. Safe work procedures and protective clothing is a priority.
6	MODERATION	Bodies or criteria which will Conduct assessments for credit towards the standard	

16. ANNEXURE B - CAREER PATH DOCUMENT

DEPARTMENT: CORPORATE SERVICE: HUMAN RESOURCE MANAGEMENT
SUCCESSION PLANNING AND CAREER PATHING

POST/LEVEL	REQUIREMENTS	OUTPUT

17. APPROVAL

Council resolution_____

Dated_____