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### CERTIFIED COUNCIL RESOLUTION

The Council at its Special Council Meeting held on the 30<sup>th</sup> May 2022 under:

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SC 02/05/22 FINAL MTREF BUDGET AND INTEGRATED DEVELOPMENT  
PLAN FINANCIAL YEAR 2022/2023 – 2024/2025

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#### RESOLVED AS FOLLOWS:

1. Council approved the Final Budget/Integrated Development Plan as well as the final Medium-Term Revenue and Expenditure (MTREF) Budget for 2022/2023-2024/2025 financial year.
2. Council approved the following budget related policies which were considered in the preparation of the final budget/IDP and are tabled together with the budget/IDP as follows:
  - 2.1. Water and Sanitation Tariff policy
  - 2.2. Indigent policy
  - 2.3. Free Basic Water Policy
  - 2.4. Credit control and debt collection policy
  - 2.5. Investment and cash management policy
  - 2.6. Asset management policy
  - 2.7. Funding and reserves policy
  - 2.8. Supply chain management policy
  - 2.9. Virement policy
  - 2.10. Budget policy
  - 2.11. Blacklisting policy
  - 2.12. Petty cash policy
  - 2.13. Acting policy
  - 2.14. Cost Containment policy
  - 2.15. Secondment policy
  - 2.16. Overtime policy
  - 2.17. Relocation policy
  - 2.18. Service Standards
  - 2.19. Political Support staff policy
  - 2.20. Recruitment Selection and appointment policy
  - 2.21. Subsistence and Travelling allowance policy
  - 2.22. Individual Performance Management and Development System policy

- 2.23. Subsidized Motor Transport Scheme policy
- 2.24. Bursary Policy
3. Council resolved that a workshop on policies be arranged for Councillors.

  
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CERTIFIED AS TRUE RESOLUTION  
COUNCIL SECRETARY  
TSOANE A

03/06/2012  
/DATE



**SEKHUKHUNE**  
District Municipality

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## SEKHUKHUNE DISTRICT MUNICIPALITY

### FINAL SECONDMENT POLICY

2022/2023

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## 1. TITLE

### SECONDMENT POLICY

## 2. PURPOSE

The purpose of this policy is to provide Sekhukhune District Municipality and employees with clear, efficient and effective provisions for considering and transferring employees from one position to another temporarily to meet changing organisational needs whilst providing opportunities for employee's development and advancement. To promote Intergovernmental Relations through human resource support in the local government sector and the public sector, including municipal entities.

## 3. SCOPE

This policy applies to all permanent and fixed term employees of Sekhukhune District Municipality. N.B. For fixed term employees secondment must end prior to or on the end date of the fixed term contract. The Secondment Agreement may be entered into between Sekhukhune District Municipality and the local Municipalities, Municipal entities as well as other sector Departments.

## 4. Legislative Framework

- Local Government: Municipal Systems Act, No. 32 of 2003
- Labour Relations Act, No. 66 of 1995, as amended
- Basic Conditions of Employment Act, No.95 of 1997
- SALGBC's Conditions of Service.

## 5. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Secondment Period	The period starting on and ending on
Original post	The post held by employee before starting the secondment
Secondment	Is a mechanism by which employees may be transferred on a temporary basis to another position at the same or higher level within the municipality or institutions mentioned in section 3 above, on the understanding that the employee will return to his/her substantive position at the conclusion of the secondment period.

## 6. PROCEDURAL DETAILS

### 6.1 Secondment

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This is a mutually agreed secondment where an employee temporarily moves from his/her original post to a different post of the same grade or of a different grade within the municipality for a fixed period of time. When an employee is seconded to a higher graded position, he/she will be paid the salary for the seconded post for the duration of the secondment. Annual incremental progression will be applied during the secondment.

## **7. Principles**

- Secondment Policy should promote Intergovernmental Relations.
- Secondment of staff should be applied across the three spheres of government to promote skills transfer and multi-skilling.
- Secondment may only take place with the agreement of all parties including the employee's line manager.
- An employee undertaking a Secondment at the same level will not receive an adjustment to his/her remuneration package.
- An employee who is seconded to another position remains on the same conditions of service applicable to his/her original posts
- Pension fund contributions will be based on salary of the original position unless he/she opt to increase pension contributions
- At the end of Secondment period the employee shall return to his/her original position without expectation of extension or permanent employment in the post into which he/she was seconded or a continuation of the higher remuneration or allowance
- Secondment shall only be possible if the employee concerned meet all the essential requirements for the post into which he/she is to be seconded

## **8. Benefits of Secondment**

The benefits of secondments include:-

Provide an employee with the opportunity to develop skills and knowledge out with his /her original post.

Provide an employee with the opportunity for learning and development career development

## **9. Period of Secondment**

A start date and end date will always be specified in a secondment agreement. The minimum period secondment is 6 months. Under no circumstances should a secondment reach or exceed 5 years. The secondment in positions that are in Political Offices must be in line with the term of office of the Council.

## **10. Development**

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The municipality is committed to training and developing its employees. Secondment provides employees with an opportunity to gain and develop new skills and experience.

## **11. Secondment agreement**

- 11.1 For Secondment a formal written secondment agreement must be agreed and signed by the Line Manager from the original post, Line Manager from the seconded post and the employee stating the term of the secondment.
- 11.2 A copy of which should be sent to Human Resources for the employee's personal file before commencement of secondment.
- 11.3 Sekhukhune District Municipality will be responsible for payment of accommodation expenditure and official travelling of the employee seconded from other institutions for the duration of secondment.
- 11.4 Other terms and conditions of secondment will be clearly stipulated in the Secondment Agreement and signed by all parties prior to secondment.

## **12. Extension of secondment**

In certain circumstances it may be necessary to extend the secondment (although under no circumstances should a secondment reach or exceed 5 years in duration). If the secondment is extended, a revised secondment agreement should be signed by all three parties and a copy should be sent to Human Resources for the employee's personal file.

## **13. Ending the secondment early**

The secondment can be ended before the agreed end date by the employee provided that 4 weeks' notice of the end of the secondment is given. This will be subject to the actual terms of the secondment agreement.

## **14. Return to original post**

An employee on secondment has the right to return to his/her original post at the end of the secondment. If the original post no longer exists or the secondment has ended before the agreed secondment end date the Municipal Manager will endeavour to place the employee in a post with similar responsibilities and the same terms and conditions as he/she held before.

#### 4.9. Review of this policy

The Secondment policy shall be reviewed at least once a year.

#### 15. ROLES AND RESPONSIBILITIES

Role	Authority
Create, evaluate , review and adopt the secondment Policy	Council
- Implement and enforce this policy - Establish and control the administration necessary to fulfil this policy, and report efficiently and regularly to the Committee in this regard	Municipality Manager
-Ensure that there is compliance with the Secondment Policy	Director Corporate Services

#### 16. MONITORING, EVALUATION AND REVIEW

To expedite the decision- making process the municipality should authorise a designated employee, preferably Municipal Manager to consider and approve applications for the Secondment. Director Corporate Services or a nominated candidate from Human Resources Unit shall be responsible for overall monitoring, evaluation review and ensuring that there is compliance with the Secondment Policy.

#### 17. DEFAULT

Non- compliance with the policy will be dealt with in terms of the Disciplinary Procedure of the Municipality.

#### 18. ADMINISTRATION OF THE POLICY

The Director: Corporate Services will be responsible for the implementation of the policy.

19 Policy Approval

Approved on this \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 2022

  
CLLR CHEGO D.K

13/06/2022  
DATE

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CLLR MATHEBE J.L  
(EXCECUTIVE MAYOR)

\_\_\_\_\_  
DATE





