

RAPID ADVANCEMENT POLICY

Item A-HR (01-2008) CM 27/03/2008	CORPORATE SERVICES DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DEPARTMENT: ORGANISATION MANAGEMENT DIVISION: RAPID ADVANCEMENT POLICY FOR THE EKURHULENI METROPOLITAN MUNICIPALITY
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RESOLVED:

1. **That** the contents of the report regarding the Rapid Advancement Policy for the Ekurhuleni Metropolitan Municipality **BE NOTED**.
2. **That** the proposed Rapid Advancement Policy, attached to the report as **Annexure "A"**, **BE APPROVED**.
3. **That** all Departments **INVESTIGATE** their needs and **IDENTIFY** posts to be included on **Appendix I** attached to the report, "Rapid Advancement Scope of Application".
4. **That** the Executive Director: Human Resource Management and Development, after consultation with the LLF, **SUBMITS** a consolidated report in respect of **3** above to Council for approval.

EMM RAPID ADVANCEMENT POLICY**1 DEFINITIONS**

- 1.1 Advancement posts Advancements posts are posts graded over more than one salary level
- 1.2 Approved Organizational Structure Post structure as approved in principle in June 2002 and the subsequent changes and amendments approved by the Council and confirmed by Council resolutions.
- 1.3 Competencies: Specialised aspects of the job that need to be executed with the specific knowledge and skills level.
- 1.4 Experience: The combination of the knowledge and skills acquired over a period of time that enables the incumbent to perform the work at the desired level of competencies
- 1.5 Functional Knowledge: The knowledge that enables the incumbent to carry out both general and specific responsibilities assigned.
- 1.6 ***Policy:*** ***A set of principles or guidelines as provided in an approved document of the organisation and serves as a reference point in the handling of specific matters and those incidental to the work area.***
- 1.7 Rapid Advancement: The progression of the incumbent in terms of salary scales and notches over a period shorter than stipulated in line with general and annual movement over the notches. The application is subject to the provisions of a scheme for a specific post category.
- 1.8 ***Scheme:*** ***A derivation from the Policy, and spells out the requirements and conditions required of the incumbent for advancement in a rapid manner.***
- 1.9 Skills: The specific acquired competencies that combine knowledge and the ability to do something well, usually gained through experience and training, It is a set of competencies required of the incumbent to perform competently in a particular job.
- 1.10 Recognition of Prior Learning (PRL): Refers to the formal identification, assessment and acknowledgement of the full range of an individual's skills, knowledge and capabilities irrespective of how and where they have been acquired. It is the acknowledgement of skills, competencies and work ethos obtained through formal, informal or non-formal training, on-the-job experience and life experience. *(Quoted from "Recognition of Prior Learning Policy*

2 **APPENDIX**

Appendix I	Proposed Format: Rapid Advancement: Scope of Application. (List of applicable post categories per Department)
Appendix II	Proposed Format: Rapid Advancement: Scheme per post category. (Requirements)
Appendix III	Proposed Format: Qualifications requirements for Rapid Advancement
Appendix IV	Proposed Format: Functional Knowledge requirements for Rapid Advancement

3 **PURPOSE**

3.1 The purpose of this policy is to recognise in a structured way the existing qualifications, experience, skills, competencies and functional knowledge to perform the duties assigned to a post in which the employee was appointed, transferred or promoted.

The purpose of this policy is also to give further recognition in a structured way, for acquisition or obtaining of minimum qualifications, experience, skills, competencies and functional knowledge, to become compliant with the minimum requirements to perform the duties assigned to a post.

It allows appointments of applicants which do not comply with the minimum requirements of an Advancement Post per the approved Council Structure in a developmental capacity to ultimately reach the minimum requirements of a post through obtaining qualifications, experience, skills, competencies and functional knowledge.

4 **OBJECTIVES**

4.1 The objectives of this policy are:

- To have an uniform rapid advancement policy applicable to the whole of the Ekurhuleni Metropolitan Municipality;
- To ensure that all rapid advancement in the Ekurhuleni Metropolitan Municipality are applied according to the same criteria as set out in this policy;
- To set out uniform procedures and guidelines for the Advancement Policy and different Advancement Schemes in the Ekurhuleni Metropolitan Municipality;
- To assist management with career planning in terms of the Career Path Planning Policy with the Rapid Advancement Policy on posts that qualify for Rapid Advancement.

5 **SCOPE OF OPERATION**

5.1 This policy shall be utilised to identify and admit posts as Rapid Advancement Posts on the approved organizational structure of the Ekurhuleni Metropolitan Municipality, to the “Scope of Application” per Department, after consultation with the Local Labour Forum and final approval by Council.

(See attached proposed format: Appendix I. “Scope of Application”.)

5.2 Posts may be added to or removed from the “Scope of Application”, as the requirements of posts change, by the relevant Department after consultation with the Local Labour Forum and final approval by Council.

(See attached proposed format: Appendix I: “Scope of Application”.)

5.3 The then approved policy-schemes shall be utilised to act as a basis to recognise in a structured way the existing, additional acquired or obtained minimum qualifications, experience, skills, competencies and functional knowledge, as set out and determined by the relevant Departmental Schemes.

6 **LEGAL FRAMEWORK**

Due to the developments in the training and development field, e.g. recognition of prior learning, the National Qualifications Framework and the recognition of potential, a policy need to be effected to address the recognition of such for Rapid Advancement posts.

7 **UTILIZATION OF THE POLICY**

7.1 **Previously approved policies and/or schemes of the former Transitional Local Council’s and Ekurhuleni Metropolitan Municipality:**

All existing policies and/or schemes shall be revised in order to comply with the approved Rapid Advancement Policy. *(Pending outcome of special meeting to be held in order to compare all other existing policies and schemes.)*

7.2 **Admission requirements and criteria for posts to be added to the “Scope of Application”:**

Admission onto the Scope of Application will only be granted to posts:

- posts which are graded over more than one salary level
- and was added to the approved list of “Scope of Application” per department.

(Attached as Appendix I)

7.3: **Development of Rapid Advancement Schemes.**

Departments are responsible to develop in co-operation with the Education, Training and Development Division of the Human Resources and Development Department,

Rapid Advancement Schemes for each Rapid Advancement Post category in consultation with the Local Labour Forum and obtain final approval from Council.

(See attached proposed format: Appendix II: Rapid Advancement: Scheme per post category (Requirements).)

7.4 Recognition for advancement of incumbents in Rapid Advancement Posts:

Recognition is granted to incumbents in Rapid Advancement Posts:

- That appear on the approved list of “Scope of Application” per department
- Upon rendering proof of compliance with the criteria set down per relevant scheme.

(Attached as Appendix I: Proposed format)

- Subject to recommendation of management and approval by the Executive Director of the Department, taking the following into consideration when recommending progress in terms of Rapid Advancement:
 - That an incumbent acquired and met the minimum qualification, experience, skills, competencies and functional knowledge for every level on the scheme of the Rapid Advancement post and
 - Are suitably able to perform all the duties effectively as assigned to the level/s on the scheme of the applicable posts.

7.5 Levels of advancement:

The level of advancement will be effected in accordance with the approved levels per Departmental Scheme on the “Scope of Application” and “Requirements for Rapid Advancements Scheme per Post Category”.

(See examples attached as Appendix I and Appendix II)

7.6 Implementation of Rapid Advancement

7.6.1 Rapid Advancement comes into effect from the first day of the working month following the date on which an employee qualified for Rapid Advancement and approval of the Executive Director of the Department, on condition that the implementation date may not be retrospectively effected for a period exceeding four months.

7.6.2 The salary notch of an employee will be adjusted in terms of the applicable Rapid Advancement Scheme of the Policy.

7.6.3 The effective date of implementation will become the next incremental date for an post incumbent on Rapid Advancement.

7.6.4 The employer shall be responsible for implementation if in compliance with the Rapid Advancement Scheme.

8. Responsibilities of Management towards incumbents of Rapid Advancement Posts:

- To provide and explain all relevant information to the incumbent.
- To provide opportunities to the incumbents to enable them to gain the required qualifications, experience, skills and functional knowledge in order to advance according to the applicable approved scheme.
- The Rapid Advancement schemes per post category may be utilized to assist management with the career planning of incumbents of Rapid Advancement Posts.
- New appointments, promotions and transfers to Rapid Advancement posts:
 - Letters of appointment, promotion and transfer shall include a paragraph stating that the post is included in the scope of application of the Rapid Advancement Scheme of the Ekurhuleni Metropolitan Municipality.
 - A copy of the policy and applicable scheme shall be attached to letters of appointment, promotions or transfers of employees.

9. DISPUTE RESOLUTION

Any dispute that may arise with the application of this policy shall be referred to the South African Local Government Bargaining Council for conciliation and / or arbitration.

(Appendix I to Policy)

DIRECTORATE APPENDIX NUMBER	DIRECTORATE	DEPARTMENT	DIVISION	DESIGNATION APPENDIX NUMBER	APPROVED DESIGNATION	APPROVED POST LEVEL	DESIGNATI ON CODES

EKURHULENI METROPOLITAN MUNICIPALITY

**RAPID ADVANCEMENT:
SCHEME PER POST CATEGORY (REQUIREMENTS)**

DEPARTMENT:

DIVISION:

DESIGNATION:

The following requirements are acknowledged and granted to the incumbent of the above-mentioned post, subject to the general stipulations of the Council's Rapid Advancement Policy and the following conditions:

Management may make a recommendation for the incumbent to advance on the grounds of the requirements regarding skills/competencies and functional knowledge, without being restricted by qualifications and experience.

- **HIGHLIGHTED/ SHADED/ BOLD TEXT** Approved salary level and requirement on which the above-mentioned post was evaluated:
Salary Level:.....

Requirements:
- **SKILLS & COMPETENCIES** Extra training by means of courses and seminars are regarded as opportunities to improve the skills and competencies of the incumbent and will be to his / her benefit by putting him / her in a higher category.
 - For the above-mentioned post the skill and competency requirements are the same for each level and are as follows:
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- **FUNCTIONAL KNOWLEDGE:** See attached Appendix IV for main function to be mastered

SALARY LEVEL	DESIGNATION	REQUIREMENTS			
		QUALIFICATIONS (See attached Appendix III)▲	EXPERIENCE ▲	SKILLS & COMPETENCIES See ● on page 1	FUNCTIONAL KNOWLEDGE See attached Appendix IV for functions) ❖

