

POLICY : CAREER PATH PLANNING

Item HR 55-2001 : MC 1.6.2001

Item HR 59-2002(C) CAREER PATH PLANNING POLICY (ITEM HR 77-2002[MC] - MC
SCM 25.6.2002 23.5.2002)

RESOLVED:

- (a) **That** the contents of the report **BE NOTED**.
- (b) That the Career Path Planning Policy attached as **Annexure "A"** to the report **BE ADOPTED** and **IMPLEMENTED** immediately.
- (c) **That** all existing policies of the erstwhile Councils dealing with career path planning **BE** and **ARE HEREBY RESCINDED**

ANNEXURE "A"

CAREER PATH PLANNING POLICY

1. PURPOSE

The purpose of this policy is to provide the employees with an environment within which to plan their career in line with their skills qualification, experience and potential. The employees' aspirations will then be connected to the future, taking the council's needs into consideration.

2. SCOPE OF OPERATION/APPLICATION

This policy will be applicable to all employees of the Ekurhuleni Metropolitan Municipality.

3. OBJECTIVES

- To assist employees to manage their own careers;
- To assist employees to learn how to make career decisions;
- To assist employees to set career goals;
- To assist employees to find career planning information;
- To engender confidence and self-esteem;
- To combine self-assessment, organisational opportunities and career counselling;
- To facilitate the needs of the Council.

4. DEFINITION OF TERMS

In this policy, unless the context indicates otherwise-

“Employee”	means any person, excluding an independent contractor, who works for the Ekurhuleni Metropolitan Municipality and who receives, or is entitled to receive, any remuneration;
"Council"	means the Ekurhuleni Metropolitan Municipality;
“Equity plan”	means the Ekurhuleni Metropolitan Municipality employment equity plan established in accordance with the Employment Equity Act, no 55 of 1998.
“Individual assessment”	means screening on a singular basis;
“Environmental assessment”	means searching the surroundings of the employee’s job and surroundings;
“Director : Training Education & Development”	means the Head of the Division: Training Education and Development.

5. PREAMBLE

The Council

- Is committed to acknowledge the skills, potential and experience of its employees;
- Is committed to assist its employees in developing and progressing within the Council’s service;
- Will strive to provide opportunities to its employees to enable them to enhance their own careers and self-esteem;
- Is co-responsible to achieve synergy in accommodating the needs of both employer and employee.

The Employee

- Desires to progress in the workplace through either **UPWARDS**, or **LATERAL MOBILITY**;
- Is co-responsible to achieve synergy in accommodating the needs of both employer and employee.

6. CONTENT

a) What is career path planning

Career planning is a human resource activity that attempts to connect the individual’s desires for the future with the needs of the employer. It commences at the point of employment, and progresses throughout an employee’s stay within the Council.

b) When will career path planning be done**(i) Existing employees**

Career path planning will be done with each employee (individually) and should take into account the results of the performance appraisal. It shall also take the organisation and individual needs into consideration.

Should any employee at any stage wish to be assisted with career path planning, he/she may submit such a request to his Supervisor/Manager. The latter shall then arrange with the Division: Training, Education and Development for such an assessment.

(ii) New appointees

After six months of appointment.

c) Duty of Management

- Managers shall ensure that each employee will be granted an opportunity to increase their awareness of opportunities, accept training and seek higher levels of job responsibilities.
- Managers shall advise employees on available paths within the Council, to enable them to make informed choices and decisions.
- Managers/Supervisors from all Departments shall conduct the career path planning in consultation with Human Resources Management and Development Department. This will therefore allow for lateral movement of employees within the Council.

d) Duty of employee

- Employees will seek information on the organisation's career options and possibilities;
- Employees are responsible for the development of their career paths.

e) Duty of Division: Training, Education and Development

- The Division shall conduct training for Supervisors/Managers to be able to conduct a career path interview;
- The Division shall provide guidance to the employee and manages;
- The Division shall keep records;
- The Division shall conduct follow-up interviews.

f) Criteria! to be used during career path planning

- Performance management results to be taken into account;
- Results of various potential assessment tests to be taken into account.

g) Actions

- Individual assessment the employees' current skills, experience, qualifications and potential;
- Environmental assessment the position the employee is currently employed in;
- Goals setting establishing long and short term goals;
- Reality-testing comparing self-perception with those of others, such as supervisors, peers and managers
- Consideration of various options decision-making;
- Evaluation of various options obtaining knowledge of ability, interests, values, personality, interpersonal orientations, preferences and needs;
- Deciding on best option establishing and implementing the plan

7. RECOURSE ON IMPLEMENTATION

If there is a dispute about the interpretation or application of this policy, shall be dealt with in accordance with the grievance procedure of Ekurhuleni Metropolitan Municipality. Failure to settle the dispute internally, such dispute shall be referred to external structures such as bargaining council.