



DEPARTMENT OF AGRICULTURE

PRECAUTIONARY SUSPENSION POLICY

Ref.: S8/1/P

DATE OF EFFECT: 01 JULY 2010

~~RECOMMENDED / NOT RECOMMENDED~~


Prof. AE NESAMVUNI
HEAD OF DEPARTMENT

05/07/10
DATE

~~APPROVED / NOT APPROVED~~

COMMENTS: _____


Me. D.B. LETSATSI-DUBA
MEC: LIMPOPO DEPARTMENT OF AGRICULTURE

22/07/2010
DATE

ACRONYMS

- LDA:** The Limpopo Department of Agriculture,
PSC: Public Service Commission
PSR: Public Service Regulations
DPSA: Department of Public Service and Administration
MPSA: Ministry of Public Service and Administration
EA: Executive Authority
SMS: Senior Management Services
MMS: Middle Management Services
HRM: Human Resource Management

1. DEFINITION OF TERMS

- Department** : Limpopo Department of Agriculture
Component : Branch/Sub-Branch/Division/Sub-Division/Section/Sub-Section concerned.

2. PURPOSE:

The purpose of this policy is to regulate the management of suspensions in the department.

3. LEGISLATIVE FRAMEWORK:

- a) Labour Relations Act, 66 of 1995.
- b) Public Service Act, 103 of 1994
- c) Public Service Regulation, 2001
- d) Disciplinary Code and Procedures for the Public Service.

4. OBJECTIVES

- 4.1 To ensure that all precautionary suspensions are conducted in a fair and equitable manner.
- 4.2 To make sure that precautionary suspensions do not hinder service delivery.

5. SCOPE OF APPLICATION

This policy applies to all employees of the Limpopo department of Agriculture

6. POLICY STATEMENTS

CONDITIONS FOR SUSPENSIONS / TRANSFERS

- 6.1 The Head of Department may suspend an employee on full pay or transfer if he/she is alleged to have committed a serious offence and the department believes that the presence of the employee at the workplace might jeopardize any investigation, or endanger the well being or safety of any person or state property.
 - 6.2 A suspension of this kind is a precautionary measure that does not constitute a judgment, and must be on full pay.
 - 6.3 If an employee is suspended or transferred as a precautionary measure, the department shall hold a disciplinary hearing within a month or 60 days, depending on the complexity of the matter and the length of the investigation.
 - 6.4 The chairperson of the disciplinary hearing shall be the one to decide on the postponement of a disciplinary hearing of a suspended employee.
 - 6.5 The Head of Department may lift the suspension of an employee before the expiry of the suspension period if reasons in 5.1.1 above are no longer applicable.
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POLICY REVIEW

The policy shall be reviewed after every three years or as and when a need arise with the permission from the MEC.