



PROMOTIONS POLICY

1. SCOPE

This Policy shall apply to all employees of the **Dihlabeng Local Municipality (DLM)**

2. OBJECTIVE

The objective of this policy is to outline a process of recognising and rewarding good performance from internal staff of the **DLM**, 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 head of the relevant department, supported by the Municipal Manager has to be submitted to Council or its designated committee before promotion can be effected.
- 3.2 Where there are more than one employees who are 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.
- 3.3 An employee who is 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.
- 3.4 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 the original post.

- 3.5 The employee must have skills and knowledge of what the new post requires.
- 3.6 The employee must have sound record of dedication and commitment to fulfilling the obligation of the post mentioned.
- 3.7 That in case where the Head of Department is recommending for a promotion and there is no vacant post, the employee recommended for promotion be evaluated and appraised in monetary terms.
- 3.8 For promotion to be evaluated Performance Agreement must be in place.

5 POLICY REVIEW

This policy will be reviewed annually and revised as and when necessary

6. AUTHORITY

Formulation Policy : Director: Corporate Services

Authorization Policy : Council

Ownership & Maintenance Manager : Director: Corporate Services

END