

**DEPARTMENT OF PUBLIC WORKS: LIMPOPO PROVINCE**  
**TRANSFER OF EMPLOYEES POLICY**

**1. INTRODUCTION**

One of the key challenges facing the Department of Public Works is the need to attract, develop and maintain capable employees. The Department will consider the process of transfers as part of the recruitment strategy to fulfill the challenge that it is facing.

**2. PURPOSE**

- 2.1. To place officials correctly according to their skills and competencies and to attend to human resource needs of programs by filling vacancies through transfers.
- 2.2. To establish a fair and transparent procedure for transferring employees intradepartmentally, to other departments and from outside the Department.

**3. LEGAL MANDATES**

**3.1 The Constitution Act, 108, 1996:** Provincial governments are responsible for the recruitment, appointment, promotion, transfer and dismissal of members of the public service in their administrations within a framework of uniform norms and standards applying to the Public Service.

**3.2 The Public Service Regulations, 2001: Part VII. Section C.2.5 [c]:** an executing authority may fill a vacant post without advertising nationwide or locally if the department plans to fill the post as part of a programme of laterally rotating or transferring employees to enhance organizational effectiveness and skills.

**3.3 The Public Service Act, 1994 (as amended), section 14:** Every officer or employee may, when the public interest so requires, be transferred from the post or position occupied by him or her to any post or position in the same or any other department, irrespective of whether such post or position is in another division, or is of a lower or higher grade, or is within or outside the Republic.

**3.4 The White Paper on Human Resource Management:** Human resource planning is essential in order to ensure that an organization's human resources are capable of meeting its operational objectives. Chapter 5, section 5.6 also stipulates the principles to be applied during transfers.

**4. CONDITIONS**

- 4.1 The request for transfer will be applicable in the following situations:
  - 4.1.1 From one section /programme to another section / programme
  - 4.1.2 From one district to another district
  - 4.1.3 From one cost center to another
  - 4.1.4 From district office to head office
  - 4.1.5 From head office to district office

- 4.1.6 From another department to this department
- 4.1.7 From this department to another department
- 4.2 The following **conditions** have to be taken into consideration when attending to a request for a transfer:
  - 4.2.1 There must be a vacant post
  - 4.2.2 The applicant's salary level and the post must be the same / equivalent, and shall not upon transfer suffer any reduction in his or her salary without his or her consent.
  - 4.2.3 Only posts from salary levels one to eight can be filled through transfer. Any programme that wishes to fill a post from salary 9 upwards through transfer shall do so by submitting a written application with motivations to P & HRM.
  - 4.2.4 Families (wife, husband, children, etc.) may not apply for transfer to work at the same unit, but can in the same workstation.
  - 4.2.5 No special attention will be given to any application for a transfer as a favour to anybody. Applications will only be given special attention if recommended by Employee Assistance Programme (EAP)
  - 4.2.6 Under no circumstances will the applicant or his/her supervisor be allowed to send the application for transfer directly to the HOD / CFO / his or her delegate for approval. The application must be submitted to Policy & HRM programme.
  - 4.2.7 A transfer initiated by the Department should take place with the written consent of the employee.
  - 4.2.8 Directorates or districts must submit the application for transfer, prior to the transfer, to System & Performance Management component for approval by Policy & HRM programme.
  - 4.2.9 An officer has to spend at least twelve (12) months in a post before his/her request to be transferred to another post will be attended to, unless the special permission of the Head of Department is obtained to the contrary, through a submission from Policy and HRM programme.
  - 4.2.10 Head Office must approve any transfer of officers.

## 5. DOCUMENTATION

In order for Policy & HRM Directorate to attend to and finalise the transfer, the following **documentation** must be submitted:

- 5.1 Letter of application from the applicant, signed by the officer's supervisor or head of section to acknowledge the request for the transfer.
- 5.2 Recommendation letter from the head of the section in which the applicant wants to be transferred to.
- 5.3 Letter of approval for transfer/ release from the releasing department/employer (with the officer's files)

## 6. PROCEDURE

The following **steps** have to be considered when attending to a request for a transfer:

- 6.1. Receipt of an application letter of transfer from the applicant
- 6.2. HRM acknowledge the receipt of the application.
- 6.3. The availability of the post is verified.
- 6.4. The documents needed are requested if not submitted with the application.
- 6.5. Application letter is referred to Directorates/ Districts / Department for consideration

- 6.6. Confirmation letter about the availability of the post from Directorates/ Districts / Department
- 6.7. The application (with supporting documents) is submitted to the office of the General Manager: Policy & HRM for approval (in consultation with the Sub-directorate: Systems and Performance Management).
- 6.8. A letter of transfer is provided to the applicant, his/her supervisor and/or the office to where the applicant is being transferred, only after approval has been granted.
- 6.9. The receiving Directorate / District must inform the Sub-directorate: System & Performance Management in writing about the date of assumption of duty.
- 6.10. The transfer is implemented on the establishment and system.

## **7. TRANSFER ON APPOINTMENT**

The date of effect for promotions/transfers for special occupational categories (such as from pupil Tradesman to Artisans that require trade tests, shall be the first day of the month following the month during which the executing authority approved the promotion.

## **8. GENERAL**

All employees whose transfers have been approved, shall receive appointment letters stating that they should serve a probation period of twelve (12) months as stipulated in Policy No.2 of 2004 (Management of Probation Policy).

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**GENERAL MANAGER: STRATEGIC HRM**

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**DATE**

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**HEAD OF DEPARTMENT**

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**DATE**