



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF  
ROADS AND TRANSPORT**

## **EMPLOYEE TRANSFER POLICY**

## TABLE OF CONTENTS

	PAGES
1. Preamble	3
2. Purpose	3
3. Legal Mandates	3
4. Scope of application	3
5. General Conditions	3
6. Major policy principles	4
7. Policy Review	5

## **1. PREAMBLE**

Every employee may, when the public interest so requires be transferred from post occupied by him or her to any other pot or position in the same or any other department.

## **2. PURPOSE**

To create an appropriate policy framework that will guide the department in the implementation of transfers.

## **3. LEGAL MANDATES**

3.1 Public Service Act, 1994

3.2 Public Service Regulations, 2001

3.3 Labour Relations Act, 1995

3.4 White Paper on Human Resource Management

## **4. SCOPE OF APPLICATION**

To all public servants employed in terms of the Public Service Act, 1994.

## **5. GENERAL CONDITIONS**

Requests for transfers shall be done through Human Resource Components. A vacant post must be identified before any transfer can be effected. The salary level of the applicant must be equivalent to that of the post applied for.

Approval of the transfer should be obtained before a transfer can take place. One month notice should be given before an applicant can be transferred. It is the responsibility of the Human Resources Component to ensure that the transferred employee is appearing in the directorate's payroll.

## **6. MAJOR POLICY PRINCIPLES**

### **6.1 Circumstances under which a transfer is effected**

#### **6.1.1 Employee-initiated transfer**

The Head of Department or her/his delegate reserves the right to approve or disapprove the transfer and may not unreasonably disapprove an application. Transfer to take place in consultation with the directorate/department concerned. Transfer is done at employee's cost.

#### **6.1.2 Transfer of functions between departments**

The transfer of functions between departments may occur as a result of further allocation of powers and functions from national government to the provincial administration, change in policy, and re-organisation of provincial departments.

Section 3A of the Public Service Act, 1994 read with Public Service Laws Amendment Act, 1998 (Act No. 86 of 1998) and Public Service Regulations, 2001 provide for the transfer of functions between departments. The authority of transfer functions between departments rests with the Premier.

The purpose of the policy guidelines is to align the process of the transfer of functions between departments with Government policies and prescripts. The transfer of functions between departments will be guided amongst others by the following:

- a) The need to eliminate duplication of functions and enhance co-ordination;
- b) The need to exercise proper control over the resources and utilize them economically and effectively;
- c) The need to maximize service delivery

**6.2 Monitoring, Evaluation and Reporting**

The Head of the Department or his/her delegate will be responsible for ensuring that transfers are handled fairly and that the policy is reviewed annually or when a need arises.

**7. POLICY REVIEW**

This policy will be reviewed annually or as and when necessary.

**RECOMMENDED FOR ENDORSEMENT**

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HEAD OF DEPARTMENT

08/03/2010  
DATE

**NOTE: This policy document is a blue print of the original policy that was approved by MEC Justice Piitso on 18.02.08.**