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Annexure E



**correctional services**

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

**POLICY PROCEDURE:  
RECRUITMENT, TRANSFERS AND  
TERMINATIONS**

**TOGETHER BUILDING A CARING CORRECTIONAL SYSTEM THAT  
TRULY BELONGS TO ALL**

**DEPARTMENT OF CORRECTIONAL SERVICES  
RECRUITMENT, TRANSFERS AND TERMINATIONS POLICY PRO-  
CEDURE**

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## RECRUITMENT, TRANSFERS AND TERMINATIONS POLICY PROCEDURE

### CHAPTER 1: RECRUITMENT

#### 1. PURPOSE

This procedure explains the processes relating to the employment and appointment of staff, transfers of existing employees within work areas and other state departments as well as the relinquishment of duties of exiting employees. It also strives to ensure an effective and efficient administrative procedure.

The Directorate Human Resource Administration and Utilization is a key role-player in ensuring that a balanced and integrated approach is followed in terms of the application of the principles of merit and employment equity in order to redress the imbalances in terms of race, gender and persons with disabilities in the Department.

#### 2. SCOPE

This procedure applies to all employees and gives direction to the application of recruitment, selection and appointment processes in the Department and also the procedures relating to the transfers of existing employees within prescribed guidelines as well as the processes in the event for employees terminating their services or required to terminate their services.

DEFINITION AN ACRONYMS  
MANDATE

#### 3. PROCEDURES

Principle (reference to policy)	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
<b>7.1 Recruitment</b>						
<b>Recruitment will be done along the following principles to ensure the attraction of the best candidate for the position:</b>						
<b>7.1.1 Advertisement</b>						
i. All advertisements for vacant posts shall be based on the job description and	<input checked="" type="checkbox"/> Development, preparation and updating DCS organigram	RH Corporate Services Director HR Planning	CDC Corporate Services	Needs driven	Director HR Planning Periodic audit of vacant posts to ascertain reasons for unfilled post	Quarterly

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the job evaluation process and such vacant posts should be approved and financed on the establishment.	<input checked="" type="checkbox"/> HR Planning determines the financed structure as well the job description for a financed post. <input checked="" type="checkbox"/> The process for the reporting of posts for advertisement is through means of the attached form named, "Process: Registering of critical posts for advertisement" and for each post a separate form must be completed.	RH Corporate Services All Directors: Head Office	ASD Post Advertisement	Needs driven	Review that job descriptions are maintained and updated for all positions  DD HR Utilization Inspect that each Advertised post is accompanied by an approved form Process: Registering of critical posts for advertisement	Monthly  On request to advertise
ii. Vacant posts and posts that are about to be vacated shall be advertised in order to identify a pool of applicants from which the best candidate can be selected.	<input checked="" type="checkbox"/> All requests for external and internal advertisement must be sent to Post Advertisement at Head Office. <input checked="" type="checkbox"/> Requests for advertisements will be referred to the recruitment agencies for placement in the media depending on the situation that exists. Such external advertisements can also be placed by the DCS if deemed necessary.	RH Corporate Services All Directors: Head Office  ASD Post Advertisement	ASD Post Advertisement  DC HR Management	Monthly  Monthly	DD HR Utilisation Compile a concept advertisement and verify that the posts are financed and vacant	Monthly
iii. The advertising of vacant posts shall be done internally by means of the Public Service Vacancy Circular issued by the Department of Public Service and Administration and exter-	<input checked="" type="checkbox"/> Written quotations must be obtained from the approved service providers for approval by the DC HR Management <input checked="" type="checkbox"/> A concept advertisement must be compiled for ap-	ASD Post Advertisement  ASD Post Advertisement	DD HR Utilization  DC HR Management	When presented  When presented	Commissioner DC HR Management Approval of the concept advertisements taking into account the approved budget] and that it complies with the minimum requirements  Director HR A&U Recommendation of	Monthly  When presented

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<p>nally through the use of national, local and regional print and electronic media and professional journals.</p> <p>(iv) Head hunting may only be used where the normal advertisement process has failed to attract suitable candidates in the case of SMS posts and scarce skills.</p>	<p>approval by the delegated authority, [timing]</p> <p><input checked="" type="checkbox"/> The advertisement must be placed in the media with a closing date not longer than three weeks.</p> <p><input checked="" type="checkbox"/> The head hunting for Health Professionals has been approved, but in all other cases prior approval must be obtained.</p> <p><input checked="" type="checkbox"/> Head hunting through the Service Providers should be done within a period of two (2) weeks.</p>	<p>ASD Post Advertisement</p> <p>Regional Commissioners All Directors: Head Office ASD Post Advertisement</p>	<p>DD HR Utilization</p> <p>CDC Corporate Services</p>	<p>When presented</p> <p>Needs driven</p>	<p>the concept advertisements taking into account the approved budget and that it complies with the minimum requirements</p> <p>DC HR Management Approval of service provider who's quote represent value for money</p> <p>Director HR A&amp;U Advertisements to be effected as approved by the DC HRM and/or Commissioner</p> <p>Director HR A&amp;U Evaluate the request for head hunting against the Departments interest</p>	<p>When presented</p> <p>When presented</p> <p>Needs driven</p>
<b>7.1.2 Recruitment Agencies</b>						
i. Recruitment Agencies shall be used to administer external advertisements, gross listing and preliminary short listing processes in line with the relevant service level agree-	<p><input checked="" type="checkbox"/> The Recruitment Agencies shall be appointed through the tender process</p> <p><input checked="" type="checkbox"/> The timeframe and specifications for the specific service is provided to the Recruitment Agencies and they are invited in writing to quote on the specific service which needs to be</p>	<p>ASD Post Advertisement Director Procurement</p> <p>ASD Post Advertisement</p>	<p>CDC Corporate Services Commissioner</p> <p>DC HR Management</p>	<p>When presented</p> <p>When presented</p>	<p>Director HR A&amp;U Director Procurement</p> <p>Director HR A&amp;U Verify that the RA complies in terms of the submitted</p>	<p>When presented</p> <p>When presented</p>

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ments.	delivered.					
<b>7.1.3 Selection</b>						
i. All applicants for advertised vacant posts shall undergo a selection process which entails gross listing, short listing and interviews.	<input checked="" type="checkbox"/> All applications for an advertised post must be gross listed in the prescribed format as provided by Head Office.  <b>Selection Committee:</b> <input checked="" type="checkbox"/> The Regional Commissioner/CDC Corporate Services must identify a Selection Committee for all advertised post. <input checked="" type="checkbox"/> A Selection Committee must include persons who are well versed with the job content as well as persons who are competent in applying selection techniques (HR Practitioner). Members of Selection Committees should be known for their impartiality and objectivity. <input checked="" type="checkbox"/> A Selection Committee may include a person of stature from outside the Public Service if this will add value to the selection process. <input checked="" type="checkbox"/> The Selection Committee must consist of at least three (3) members of a grading which is equal or higher than the grading of	Recruitment Agencies (posts advertised through advertised agencies) ASD Post Advertisement RH Corporate Services  RH Corporate Services ASD Selection Directors	DC HR Management  Regional Commissioner CDC Corporate Services Commissioner	When presented	RH Corporate Services Director HR A&U Pre-approved list of the Selection committee - Grosslist must comply to the prescribed format  Declaration of interest to be signed by each Selection committee member before interview  Chairperson Inform all panel members of the selection principles  Completion of a pre-approved questionnaire to be used for each interview which assesses suitability of a candidate for the post.  The Chairperson should complete a pre-approved recommendation form for each interview to accompany the shortlisted candidates.	Prior to convening the interviews  Prior to convening the interviews  Each interview

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	<p>the post that needs to be filled and a HR Practitioner who attends in a professional capacity.</p> <p><input checked="" type="checkbox"/> The Chairperson must be of a post grading higher than the advertised post. The recommended Selection Committee must be presented to the Regional Commissioner/CDC Corporate Services for approval.</p> <p><input checked="" type="checkbox"/> The selection panel must be representative in terms of race, gender and as far as possible disabled person(s).</p> <p><b>The role of a Selection Committee is to –</b></p> <p>(1) Establish the suitability of a candidate to comply with the job requirements</p> <p>(2) Determine the relative suitability of the various candidates as objectively as possible</p> <p>(3) Render justifiable and valid advice to the final decision-maker</p> <p>Formulate and record the reasons for specific recommendations against the minimum post advertisement require-</p>	<p>Chairperson</p> <p>Members</p> <p>Members</p> <p>Chairperson</p> <p>HR Practitioner</p>	<p>RH Corporate Services DC HR Management CDC Corporate Services Regional Commissioner Commissioner</p>	<p>When requested</p>		

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	<p>ments</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Elimination of candidates must be done in a justifiable manner and be documented so that the reasons for elimination are available when the filling of the post is finally considered. This can be done by careful consideration of the information provided by the applicant, in order to ascertain whether the candidate meets the advertisement/job requirements.</li> <li><input checked="" type="checkbox"/> Short listing must only be concluded on the basis of information provided in the application form and in the CV. Any information from other sources should be discounted as it may unfairly benefit or disadvantage an applicant in relation to the others.</li> <li><input checked="" type="checkbox"/> The following codes can be used to denote the advertised criteria such as: <ul style="list-style-type: none"> <li>A = Lack of specific knowledge competencies.</li> <li>B = Non-compliance with minimum educational qualifications.</li> <li>C = Non-compliance</li> </ul> </li> </ul>					



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	<p>with basic advertisement criteria (incomplete application documentation, etc.)</p> <p><input checked="" type="checkbox"/> Selection Committees shall compile a shortlist of candidates based on the inherent requirements of the post. Shortlist criteria which correlates with the advertised job requirement and recommendations contained in the advertisement must be drawn up in writing in advance of the selection process. Directors of specialised fields must be consulted in the pre-selection process to ensure transparent short listing of qualifying candidates.</p> <ul style="list-style-type: none"> <li>The criteria should relate only to the inherent requirements of the job, but should, however also take account of training received and competencies acquired through past experience.</li> </ul> <p>Selection Committees under control of the Chairperson shall ensure that functional requirements, representative principles and proper administrative procedures are</p>	Chairperson	Chairperson	When presented	The pre-approved recommendation form should be signed by all selection committee member documenting the recommendation, reason for the recommendation and signa-	

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	<p>duly taken into account.</p> <p>The ideal total of shortlisted candidates is a maximum of five (5) candidates (However, in respect of the Closed Occupational Class and entry level [Discipline] positions the circumstances will dictate the total number of shortlisted candidates).</p> <p><input checked="" type="checkbox"/> With the external recruitment agencies a gross list is completed where after a preliminary short list is compiled by the relevant Agency.</p> <p><input checked="" type="checkbox"/> The Post Advertisement section at Head Office receives the gross lists and preliminary short lists from the agencies and audit this process before sending the documentation to the Regions.</p> <p><b>The following selection principles are applicable:</b></p> <p><u>Merit</u></p> <p>(1) Selection on merit is fundamental to ensure that the Department recruits and promotes people of the highest calibre. Ensure that the person selected must be the appli-</p>				<p>tures of the Selection panel.</p>	

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	<p>cant best suited on the basis of:</p> <ul style="list-style-type: none"> <li>▪ Skills</li> <li>▪ Experience</li> <li>▪ Abilities</li> <li>▪ Personal attributes</li> <li>▪ The need to achieve a representative and diverse workforce</li> </ul> <p><b>Job related selection criteria</b></p> <p>(1) The criteria should relate only to the inherent requirements of the job, taking account:</p> <ul style="list-style-type: none"> <li>▪ Competencies acquired through past experience(s)</li> <li>▪ Training received</li> <li>▪ Learning potential</li> </ul> <p>(2) Educational qualifications alone should not determine suitability.</p> <p><b>Fairness</b></p> <p>The process should not discriminate against any applicant on the grounds of:</p> <ul style="list-style-type: none"> <li>▪ Race</li> <li>▪ Colour</li> <li>▪ Belief</li> <li>▪ Sexual orientation</li> <li>▪ Disability</li> <li>▪ Age</li> <li>▪ Religion</li> <li>▪ Culture</li> </ul>					

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	<ul style="list-style-type: none"> <li>▪ Marital status</li> <li>▪ Gender</li> <li>▪ Pregnancy</li> <li>▪ Domestic circumstances</li> <li>▪ Any other arbitrary criteria.</li> </ul> <p><u>Equity</u></p> <p>(1) All candidates should be measured against the same objective criteria with due regard to the need for diversity and representation.</p> <p>(2) Criteria should be in writing and be available to the Selection Committee prior to the selection process.</p> <p>(3) All applicants for a particular post must be assessed by the same Selection Committee.</p> <p>(4) All applicants must be assessed against the same selection criteria.</p> <p><u>Transparency</u></p> <p>(1) To be able to demonstrate that the process was fair and transparent, easily accessible written records should be kept of the:</p> <p>i. Criteria used in selecting interviewees;</p>	Chairperson	Regional Commissioner CDC Corporate Services Commissioner	When required		

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	<p>ii. Criteria used in selecting the most suitable candidate; and</p> <p>iii. Evaluation of individual candidates.</p> <p><b>Posts under the level of Deputy Director</b></p> <p><input checked="" type="checkbox"/> The list of the shortlisted candidates (five [5] candidates for each post) must be confirmed by the Area Commissioner/Director: Area Coordinator: Corporate Services and presented to the Regional Commissioner for approval.</p> <p><input checked="" type="checkbox"/> At Head Office the relevant Director confirms the short list and presents it to the CDC Corporate Services.</p> <p><b>Deputy Director and higher</b></p> <p><input checked="" type="checkbox"/> The list of the shortlisted candidates (five [5] candidates for each post) must be confirmed by the Chairperson and the Regional Commissioner.</p> <p><input checked="" type="checkbox"/> At Head Office the relevant Chairperson confirms the shortlist and presents to the CDC Corporate Services. All shortlist memorandums are then presented to the Commissioner for approval.</p>					

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	<p><b>The selection process entails the following:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The Selection Committee must shortlist a minimum of five (5) candidates for each post and presents it for approval to the delegated authority.</li> <li><input checked="" type="checkbox"/> The shortlisted candidates must be informed (telephonically and by fax) on the date and venue for the interview.</li> <li><input checked="" type="checkbox"/> A candidate must be notified of the interview at least five (5) days before the interview.</li> <li><input checked="" type="checkbox"/> On the day of the interview each applicant's identity must be verified from the ID document and be presented with a full set of departmental application documentation, such as- G104 – DCS application document, G104A – DCS Medical Evaluation Form and SAP 91(a) – Criminal record clearance) which must be returned before five (5) working days.</li> <li><input checked="" type="checkbox"/> All information in respect of the interview process is confidential.</li> <li><input checked="" type="checkbox"/> The questions in the interview must be unbiased</li> </ul>					

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	<p>and job-related.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Any form of relationship between the candidate and a committee member must be disclosed and the principle of objectivity must be adhered to.</li> <li><input checked="" type="checkbox"/> Each member of the Selection Committee must record and present the response of the candidate with his/her assessment after the interview of each candidate and reach a consensus on the candidate. The candidates should then be classified in the following categories: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Not suitable.</li> <li><input checked="" type="checkbox"/> Suitable, but not recommended.</li> <li><input checked="" type="checkbox"/> Suitable and recommended.</li> <li><input checked="" type="checkbox"/> Suitable and strongly recommended.</li> </ul> </li> <li><input checked="" type="checkbox"/> The Committee must recommend the most suitable and most strongly recommended candidate as well as the next two (2) suitable and recommended candidates.</li> <li><input checked="" type="checkbox"/> The recommendation of the Selection Committee must be done taken into consideration:</li> </ul>					

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	<p>(1) The training, skills, competence and knowledge necessary to meet the inherent requirements of the post.</p> <p>(2) The need of the Department for developing human resources.</p> <p>(3) The representation of the component where the post is located.</p> <p>(4) The Department's Affirmative Action Programme.</p> <p>(5) The candidates' performance during the interview.</p> <p><input checked="" type="checkbox"/> The Chairperson records the recommendation for the most suitable candidate. The HR Practitioner compiles the appointment memorandum with the Chairperson who signs the memorandum.</p> <p><input checked="" type="checkbox"/> Throughout the whole process due regard should be given to the following:</p> <p>    ↳ Ensure that the information pertaining to the candidates has been verified in respect of:</p> <p>- The minimum ap-</p>					



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	<p>pointment requirements.</p> <ul style="list-style-type: none"> <li>- Equity.</li> <li>- Complete application documentation.</li> <li>- Medical requirements</li> </ul> <p><b>Responsibilities and tasks of each designated person:</b></p> <p><b>Chairperson</b></p> <p>⇨ Compile the necessary appointment memorandum together with the HR Practitioner and ensure that the correct information is set out in the memorandum before personally signing the memorandum.</p> <ol style="list-style-type: none"> <li>1. Ensure that the relevant reference verification for qualifications and criminal record was done.</li> <li>2. Ensure the completeness of relevant and supporting documents.</li> <li>3. Ensure that a standardised document is compiled by the HR Practitioner and presented.</li> </ol> <p><b>Corporate Services (Director)</b></p>	<p>Chairperson and one post level higher than post to be filled</p>	<p>Regional Commissioner CDC Corporate Services Commissioner</p>	<p>When presented</p>		

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ii. Candidates who have been identified to fill vacant posts through other methods of recruitment namely commu-	<b>HR A&amp;U and RH Corporate Services:</b> 1. Ensure that the post is financed and vacant on Persal. 2. Confirm the recommendations in respect of the Departments Management Plan. 3. Evaluate the equity applicability.					
	<b>DC HR Management/CDC Corporate Services/Deputy Regional Commissioner/ Regional Commissioner:</b> 1. Comment on the appointment in respect of an equivalent level and lower. 2. Ensure the compliance of the respective delegated authorities. 3. Evaluate the recommendations and provide strategic advice to the National Commissioner on the appointment of a suitable candidate.	Regional Commissioner CDC Corporate Services	Commissioner	When presented		
	<b>Commissioner</b> <input checked="" type="checkbox"/> A formal interview must be conducted with the candidate which also entails comprehensive screening. <input checked="" type="checkbox"/> The recommendations of	Commissioner Regional Commissioner CDC Corporate Services	Commissioner Regional Commissioner CDC Corporate Services	When presented		On request
		Director HR A&U	DC HR Management	When presented		When presented

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<p>nity service, bursaries, re-appointments and head hunting shall be subjected to interviews to determine their suitability.</p> <p>iii. The selection process shall include the verification of qualifications, background check and the determination of the suitability for re-employment in the case of previously employed candidates. All short-listed candidates and interview panels must be approved by the delegated authority.</p> <p>iv. All shortlisted candidates with criminal records shall be referred to the Legal Services Directorate for a legal opinion on whether they can be considered for employment.</p>	<p>the interviewing panel must be forwarded to the delegated authority for a decision.</p> <p><input checked="" type="checkbox"/> The verification processes for qualifications is done through an approved Service Provider.</p> <p><input checked="" type="checkbox"/> Verifications on a person's background and suitability for re-employment must be properly documented.</p> <p><input checked="" type="checkbox"/> A memorandum must be compiled to the Director Legal Services with full details of the nature of the offence.</p> <p><input checked="" type="checkbox"/> Candidates with criminal offences/terms of incarceration</p> <p><input checked="" type="checkbox"/> The Commissioner has the ultimate responsibility</p>	<p>RH Corporate Services</p> <p>HR Practitioner</p> <p>ASD Appointments</p>	<p>Regional Commissioner CDC Corporate Services Commissioner</p> <p>Chairperson</p> <p>Commissioner</p>	<p>When presented</p> <p>Whenever a need for condonation arises</p>	<p>Director HR A&amp;U RH Corporate Services Approval of the recommendation by Commissioner</p> <p>Director HR A&amp;U RH Corporate Services</p>	<p>Before each interview</p> <p>When presented</p>

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	<p>with regard to security matters in the Department, and therefore determined that criminal record clearance for all new prospective applicants is a requirement. This prescribes that no person can be appointed with a criminal offence unless this offence has been condoned.</p> <ol style="list-style-type: none"> <li data-bbox="337 905 521 1115">1. An applicant with a criminal record must state the nature of the criminal offence; an affidavit must be submitted wherein the nature, place, date and circumstances or reasons for the offence should be mentioned.</li> <li data-bbox="337 1136 521 1304">2. As soon as all the information is available, a submission must be made per memorandum for the consideration of possible condonation of the applicant's offence to the delegated authority.</li> <li data-bbox="337 1325 521 1463">3. If any doubt exists about the real facts, such application must be held back to get confirmation from the South African Criminal Record Bureau, such case</li> </ol>	<p>ASD Appointments RH Corporate Services Director HR A&amp;U</p> <p>ASD Appointments Head Recruitment</p>	<p>Commissioner Regional Commissioner CDC Corporate Services</p> <p>Director HR A&amp;U RH Corporate Services</p>	<p>When presented</p> <p>When presented</p>	<p>Evaluate the recommendations against the Departments interest</p> <p>Director HR A&amp;U RH Corporate Services A signed authorisation by candidate for verification checks to be performed</p> <p>Director HR A&amp;U RH Corporate Services The Director: Legal Services recommends to employ candidates who have disclosed criminal records</p>	<p>When presented</p>

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v. The Department shall apply a fair administrative process against applicants who declare their previous criminal records.	<p>must also be referred with a full SAP 91 (a) report.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A memorandum seeking condonation prior to appointment must be formulated.</li> <li><input checked="" type="checkbox"/> Applicants who served a prison term can be considered for employment on condition that the offence is disclosed and condoned and that the nature of offence and incarceration will not compromise the department and be in contradiction with the relevant functions of the post and day to day operations of the Department.</li> <li><input checked="" type="checkbox"/> Applicants who have concealed information pertaining to an offence must be dealt with according to the Departments disciplinary procedure.</li> </ul>	Chairperson: Selection Committee	Commissioner	Whenever a need for condonation arises	Approval by the Commissioner for the employment of a candidate who has disclosed prior criminal offences	When presented
vi. Competency assessments shall be undertaken as part of the selection process where required.	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Competency based assessments must be conducted as part of the selection process as approved by the Commissioner.</li> </ul>	HR Practitioner	Commissioner	When presented	<p>Director HR A&amp;U The Director: Legal Services recommendation to employ candidates who have disclosed criminal records</p> <p>Approval by the Commissioner for the employment of a candidate who has disclosed prior criminal offences</p>	
<b>7.1.4 Appointments</b>						
i. All appointments shall be approved and communicated	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All candidates must comply with the following minimum appointment requirements:</li> </ul>	ASD Appointments RH Corporate Services Director HR A&U	Head Recruitment ASD Appointments	When presented	Director HR A&U RH Corporate Services An appointment letter need to be signed by	When presented

Principle (reference to policy)	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
<p>in writing by the delegated authority.</p>	<ol style="list-style-type: none"> <li>1. Qualification requirements as stipulated in the advertisement/post specifications.</li> <li>2. South African citizenship.</li> <li>3. Medical/mental fitness (Annexure B).</li> <li>4. An accepted criminal record evaluation.</li> <li>5. Minimum age of 16.</li> </ol> <p><input checked="" type="checkbox"/> Before the issuing of an appointment letter, written confirmation must be obtained in respect of a person's criminal offence status</p> <p><input checked="" type="checkbox"/> Each new appointee must be informed in writing of his/her appointment.</p>	<p>RH Corporate Services Director HR A&amp;U Commissioner</p>	<p>Regional Commissioner CDC Corporate Services Commissioner</p>	<p>When presented</p>	<p>the delegated authority and the applicant</p>	
<p>ii. Acceptance of offers of appointment shall be done in writing.</p>	<p><input checked="" type="checkbox"/> An applicant who receives an appointment letter must accept the offer in writing.</p> <p><input checked="" type="checkbox"/> On assumption of duty the following documents must be completed:</p> <ol style="list-style-type: none"> <li>1. Oath of Office;</li> <li>2. Banking Details Form;</li> <li>3. Declaration on Assault of Prisoners;</li> </ol>	<p>ASD Appointments Head Recruitment</p>	<p>Director HR A&amp;U RH Corporate Services</p>	<p>When presented</p>	<p>A pre-approved form should be completed and signed by applicants providing DCS with Oath of Office, Banking details, Declaration of Assault of prisoners and declaration of code of Disciplinary Code and procedure as well as Learner Orientation</p>	<p>Once the applicant has accepted offer of appointment</p>

Principle (reference to policy)	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	4. Declaration in terms of Disciplinary Code and Procedures and Learnership Orientation.					
<b>7.1.5 Contract employment</b>						
i. Contract appointments shall be considered only where funds are available and a specific need has been identified and approved by the delegated authority.	<input checked="" type="checkbox"/> The specific need that has been registered for a contract worker will determine which recruitment process will be followed. This could be through the recruitment agencies, advertisement or head hunting. <input checked="" type="checkbox"/> A formal application must be received where after consideration can be made on the possible suitability of the person. <input checked="" type="checkbox"/> A formal memorandum must be submitted for approval of a contract. <input checked="" type="checkbox"/> There must be a contract completed between the Department and the contract worker which clearly stipulates the terms and conditions and contract period. <input checked="" type="checkbox"/> The short term contract for temporary professionals such as educationists, religious care workers etc. will be required to complete, in addition to a signed contract, Persal forms, G442A.	ASD Appointments Head Recruitment          Personnel Clerk	Director HR A&U RH Corporate Services          Head of Prison	When presented          When presented	Director HR A&U Approval by Director HR A&U of the need to engage contract employees  A contract need to be signed by the delegated authority and the employee      Area Commissioner A signed short term contract by employee and Persal form G442A	When presented          When presented

Principle (reference to policy)	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
<b>7.1.6 Counter Offers</b>						
i. Counter offers can be considered by the delegated authority as part of the retention strategy for the following categories critical/scarce skills:  <ul style="list-style-type: none"> <li>- Health Professionals</li> <li>- IT</li> <li>- Educationist (Technical and Specialist in Maths, Accounting, Science and Technology and Library Management)</li> <li>- Social Workers</li> <li>- EAP</li> <li>- Internal Auditors</li> <li>- Accountants</li> <li>- Agriculture Technicians</li> <li>- Artisans</li> <li>- PAO</li> <li>- Occupational Directorate Education and Training Development Practitioner</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A counter offer is a retention method to retain officials with scarce and valuable skills in the Department.</li> <li><input checked="" type="checkbox"/> All Supervisors of officials who fall within the identified categories of critical and scarce skills have a responsibility to assess the termination of service of these officials. If the termination is based on an appointment to a higher salary and/or post the Supervisor must present the letter of appointment with a motivation via the office of the responsible Director or Regional Commissioner to Head Office (Director: HR A&amp;U).</li> <li><input checked="" type="checkbox"/> In considering the possibility of a counter offer, the following actions must be undertaken: <ul style="list-style-type: none"> <li>✓ The offer of appointment must be verified with the new employer.</li> <li>✓ The current position and salary level of the official must be drawn from BERSAL.</li> <li>✓ The salary which has been offered must be compared to the Departments salary levels.</li> </ul> </li> </ul>	Line Managers ASD Appointments	CDC Corporate Services Offers up to salary level 14	When presented	Director HR A&U	When presented



Principle (reference to policy)	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<input checked="" type="checkbox"/> If the salary offer is above the official's current post level, a counter offer to the new post level can be considered if such a post is financed and vacant on the establishment. <input checked="" type="checkbox"/> If there is no higher financed/vacant post then the counter offer can only be considered to match the new salary notch on a personal basis. <input checked="" type="checkbox"/> A formal memorandum must be presented to the delegated authority (CDC Corporate Services) for consideration. <input checked="" type="checkbox"/> The final decision on the counter offer must be formally communicated to the official for acceptance/non-acceptance. <input checked="" type="checkbox"/> All PERSAL actions must be finalized accordingly by Personnel Office.	Line Managers ASD Appointments  Line Managers ASD Appointments  HR Clerk	CDC Corporate Services Offers up to salary level 14  CDC Corporate Services Offers up to salary level 14  AC Corporate Services DD Auxiliary Services	When presented  When presented  When presented	Director HR A&U  Director HR A&U  Director HR A&U RH Corporate Services	When presented  When presented  When presented

#### 4. Communication

- Road shows will be organised in all Regions with relevant role players.
- Workshops will be held to empower people on the implementation of the procedures.

**5. Implementation and Compliance**

To give direction to the application of recruitment, selection and appointment processes in the Department and ensure an effective and efficient administrative procedure.

Include criminal record procedure of condonation



**DEPARTMENT OF CORRECTIONAL SERVICES  
RECRUITMENT, TRANSFERS AND TERMINATIONS POLICY PRO-  
CEDURE**

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**CHAPTER 2: Transfers**

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## CHAPTER 2: TRANSFERS

### 1. PURPOSE

The Directorate Human Resource Administration and Utilisation is a key role-player in ensuring that transfers, placements and secondments of existing employees take place in the interest of the Department based on the human resource plan and operational requirements.

### 2. SCOPE

To give direction to the application of transfers, placements and secondment processes of exiting employees in the Department and other state departments and to ensure an effective and efficient administrative procedure.

### 3. POLICY PROCEDURES

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
<b>7.2 Transfers/Placements/Secondments</b>						
<b>7.2.1 Transfers</b>						
a. Transfers, placements and secondments shall be in the interest of DCS and based on the human resource plan and operational requirements and shall include consultation with the employee, his/her supervisor and the relevant manager.	<p><b>Transfer/Replacement of functional staff in expert posts</b></p> <p>Functional staff is currently used in posts where expertise is required, which make them experts in their fields. This knowledge is gained whilst attending specific categories of courses which entail large expenses for the State.</p> <p>In order to ensure high standards of work, continuity, cost-effectiveness and productivity, it is essential that personnel categories as indicated below, are not to be transferred/replaced</p>	RH Corporate Services Director HR A&U	Relevant Director DC HR Management Regional Commissioner DCS Corporate Services	Needs driven	Director HR A&U RH Corporate Services Recommendation on the approval of transfers or replacement of functional staff in expert post by Director HR A&U noting that it is the best interest of DCS	When presented

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	<p>without the intervention of the Regional Commissioner and the relevant Director at Head Office:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Trained personnel in Persai</li> <li><input checked="" type="checkbox"/> Employment Centre Personnel</li> <li><input checked="" type="checkbox"/> Financial and logistics personnel</li> <li><input checked="" type="checkbox"/> Community Corrections personnel</li> <li><input checked="" type="checkbox"/> Investigation Officials</li> <li><input checked="" type="checkbox"/> Training Officials</li> <li><input checked="" type="checkbox"/> Prosecutors</li> <li><input checked="" type="checkbox"/> Other specialists</li> <li><input checked="" type="checkbox"/> Any transfer can only be considered against a financed vacant post of corresponding post level and of the same occupational classification.</li> </ul>					
b. The intention and decision to transfer, place or second shall be communicated in writing to employees concerned with reasons for	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The employee who is about to be transferred must be informed of the transfer as well as his/her supervisor.</li> <li><input checked="" type="checkbox"/> Such posts must be financed, vacant and on the same level and the same occupational class.</li> </ul>	RH Corporate Services DD Placements (Head Office)	CDC Corporate Services	Needs driven	RH Corporate Services Director HR A&U Recommendation on the approval of transfers, placement or secondment by Director HR A&U noting that the policies and procedures have been followed.	When presented

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
such a transfer stated.	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> He/she must be allowed seven (7) working days to make representations concerning the transfer.</li> <li><input checked="" type="checkbox"/> The transfer of an employee should not put the official or his/her family in a worst of situation.</li> <li><input checked="" type="checkbox"/> If the employee accepts/do not accept the transfer and fails to make any representations, the necessary notice may be issued and the transfer carried out.</li> <li><input checked="" type="checkbox"/> If the employee makes representations, the person responsible for considering the transfer must consider the representations. After the representations of the employee have been considered, the employee concerned must be informed in writing that the representations were considered, and the outcome must be stated. If the representations were not favourably considered, the reasons why the representations were rejected must be outlined.</li> <li><input checked="" type="checkbox"/> <b>Delegated authorities</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All transfers of officials from Level 2</li> </ul> </li> </ul>	Area Commissioner Relevant Director (Head Office) Regional Commissioner/CDC depending on level	CDC Corporate Services	Needs driven		

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>to 7 (CO or equivalent) on own time and cost: Management Area and Regional Office: Regional Head Corporate Services.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Head Office: DD Auxiliary Services.</li> <li>- All transfers of officials from Level 8 (SCO or equivalent) to Level 10 (ASD or equivalent) on own time and cost: Region: Deputy Regional Commissioner.</li> <li>- Head Office: DC Human Resource Management.</li> <li>- All transfers of officials from Level 11 (DD or equivalent) to Level 12 on own time and cost: Region: Regional Commissioner.</li> <li>- Head Office: DC Human Resource Management.</li> <li>- A transfer which is considered to be in the interest of the Department (state cost) must</li> </ul>					

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>be approved by the CDC Corporate Services after the necessary consultation took place with the Regional Commissioner.</p> <p>The Commissioner in consultation with the Minister has the power to consider the transfer of an employee from the level of Director and higher and to make a decision in that regard.</p> <p><input checked="" type="checkbox"/> If the employee still refuses the transfer, the processes as outlined in the disciplinary procedure should be applied.</p> <p><input checked="" type="checkbox"/> <b>Monitoring:</b> All decisions made by delegates must be reported to Head Office on a three monthly basis.</p>					
<b>7.2.2 Internal transfers</b>						
i.	<p>For a state-initiated transfer and all transfers emanating out of internal process of post advertisement (excluding the in-</p> <p><input checked="" type="checkbox"/> <b>The expenses which may be paid from state funds on the transfer of an official if the transfer is approved on state expense depending on the availability of re-settlement funds:</b></p>	<p>RH Corporate Services DD Placements Finance Logistics</p>	<p>Area Commissioner Director HR A&amp;U (Subject to approval from CDC Corporate Services on state cost)</p>	Needs driven	<p>RH Corporate Services RC Corporate Services Director HR A&amp;U DD Placements Approval of expenses payable based on the applicable pre-approved expense claim form by delegating authority noting that the</p>	When presented



Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p><b>Management Members (MMS) and Senior Management Members (SMS):</b></p> <ul style="list-style-type: none"> <li>If an official is transferred in the interest of the Department from his/her home station and he/she owned a property in that town/city, the Department will provide him/her accommodation on the DCS terrain or alternative accommodation or interim accommodation for a period of not exceeding twelve (12) months (to be reviewed every three months) where after he/she should secure his/her own accommodation as SMS and MMS packages make provision for this.</li> <li>If an official is transferred in the interest of the Department from his/her home station and he/she does not own property in that town/city, the official will not receive</li> </ul>	<p>RC Corporate Services DD Placements</p>	<p>RH Corporate Services Director HR A&amp;U (Subject to approval from CDC Corporate Services)</p>	<p>Needs driven</p>		

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	<p>that benefit as he/she will be in a financial position to rent/purchase accommodation at his/her new station or head office as SMS and MMS package does make provision for this (Interim accommodation for maximum of three month be provided until he/she secures accommodation).</p> <p>If an official is transferred (movement with family or not with family) on state cost and he/she does not own private accommodation within a 50km radius the official will be provided with accommodation on the DCS terrain (depending on availability or alternative accommodation or interim accommodation for a period not exceeding twelve (12) months (to be reviewed every three months).</p>	<p>RH Corporate Services DD Placements</p>	<p>RH Corporate Services Director HR A&amp;U</p>	<p>Needs driven</p>		

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	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 50% of the transfer expense arising from the purchase of a dwelling or a building site and the erection of a dwelling thereon. The expenses in this regard refer to the cost of conveyance of the property, mortgage costs, expenses arising from the drafting of a purchase contract, inspection fees, etc. No commission fees will be payable.</li> <li><input checked="" type="checkbox"/> In cases where the transfer fees are included in a mortgage loan, payment from State funds must not be made to the official personally, but directly into his/her mortgage loan account.</li> <li><input checked="" type="checkbox"/> Officials should take note that a concessionary period of twelve (12) months is in place for the purchase of a new home. Officials should plan accordingly and make arrangements for the purchase of a new home, before this period expires.</li> <li><input checked="" type="checkbox"/> A photocopy of the official's transfer claim must be attached to ensure that no payment</li> </ul>					

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>had already been made in respect of transfer costs.</p> <p><input checked="" type="checkbox"/> Supportive certified receipts and lawyer's letters, together with a claim form, must be submitted on which the transfer costs are clearly indicated for the new house purchased.</p> <p><b>Incidental expenses: Relocation on state cost</b></p> <p><input checked="" type="checkbox"/> Only officials transferred on state expense qualify to claim for incidental expenses. The salary notch with regard to incidental expenses will be amended according to the general increment for the Public Service.</p> <p><b>The amount for incidental expenses should be calculated as follows:</b></p> <p><b>Level 8 and lower:</b> Minimum basic salary for Level 8</p> <p><b>Level 9 and 10:</b> Basic salary of official</p> <p><b>Level 11 and 12:</b> Basic salary of official</p> <p><b>Level 13 (Director) and higher:</b> Minimum basic salary for Director</p>	<p>RC Corporate Services DD Placements</p> <p>RC Corporate Services DD Placements</p> <p>RC Corporate Services DD Placements</p>	<p>Director HR A&amp;U RH Corporate Services</p> <p>Director HR A&amp;U RH Corporate Services</p> <p>Director HR A&amp;U RH Corporate Services</p>	<p>Needs driven</p> <p>Needs driven</p> <p>Needs driven</p>		

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p><b>The payment of incidental expenses for employees transferred on state cost are as follows:</b></p> <ul style="list-style-type: none"> <li>- Employees can claim 100% depreciation. Restricted to the time constraint of 12 months.</li> </ul> <p><b>Incidental expenses are paid to cover the following possible expenses but not restricted to these expenses which may arise due to the transfer. It is therefore included in the amount for incidental expenses and cannot be claimed separately:</b></p> <ul style="list-style-type: none"> <li>- Re-registration of vehicles, caravans and trailers.</li> <li>- Satellite and antennas.</li> <li>- Replacement of curtaining.</li> <li>- Telephone transfers.</li> <li>- Number plates.</li> <li>- All other incidental expenses.</li> <li>- Extra luggage.</li> <li>- Providing kennel/transportation of pets.</li> </ul> <p><input checked="" type="checkbox"/> All claims for relocation expenses can only be administered within the prescribed 12 months period. Requests outside this period will not</p>			Needs driven		

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	<p>be considered unless extension is granted prior to lapsing of the expiry date.</p> <p><input checked="" type="checkbox"/> Incidental expenses can also only be claimed when the official's household has been physically moved to be relocated at a new address.</p> <p><b>Pre-visits</b></p> <p><input checked="" type="checkbox"/> After approval of the transfer on state cost, the official and his/her dependants may take a pre-visit to the new Management Area on state cost if they need to do so.</p> <p><input checked="" type="checkbox"/> Prior written approval must be obtained from the delegated authority.</p> <p><input checked="" type="checkbox"/> A standard pre-visit is normally a maximum of two (2) days. Any other requests restricted to another one (1) day must be forwarded to the delegated authority for consideration.</p> <p><input checked="" type="checkbox"/> The written approval must contain the number of days approved and the number of persons/dependants allowed.</p>	RC Corporate Services DD Placements	Director HR A & U RH Corporate Services	Needs driven		

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>A claim form must be submitted within seven (7) days after the return date.</p> <ul style="list-style-type: none"> <li>- Normal subsistence and travel policy are applicable and all claims must comply with this policy (Refer to Service Benefits).</li> <li>- Please note that Subsistence and Travel allowances can only be paid out if an official is away from his/her head office for a period longer than twenty four (24) hours.</li> </ul> <p><b>School uniform allowance</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> An amount as will be announced from time to time, by the Department of Finance, may be claimed once for each school-going child. At the start of the year no claims may be submitted for children who are to attend Grade 1/Sub A or Standard 6 (Grade 8).</li> <li><input checked="" type="checkbox"/> This amount can be obtained on the DPSA internet site.</li> <li><input checked="" type="checkbox"/> If an official is married into a traditional marriage, he/she must submit proof of registration from Department of</li> </ul>	<p>RC Corporate Services DD Placements</p> <p>RC Corporate Services DD Placements</p>	<p>Director HR A&amp;U RH Corporate Services</p> <p>Director HR A&amp;U RH Corporate Services</p>	<p>Needs driven</p> <p>Needs driven</p>		

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>Home Affairs.</p> <p><b>Travelling expenses originating from children's schooling</b></p> <p><input checked="" type="checkbox"/> The most economical travelling expenses for a period not exceeding one school year in respect of an official's school attending child (ren) who remain(s) at the old Head Office. The travelling expenses are limited to travelling to and from the new Head Office at the beginning and end of school holidays and at the end of the school year.</p> <p><b>Supervision of packing, loading, unloading and unpacking of personal effects</b></p> <p><input checked="" type="checkbox"/> Because the final transport contract is entered into between the official and the firm, it is absolutely essential that the official concerned is aware of the relevant conditions of the contract in this connection.</p> <p><input checked="" type="checkbox"/> An official or a member of his/her household should supervise the packing, loading, unloading and unpacking of their personal effects in order to ascertain any</p>	<p>RC Corporate Services DD Placements</p> <p>RC Corporate Services DD Placements</p>	<p>Director HR A&amp;U RH Corporate Services</p> <p>Director HR A&amp;U RH Corporate Services</p>	<p>Needs driven</p> <p>Needs driven</p>		



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	<p>damage or loss, and if necessary take steps in accordance with the contract. The official makes direct contact with the firm concerned in connection with damage or loss.</p> <p><input checked="" type="checkbox"/> Supervision on the day of loading as well as unloading of the official's furniture is considered as official duty, and if the official wishes to be absent for one or more working days for the purpose of inspecting his/her personal effects he/she must apply for vacation leave.</p> <p><input checked="" type="checkbox"/> Under no circumstances may offenders be utilised with the loading and unloading of an official's household effects when they are conveyed by a private carrier.</p> <p><b>Leave: Transfers (Resettlement) at state costs/pre-visits</b></p> <p>(1) After approval of the transfer on state costs the official and his/her dependants may request a pre-visit to the new Management Area on state cost if they need to do so. Prior written approval to have a pre-visit must</p>	<p>RC Corporate Services DD Placements</p>	<p>Director HR A&amp;U RH Corporate Services</p>	<p>Needs driven</p>		

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	<p>be obtained from the delegated authority (RH Corporate Services if regional funds are available).</p> <p>(2) A standard pre-visit is limited to a maximum of two (2) days special leave. Any other requests for further extension to this provision must be forwarded to the delegated authority for consideration.</p> <p>(3) Three (3) days special leave on the following basis can also be granted to an official transferred at state costs:</p> <ul style="list-style-type: none"> <li>* One (1) day for packing;</li> <li>* One (1) day for unpacking; and</li> <li>* One (1) day to travel to the new Management Area</li> </ul> <p><b>Reporting of damages or losses</b></p> <p><input checked="" type="checkbox"/> As soon as an official's personal effects arrive at his/her new Management Area, he/she or an authorised person must check the consignment, and any damage or losses which are discovered must be</p>	<p>RC Corporate Services DD Placements</p>	<p>Director HR A&amp;U RH Corporate Services</p>	<p>Needs driven</p>		

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	<p>carefully noted and reported immediately to the carrier. If the carrier is resident at the official's new Head Office, he/she must be requested to view the damage before the articles concerned are removed. Where an official intends to store his/her personal effects at his/her new Management Area, he/she or his/her agent must likewise examine the consignment at the time of delivery thereof by the carrier and before storing, in order to ascertain, as far as possible, if damage or loss took place during conveyance. Care must be taken that boxes or packages which show signs that they have been subject to rough treatment or that they have been interfered with, are unpacked for closer examination. In such cases the packer or carrier must be informed. Neglect to immediately report the damage or loss will indemnify the packer or carrier from any claim (s) which may be instituted. Employees must mention on the delivery note whether or not a claim for damage or</p>					

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	<p>loss is to be instituted when they sign it. The transport company will be liable for any damage or loss.</p> <p><b>Storage at either the old or the new Head Office/Management Area</b></p> <p><input checked="" type="checkbox"/> The personal effects of an official who has been transferred can, "in exceptional cases", be stored to coincide with the interim accommodation at State expense at either his/her old or his/her new Head Office. Such cases include the following: where the official is unable to secure a house or flat, and he/she is obliged to hire furnished accommodation which necessitated the storing of his/her own effects, or where he/she can obtain a house or flat but cannot move in immediately. Prior approval should be obtained from relevant delegated authority.</p> <p><b>Transport from one storage place to another</b></p> <p><input checked="" type="checkbox"/> The cost of conveying personal effects from one storage place to</p>	<p>RC Corporate Services DD Placements</p> <p>RC Corporate Services DD Placements</p>	<p>Director HR A&amp;U RH Corporate Services</p> <p>Director HR A&amp;U RH Corporate Services</p>	<p>Needs driven</p> <p>Needs driven</p>		

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>another may not be paid from State funds unless the delegated authority is satisfied that the removal is altogether unavoidable. Any application in this connection must therefore be properly motivated.</p> <p><b>Submission of claims</b></p> <ol style="list-style-type: none"> <li>To ensure thorough internal control, officials must comply with the following areas of concern.</li> </ol> <p><b>Submission of Removal Company Accounts: Transfers authorised on state expense: Head Office</b></p> <ol style="list-style-type: none"> <li>Submission of Removal Company accounts as approved/authorised on Head Office level for Head Office payment, must be forwarded to the DD HR Placements in the prescribed format order: <ul style="list-style-type: none"> <li>✓ Send duplicate/completed "1084" payment advice form (Ensure that supplier number is indicated in block space provided);</li> </ul> </li> </ol>				<p>RH Corporate Services DD Placements All claims submitted must be checked and verified for compliance to the policy</p>	

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<ul style="list-style-type: none"> <li>✓ Attached must be an authorisation letter to proof expenditure for audit;</li> <li>✓ Attach original invoice to avoid double payments, etc.;</li> <li>✓ Attach delivery note, with reference if service was satisfactory or not;</li> <li>✓ Attach prescribed 254 form (completed) with official date stamp, etc.</li> </ul> <p>2. Care must be taken to deal with accounts/claims within the stipulated tender procedure/period, in order to eliminate any interest amounts against the Department (late payment after 30 days). This could easily lead to an embarrassment for the Department of Correctional Services.</p> <p>All claims/accounts should be forwarded to Head Office/If Head Office: Placement funds are utilised by registered mail (Keep reference number of postage with your re-</p>	<p>Personnel Clerk Transfer Clerk</p>	<p>RH Corporate Services DD HR Placements</p>			

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
year, regulated under a specific contract in accordance with the Public Service Act.	<ul style="list-style-type: none"> <li>ment in the Regions.</li> <li>Each community service member must complete a contract for a community year.</li> <li>After completion of the community year the prescribed performance assessment must be completed.</li> <li>Any payments due to be effected on Persal.</li> </ul>					

**4. Communication**

- Road shows will be organized in all Regions with relevant role-players.
- Workshops will be held to empower people on the implementation of the procedures.

**5. Implementation and Compliance**

- The powers to implement, monitor and evaluate compliance shall be vested within the Directorate HR Administration and Utilization.
- Quarterly statistics must be submitted to the Director HR A&U in the format below in order to monitor and report on employee placements effectively.

**Summary: Region**

POST CLASS	TRANSFERS/SECONDMENTS APPROVED		TRANSFERS/SECONDMENTS DENIED
	DEPARTMENTAL INITIATIVE (State expense)	EMPLOYEE INITIATIVE (Own time, expense)	
CO I - III			
SCO			
ASD			
DD			
DIRECTOR			
DC			
CDC			
TOTAL			

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**DEPARTMENT OF CORRECTIONAL SERVICES –  
RECRUITMENT, TRANSFERS AND TERMINATIONS POLICY PRO-  
CEDURE**

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## CHAPTER 3: SERVICE TERMINATIONS

### 1. PURPOSE

The purpose explains the management and process of service termination

### 2. SCOPE

The procedure applies to all officials of the Department of Correctional Services appointed in terms of both the Correctional Services Act, 111 of 1998 and the Public Services Act, 103 of 1994.

### 3. DEFINITIONS AND ACRONYMS

Early retirement refers to retirement of the official who is between 50 and 59 years of age subject to approval by the Commissioner.

### 4. MANDATE

- 4.1 Public Service Act, 1994;
- 4.2 Public Service Regulations, 2001;
- 4.3 Basic Conditions of Employment Act, 1997;
- 4.4 Correctional Services Act, Act 111 of 1998;
- 4.5 Labour Relations Act, 1995 (Act 66 of 1995);
- 4.6 Government Employees Pension Fund Act of 1996;
- 4.7 White Paper on Human Resource Management in Public Services, 1998;
- 4.8 PSCBC Resolutions 3 of 1999;
- 4.9 DBC Resolutions 10 of 1999;
- 4.10. Public Finance Management Act, 1999.

5. PROCEDURES

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
<b>7.3 Terminations</b>						
<b>7.3.1 Normal retirement</b>						
i. Normal retirement age shall be 60 years for those appointed in terms of the Correctional Services Act, 1998, and 65 years for those who have been appointed in terms of the Public Service Act, 1994.	Identification of employees through Persal who will reach retirement age must be done quarterly.	Service Termination Official	Area Coordinator Corporate Services Director HR A&U	Quarterly	Area Coordinator Corporate Services to sign the Persal report for evidence of review	Quarterly
	Service Termination section (Head Office) as well as the employee must be notified in writing.	Personnel official responsible for service termination	Area Commissioner DD Auxiliary Services	Continuous	Area Commissioner to sign the service termination document as evidence of control and verification.	Continuous
	Service termination documentation (g120) must be completed in advance (4 months) before retirement and be sent to head office for further processing.					
	Termination of service on Persal must be effected and the employee must be informed in writing.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Persal Controller approves the termination on Persal System.	When presented
	Determine amount due to the state for collection of debts/or due to the official where applicable.	Service Termination Official	Area Coordinator Corporate Services	Continuous	The Personnel Clerk confirms the outstanding debt on the routelist and termination documentation. The Area Coordinator Corporate Services to approve the recovering of debt.	Continuous
Submission of service termination documents to Head Office Service Termination Section four months prior to date of	Service Termination Official	Area Coordinator Corporate Services	Continuous	Area Coordinator Corporate Services/Supervisor to ensure that the Service	When presented	

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>termination.</p> <p>Service Termination Section at Head Office completes the withdrawal from fund form and attaches relevant documents for submission to the GEPP.</p>	Service Termination Official at Head Office	DD Retention and Terminations	Continuous	<p>Termination documents are forwarded for finalization</p> <p>ASD Service Terminations verifies the validity of the documents and approve documents before forwarding them to National Treasury for the calculation and payment of pension benefits</p>	Continuous
ii.	<p>Approval may be granted to officials to extend their services after reaching the retirement age. Such an extension shall be limited to no more than two (2) years.</p> <p>Officials submit written application for extension of service.</p> <p>Submission of application to the Commissioner for consideration.</p> <p>Note: Official stay on Persal System.</p>	<p>Service Termination Official</p> <p>Area Commissioner</p> <p>Regional Commissioner</p> <p>Director HR A&amp;U</p> <p>Director HR A&amp;U</p>	<p>Commissioner</p> <p>Director HR A&amp;U</p>	<p>Continuous</p> <p>Continuous</p>	<p>Head Correctional Centre/Area Coordinator Corporate services to ensure that the application with motivation is forwarded to Head Office for approval by the Commissioner</p> <p>DD Retention and Terminations to communicate the outcome in writing.</p>	<p>Continuous</p> <p>Continuous</p>
<b>7.3.2 Early retirement</b>						
i.	<p>Early retirement may be granted to employees from the age of 50 years, if such approval is in the interest of the state.</p> <p>An employee must submit written application for early retirement via Area Commissioner and Regional Commissioner's office for their recommendation.</p> <p>Submission of application to the Office of the Commissioner</p>	<p>Service Termination Official</p> <p>ASD Service Terminations</p>	<p>Commissioner</p> <p>Director HR A&amp;U</p>	<p>Continuous</p> <p>Continuous</p>	<p>Area Coordinator Corporate Services to ensure that application with motivation is forwarded to Head Office</p> <p>DD Retention and Terminations to com-</p>	<p>Continuous</p> <p>Continuous</p>

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	for consideration and approval/disapproval.  If approved the same procedures as for normal retirement shall apply.				communicate the outcome in writing.	
ii. The Department shall not cover the shortfall in pension benefits incurred due to early retirement	The affected employee must be informed in writing of the implication of early retirement.	ASD Service Terminations Policy	DD Retention and Terminations	Continuous	DD Retention and Terminations to communicate outcome	Continuous
<b>7.3.3 Severance Package</b>						
The decision to grant voluntary severance package to eligible employees shall rest with the DCS and granted only where it is in the interests of the state.	Eligible employees submit application for voluntary severance packages in prescribed format to Area Commissioners and Regional Commissioners.	Service Termination Official at Area Commissioner level	Commissioner Minister	When available	Head Correctional Centre/Head Personnel to submit all applications via Regional Commissioner to Head Office Termination Section for consideration and approval	When available
	Submission to the Minister and Commissioner for consideration and approval.	ASD Service Termination	Commissioner Minister	When available	DD Retention and Terminations to communicate the outcome in writing.	When available
	Effect termination of service on Persal.	Service Termination Official	Area Coordinator Corporate Services	When available	Area Coordinator Corporate Services/Supervisor approves termination of service on Persal.	When available
	Completion of service termination documents.	Personnel official responsible for service termination	Area Coordinator Corporate Services	When available	Head Personnel to check the correctness of service termination documents.	When available
	Determine amount due to/or by the official where applicable.	Service Termination Official	Area Coordinator Corporate Services	When available	Area Coordinator Corporate Ser-	When available

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	Same procedure as with a normal termination.				vices/Supervisor checks the correctness of amount due to/or by the official.	
	Submission of service termination documents to Head Office Service Termination Section.	Service Termination Official	Area Coordinator Corporate Services	When available	Head Personnel/Supervisor to ensure that the Service Termination documents are forwarded to Head Office.	When available
	Service Termination Section at Head Office completes the withdrawal from fund form and attaches relevant documents.	Service Termination Official at Head Office	DD Retention and Terminations	When available	ASD Service Terminations to check the validity of the documents and forward them to National Treasury for the calculation and payment of pension benefits.	When available

**7.3.4 Ill health retirement**

An employee may be retired on the grounds of ill-health where the Department has determined, taking into account the recommendation of the employee's doctors, the supervisor and the Health Risk Manager, that the employee has become so incapacitated that he/she is no longer productive.	An employer/employee may initiate the process of ill health retirement.	Service Termination Official/Employee	Commissioner DD Retention and Termination	Continuous	Area Coordinator Corporate Services/Supervisor to ensure that the application forms for ill health retirement are forwarded to Head Office.	Continuous
	An application for ill health retirement must be submitted to Head Office (Service Termination section) for processing.	Ill Health Retirement Official	DD Retention and Terminations	Continuous	ASD Service Terminations to ensure the correctness of application forms.	Continuous
	Submission of application forms to Health Risk Manager for assessment and recommendation.	DD Retention and Terminations	Commissioner	Continuous	Dir HR A&U to ensure that all applications are recorded in the register.	Continuous
	On receipt of recommendation	Ill Health Retirement Official	DD Retention and Terminations	Continuous	ASD Service Terminations	Continuous

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	from Health Risk Manager the decision to approve/disapprove must be taken.	cial	tions		tion to ensure that feedback is provided, update the register and submit approved medical reports to Service Termination Section at Head Office	
	Communicate outcome to the Area Commissioner in writing.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Head Personnel/Supervisor approve termination of service on Persal	Continuous
	The employee, whose application for ill health retirement was processed, must be informed in writing of the outcome of the application.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Head Personnel/Supervisor to check the correctness of amount due to/or due by the official	Continuous
	For approved cases the process of service termination must be initiated.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Area Coordinator Corporate Services/Supervisor to ensure that the service termination documents are forwarded to Head Office for processing. ASD Service Terminations to check the validity of the documents and forward them to National Treasury for the calculation and payment of pension benefits.	Continuous
	For declined cases return to the process to return the employee to work must be initiated.	Service Termination Official at Head Office	DD Retention and Terminations	Continuous	DD Retention and Terminations Must issue a written memorandum to activate the employee on Persal. STO must ensure assumption of duty.	Continuous

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
<b>7.3.5 Resignation</b>						
i. An employee may resign from the Department at his/her own free will by giving either twenty-four (24) hours or thirty (30) calendar days notice in writing	An employee who wants to terminate his/her service must submit a written notice to resign.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Head Personnel/Supervisor to acknowledge receipt of application.	Continuous
	Every employee who intends resigning on 24 hour notice, shall sign a letter authorizing the department to recover any monies owing to the state.	Service Termination Official Line Manager	Area Commissioner DD Auxiliary Services	Continuous	Area Coordinator Corporate Services/Supervisor approves termination of service on Persal.	
	If any employee does not comply the department reserves the right not to accept the resignation. Desertion would be considered as a voluntary dismissal.  Interview to determine reason(s) for resignation must be conducted. Exit interview form must be submitted to Head Office: Service Terminations.  Completion of service termination documentation in prescribed format.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Completion in terms of service termination procedures.	
ii. An employee is compelled to resign if he/she accepts nomination as a member of parliament at national or provincial level, or accepts full-time employment elsewhere	Approach the official for completion of service termination documents.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Area Coordinator Corporate Services/Supervisor to approved application.	Continuous
	Determine amount due to the state for collection of debts or due to the official. Routelist to be circulated by the personnel official in determining and consolidation of debts.  Debts that could not be recovered from payment of pro-	Service Terminations Official  Service Terminations Official	Area Coordinator Corporate Services  Area Coordinator Corporate Services	Continuous  Continuous	Area Coordinator Corporate Ser-	Continuous



Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>ceeds of capped leave or bonus prorate must be recorded on G120 for recovery from pension.</p> <p>Effect termination of service on Peral and stop/or reverse the salary.</p> <p>Submission of service termination documents to Head Office Service Termination Section</p> <p>Service Termination Section at Head Office completes the withdrawal from fund form and attach relevant documents</p>	<p>Service Terminations Official</p> <p>Service Terminations Official</p>	<p>Area Coordinator Corporate Services</p> <p>Area Coordinator Corporate Services</p>	<p>Continuous</p> <p>Continuous</p>	<p>Services/Supervisor to confirm the correctness of service termination documents</p> <p>Area Coordinator Corporate Services/Supervisor to ensure that service termination documents are forwarded to Head Office by checking the service termination register</p>	<p>Continuous</p>
<b>7.3.6 Dismissal</b>						
Service termination shall be effected where the outcome of a disciplinary process requires it.	Service termination section (Head Office) must be informed in writing.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Area Coordinator Corporate Services/Supervisor to approve termination on Peral.	Continuous
	Service terminations office completes service termination documents.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Area Coordinator Corporate Services/Supervisor to confirm the correctness of service termination documents	Continuous
	Determine amount due to the state for collection of debts/or due to the official.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Area Coordinator Corporate Services/Supervisor to the correctness of the amount due to/or by the official	Continuous
	Submission of service termination documents to Head Office Service Termination Section.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Area Coordinator Corporate Services /Supervisor to ensure	Continuous

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
					that service termination documents are forwarded to Head Office by checking the service termination register.	
<b>7.3.7 Death</b>						
If an employee dies whilst in the employ of the Department, his/her date of death is regarded as the date of service termination.	Effect termination of service on Persal and stop/reverse the salary.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Area Coordinator Corporate Services/Supervisor to approve termination on Persal.	Continuous
	Service terminations office completes service termination documents.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Area Coordinator Corporate Services/Supervisor to confirm the correctness of service termination documents.	Continuous
	Determine amount due to the state for collection of debts/or due to the employee.	Service Termination Official	Area Coordinator Corporate Services	Continuous	Area Coordinator Corporate Services/Supervisor to confirm correctness of the amount due to/by the official.	Continuous
	Submission of service termination documents to Head Office Service Termination Section for processing	Service Termination Official	Area Coordinator Corporate Services	Continuous	Area Coordinator Corporate Services/Supervisor to ensure that service termination documents are forwarded to Head Office by checking the service termination register.	Continuous
	Service Termination Section at Head Office completes withdrawal from fund form and attach relevant documents	Service Termination Official at Head Office	Area Coordinator Corporate Services	Continuous	ASD Service Terminations to check the validity of the documents and forward them to	Continuous

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
					National Treasury for the calculation and payment of pension benefits.	
<b>7.3.8 Termination benefits</b>						
Termination benefits shall be dealt with in terms of the Service Benefits Policy	Submission of claim(s) in accordance with Service Benefits Policy.	Service Termination Official	Area Coordinator Corporate Service	Continuous	Area Coordinator Corporate Services/Supervisor to ensure the validity of claim(s).	Continuous
	<b>Privileges on termination of services by the employer or in the event of death</b>	RC Corporate Services DD Placements	Director HR A&U DC HR Management	Needs driven	Director HR A&U	Continuous
	<input checked="" type="checkbox"/> The expenses arising from moving from an existing place of residence to a place where he/she and/or his/her household wish to settle in the Republic on termination of service, may be paid <i>mutatis mutandis</i> to an official (excluding an employee who was recruited abroad) or his/her household in the case of his/her death on the bases, conditions and requirements which a head of department may determine in his/her discretion.	RC Corporate Services DD Placements	Director HR A&U DC HRM	Needs driven		
<b>Privileges when an official dies while on official duty away from his/her Head Office</b> <input checked="" type="checkbox"/> Should an official die whilst on official duty away						

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>from his/her Head Office or whilst being stationed abroad, including a member of his/her family who accompanies him/her officially, expenses arising there from (excluding funeral costs) may be paid, [define costs] who claims]</p> <p><b>Lapsing of deed at retirement or death</b></p> <p><input checked="" type="checkbox"/> Refers to employees who have to vacate their place of residence on account of lapsing of deed, retirement or death receives no depreciation (incidental expenses).</p>	RH Corporate Services DD Placements	Director HR A&U RH Corporate Services	Needs driven		
<b>7.3.9 Exit interviews</b>						
Exit interviews shall be conducted to all employees who resign or retire from the department.	Interview officials who resign voluntarily in terms of the standard document.	Immediate Supervisor Line Manager	Area Commissioner DD Auxiliary Services Regional Commissioner Commissioner	Continuous	Area Coordinator Corporate Services Check control sheet for completeness.	Continuous
	Exit interview document to form part of Service Termination documents.	Immediate Supervisor Line Manager	Area Commissioner RH Corporate Services Director HR A&U	Continuous	To Head Office (Retirement) DD Retention and Terminations to do analysis of exit trends	Continuous
<b>7.3.10 Verification and management of staff debt on termination</b>						
The responsibility for the recovery and management of staff debt is stipulated in Section 38, 45 and	On termination of service all debts accrued by an official must be consolidated, and recorded on the service termination documents.	All officials AC Corporate Services RH Corporate Services				

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
57 of the Public Finance Management Act.	<p>The recovery of debts must be activated before the approval and finalization of the official's service termination.</p> <p>A service termination can only be effected after confirmation has been given that the staff debt has been appropriately dealt with.</p> <p>No official will be allowed to personally circulate the termination routelist.</p>					

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Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>ords for easy reference if post gets lost, etc.).</p> <p><b>Handing in of relocation claims (State cost)</b></p> <p>Note that tippex may not be used on the Subsistence and Travelling Claim Form, Transfer Order and the G113 form. Mistakes must be rectified by drawing a neat line through it and corrections must be initialled by both the compiler and controller.</p> <ul style="list-style-type: none"> <li>- Claims may only be completed in blue or black ink.</li> </ul> <p>Attention must be paid that the following detail appears on the Subsistence and Travelling Claim Form and G113 forms before they are sent to the delegated authority (activity manager) to prevent claims from being returned unnecessarily:</p> <ul style="list-style-type: none"> <li>- The stations concerned regarding the relocation of the official;</li> <li>- Authorisation, reference and date (must be attached)</li> <li>- Marital status;</li> <li>- Persal number/name/rank/annual</li> </ul>	<p>Personnel Clerk Transfer Clerk</p>	<p>RH Corporate Services DD HR Placements</p>	<p>Needs driven</p>		

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>salary;</p> <ul style="list-style-type: none"> <li>- Copies should be certified as true copies of the original by a Commissioner of Oath;</li> <li>- The official date stamp on the G113;</li> <li>- Controller's signature on the G113;</li> <li>- Area Commissioner's signature on the G113;</li> <li>- Signature of claimant/Head of the Department/Office;</li> <li>- Date and time of departure as well as date and time of arrival of the official's personal belongings;</li> <li>- The information at the back of the G113, from number 1 to 6, has to be completed in detail and correct;</li> <li>- G115 (Transfer order) must be attached.</li> </ul> <p>The confirmation that services rendered was in the interest of the Department and that it has not yet been paid out must be confirmed on the Subsistence and Travelling Claim Form.</p> <p><b>Transport</b></p>	<p>Department of Transport FCO Personnel Office</p>	<p>Director HR A&amp;U RH Corporate Services</p>	<p>Needs driven</p>		

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<ul style="list-style-type: none"> <li>- Transport tariffs as provided by the Department of Transport must be used to calculate the rate for private transport;</li> <li>- Kilometres claim for a second car (if applicable). The speedometer reading at the start and end of the trip as well as the registration number must be quoted;</li> <li>- Passenger's allowance: prescribed rate per kilometre are applicable when passengers are also travelling with transferred official;</li> <li>- Kilometre claims for a caravan or trailer (if applicable.) The registration number of the caravan/trailer must be quoted. Only 25% of the amount claimed for private transport (vehicle, towed trailer/caravan) can be claimed; This is determined by Department of Transport</li> </ul> <p>NB: The second car, caravan or trailer can also be sent by railway. These arrangements are handled by Logistics.</p>					



Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p><b>Subsistence and travel allowance</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Subsistence and travel allowance may only be claimed if an official has been away from his/her original station for longer than twenty four (24) hours/outside 80km radius. <b>The moment an official reports at his new Head Office no meals can be claimed/compensated for.</b></li> <li><input checked="" type="checkbox"/> Claims may be put in for accommodation and meals expenditure during the journey restricted to the applicable policy for meals.</li> <li><input checked="" type="checkbox"/> A full subsistence and travel allowance (prescribed standard amount) can also be claimed. No accommodation, meals and subsistence and travel allowance will then be paid separately.</li> <li><input checked="" type="checkbox"/> Meals/accommodation can only be claimed from the day the carriers start to load the furniture to the day it is off-loaded. (Maximum of three (3) days).</li> <li><input checked="" type="checkbox"/> A child under the age of ten (10) only qualifies</li> </ul>	RC Corporate Services DD HR Placements	Director HR A&U RH Corporate Services	Needs driven		

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>for half (½) of applicable amount for meals.</p> <p><b>Hired accommodation</b></p> <p><input checked="" type="checkbox"/> Refers to cases where an official's household has to be moved due to the lapsing of a deed, removal of furniture on state expense in accordance with logistical procedures can be paid.</p> <p><b>Government transport</b></p> <p><input checked="" type="checkbox"/> Officials can make use of government (GG) transport if it is available. Authorisation must be received beforehand and a trip-sheet must be completed.</p> <p><input checked="" type="checkbox"/> Authorisation is only valid for a single trip from the official's permanent station (Head Office). In between trips are not allowed if not authorised in advance. Responsibility: Delegated Authority</p> <p><input checked="" type="checkbox"/> The responsible person must ensure that all the necessary steps are taken to co-ordinate and control the use of state vehicles in accordance with logistical procedures.</p> <p><b>Private/Public transport</b></p>	<p>RC Corporate Services DD Placements</p>	<p>Director HR A&amp;U RH Corporate Services</p>	<p>Needs driven</p>		

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Where GG transport is not available, a comparison should be made between private- and public transport if available. Only the cheapest option may be claimed. Proof of expenses and comparison must be attached to claim form.</li> <li><input checked="" type="checkbox"/> When GG transport or public transport is not available, necessary approval must be obtained beforehand to make use of private transport. Use Z43 form to record trip details. Proof must be provided that there is no public- or GG transport available.</li> </ul> <p><b>Transport and subsistence claim</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> They must provide the necessary confirmation in writing that no GG transport is available.</li> <li><input checked="" type="checkbox"/> Officials can claim the prescribed amount only when they are away from their permanent Head office for more than twenty four (24) hours.</li> <li><input checked="" type="checkbox"/> Officials who are away from their Head office for less than twenty four</li> </ul>	<p>Transfer Clerk Personnel Clerk</p>	<p>RR Corporate Services DD HR Placements</p>	<p>When presented</p>		



Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	that will be arranged. All claims must be accompanied by the necessary proof, for example, invoices, receipts, authorisations, etc. Claims sent through posts must be sent via registered mail.					
ii. In the case of an employee-initiated transfer, the transfer shall be at the employee's own cost, time and accommodation only if vacancy is available then in terms of existing procedures	<input checked="" type="checkbox"/> If an employee applies for a transfer, the delegated authority must consider the transfer by taking into account the interests of the Department, the interests of the employee concerned, as well as the recruitment policy of the Department. Such consideration can only be made if a vacancy is available and in terms of existing procedures.  <input checked="" type="checkbox"/> An application for a transfer must be accompanied by form Z1027 and must be signed by the official requesting the transfer. The necessary motivations and any corroborating documentation must be attached.  <input checked="" type="checkbox"/> The form Z1027 must be submitted to the employee's direct supervisor, who must, together with his/her recommendation, submit the application to the Personnel	Area Commissioner Director HR A&U Regional Commissioner	Area Commissioner DD Auxiliary Services Commissioner DC HR Management Regional Commissioner	Needs driven	Director HR A&U RH Corporate Services The recommendation for an employee initiated transfer should be presented to the delegated authority noting compliance with policies and procedures relating to transfers	When presented

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>Office.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The Personnel Office should ensure that all the information is completed correctly and must indicate any information that has a bearing on the application and the final decision.</li> <li><input checked="" type="checkbox"/> The Personnel Office must refer the application to the relevant Area Commissioner/Regional Commissioner/DC or Director who will be involved in the transfer, for comments.</li> <li><input checked="" type="checkbox"/> The relevant Area Commissioner/Regional Commissioner/DC or Director to whom the employee is due to be transferred to must evaluate the application and determine the suitability of the candidate in accordance with the existing procedures and Human Resource Plan. The decision must be communicated, in writing, to- <ul style="list-style-type: none"> <li>[a] The Area Commissioner/Regional Commissioner from where the application emanated.</li> <li>[b] The Personnel Office who activated</li> </ul> </li> </ul>					

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>the request; and</p> <p>[c] The employee concerned.</p> <p><b>Transfers requested by official</b></p> <p><input checked="" type="checkbox"/> Temporary transfer initiated by an official can only be considered at his/her own time and cost.</p>					
iii. State-initiated temporary transfers shall be for a period not exceeding three months and shall only be extended in exceptional circumstances whilst the employee is held against his/her current post. In these cases, the employees shall be entitled to the payment of subsistence and travel allowance	<p><input checked="" type="checkbox"/> Temporary transfers initiated in the interest of the Department will be on State expense. Ensure prior approval is granted from CDC Corporate Services: Head Office (State expense). Temporary transfers to a maximum period of three (3) months should only be considered if no other alternative is available.</p>	Director HR A&U Regional Commissioner	CDC Corporate Services	Needs driven	DD Placements RH Corporate Services A register of state-initiated transfers should be maintained and reviewed to ensure compliance with a 3 (three) months limit. The register should contain the date the transfer was effected, the name and staff number of affected employee, the department the employee is transferred from and transferred to and date of termination of the transfer.	Monthly
iv. Applications for cross transfers shall only be considered where	<p><input checked="" type="checkbox"/> All procedures applicable to employee initiated transfers must be adhered to.</p>	Area Commissioner DD Auxiliary Services	Area Commissioner Regional Commissioner Director HR A&U	Needs driven	Director HR A&U RH Corporate Services The recommendation for an employee initiated transfer should be	when presented

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
two employees on the same post level and in the same occupational classification apply					presented to the delegated authority noting compliance with policies and procedures relating to transfers	
v. Interim accommodation shall be provided in the case of a state-initiated transfer or interdepartmental transfer	<input checked="" type="checkbox"/> Interim accommodation must be formally requested and considered against the available budget of the Department. <input checked="" type="checkbox"/> All procedures as applicable to a state initiated transfer must be adhered to.	DD Placements RC Corporate Services	RH Corporate Services Director HR A&U	Needs driven	Director HR A&U RH Corporate Services The approval for expenses relating to interim accommodation should be approved by the RH Corporate Services or Director HR A&U noting compliance with policies and procedures relating to transfers	Continuous
<b>7.2.3 Secondments</b>						
i. A secondment shall be the result of an agreement between the Department and another state department or a private organisation or entity.	<input checked="" type="checkbox"/> The Head of Department may, with due consideration to policy measures and the following conditions, second an officer/employee to the service of another department, private organization or entity for the execution of a particular service or for a stated period. <input checked="" type="checkbox"/> The decision to second a person should be in the interest of the state/department should serve efficiency and should be reviewed periodically to confirm the necessity of the con-	DD Placements	CDC Corporate Services	Needs driven	Director HR A&U RH Corporate Services The recommendation for an employee initiated transfer should be presented to the delegated authority noting compliance with policies and procedures relating to transfers	When presented



Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
ii. No employee can be considered for special secondment as a FTSS if he/she is in a contract post or above salary level 8	<p>tinued secondment.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A seconded officer can not obtain a promotion or compensatory rights as a result of the position that he/she holds with the recipient entity.</li> <li><input checked="" type="checkbox"/> Formal memoranda to be completed and contract to be signed by both parties.</li> </ul> <p><b>Secondments to the public service</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The utilisation of a person in the service of an outside entity occurs with due consideration to relevant policy measures and the following conditions, in addition to those prescribed by or under any law.               <ul style="list-style-type: none"> <li>▪ The period of employment is to be limited to three (3) years at the most.</li> <li>▪ The conditions of service as agreed upon with the person's employer must be comparable to those of the Public Service.</li> <li>▪ The remuneration and benefits package must be justified.</li> </ul> </li> </ul>					

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The donor department remains responsible for the personnel and salary administration of the seconded officer/employee but may claim the expenditure from the budget of the recipient department.</li> <li><input checked="" type="checkbox"/> The officer/employee who is seconded to another department remains under the authority of his/her donor department in respect of all his/her career incidents, i.e. promotion, personnel evaluation, disciplinary measures, etc.</li> <li><input checked="" type="checkbox"/> The secondment of an officer/employee to an institution outside the Public Service occurs with due consideration to relevant policy measures and the following conditions, in addition to provisions prescribed by or under any law.</li> <li><input checked="" type="checkbox"/> The officer/employee who is seconded from the Public Service remains subject to the laws applicable to him/her in the Public Service, for the period of secondment which will be guided by the completion of a written</li> </ul>					

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
iii. Secondments shall be with the retention of an employee's current post, salary and benefits and regulated by a formal agreement between the Department and the employee	<p>contract.</p> <p><input checked="" type="checkbox"/> The recipient entity to whom the officer/employee is seconded, should accept responsibility for the payment -</p> <ul style="list-style-type: none"> <li>• of the officer's/employee's full salary plus allowances and the pro rata part of the service bonus payable to him/her during the period of secondment;</li> <li>• of the cash value of any vacation leave which the officer/employee is entitled to during the period of his/her secondment, but had not taken at the time of expiry of the period;</li> <li>• of the Government's contribution to the appropriate pension fund in respect of the officer/employee;</li> <li>• of the Government's contribution to a medical aid scheme of which the officer/employee is a member;</li> </ul>	DD Placements	CDC Corporate Services	Needs driven	Director HR A&U	Needs driven

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<ul style="list-style-type: none"> <li>• of any subsidy in respect of a housing loan which may be payable to the officer/employee;</li> <li>• of any other monetary concession which may be made to the Public Service in general during the period of the officer's/employee's secondment and for which the officer/employee may also be considered;</li> <li>• Of any expenditure in respect of the officer's/employee's secondment or resulting there from, for example travel and subsistence expenditure.</li> </ul> <p><b>Secondments on an exchange basis</b></p> <p><input checked="" type="checkbox"/> Secondments on an exchange basis are primarily aimed at the mutual exchange of expertise between the Public Service and the private sector or other countries. It also provides for developmental</p>					

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<p>opportunities to the participants.</p> <p><input checked="" type="checkbox"/> The terms and conditions of such a secondment shall be regulated by a formal contract as agreed upon by the relevant parties.</p> <p><input checked="" type="checkbox"/> The exception in this case is that -</p> <ul style="list-style-type: none"> <li>▪ Each donor employer continues to remunerate his/her own employee without recovery of expenditure; and</li> <li>▪ Each recipient employer carries the financial responsibility for the working expenditure (such as official travelling and subsistence expenditure) of the seconded person emanating from the performance of his/her official duties with the recipient entity.</li> </ul> <p><b>Full Time Shop stewards</b></p> <p><input checked="" type="checkbox"/> These special secondments are regulated by means of Resolution 3 of 2001 and Resolution 1 of 2004 as agreed upon in the GPSSBC.</p>					

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> This arrangement provides for the secondment of officials to recognised trade unions for the purpose of performing duties as a full time Shop Steward under a specific contract.</li> <li><input checked="" type="checkbox"/> The trade unions nominate a specific employee in a Region within the sector and the Department considers this request.</li> <li><input checked="" type="checkbox"/> The period of secondment is to be limited to three (3) years at the most. For any further secondment the recommendation of the Commissioner must be obtained.</li> </ul> <p><b>Office Bearers</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> An official can be seconded to a Labour Organization as an Office Bearer for a period equal to the constitution of the labour organisation.</li> </ul>					
<b>7.2.4 Interdepartmental transfers</b>						
i. When an official applied for a position in another Department and with proof of an appointment let-	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> When the Office of DD Placements (Head Office) receives the documents from the regions or from personnel at Head Office it is important that the following documenta-</li> </ul>					

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
<p>ter the processes is started to affect the transfer.</p>	<p>tion is attached:</p> <ul style="list-style-type: none"> <li>- SP file</li> <li>- SV File</li> <li>- Last Pay Certificate</li> <li>- Leave Record (G102)</li> <li>- Personnel Card, the last entry on the card should be in same month as transfer (correspond with PER-SAL)</li> <li>- Appointment Letter from new Department (indicate transfer date)</li> </ul> <p><input checked="" type="checkbox"/> If the documents as mentioned above are attached then the files should be forwarded to the following sections in order to determine whether the specific official has any outstanding debt: Pension, Bursaries, Medical and Housing</p> <p><input checked="" type="checkbox"/> After confirmation has been received from the various sections that the official has no debt, the files are forwarded to the recipient Department.</p>					
<b>7.2.5 Placements</b>						
i. The movement of an employee	<input checked="" type="checkbox"/> The placement of officials within Management Areas/Directorates	Area Commissioner Relevant Director	Area Commissioner Relevant Director	Needs driven	Area Commissioner Relevant Director Ensure placement	When presented

Principle	Activities to comply with the principle	Responsibility	Delegated authority (who is authorized to approve or enact activity)	Frequency (how often must the activity be undertaken)	Control activity (who does the control function)	Frequency of control (how often must the control function be performed)
<p>from one component to another within a work place may be effected by the delegated authority.</p> <p>ii. Temporary placement as a result of legislative requirements from other departments/organisations/workplace shall be regulated by a formal agreement between the Department and the employee.</p>	<p>will be done according to the operational needs that exist.</p> <p><input checked="" type="checkbox"/> Proper consultation should take place with the official.</p> <p><input checked="" type="checkbox"/> Completion of formal placement documentation.</p>				<p>through consultation and formal notification</p> <p>Approval of the placement.</p>	
<p>General</p> <p>The placement of Psychologists and Pharmacists to perform their community service within DCS is currently being dealt with under the Health Professions Act, 1974 (Act nr 56 of 1974). These categories perform Community Service for a period of one (1)</p>	<ul style="list-style-type: none"> <li>The community service is regulated under a specific contract for a period of 12 months.</li> <li>Head Office identifies facilities and registers it with Department of Health for gazetting.</li> <li>Department of Health allocates community service candidates and Head Office coordinates the final place-</li> </ul>	<p>DD Placements RH Corporate Services RC Corporate Services</p>	<p>Department of Health</p>	<p>Needs driven</p>	<p>Director HR A&amp;U</p>	<p>Continuous</p>