

HUMAN RESOURCES

CRITERIA FOR PLACEMENT OF STAFF - POST LEVEL 5 – 18

(Changes to the originally approved document indicated in bold print B1)

13 March 2007

	SCENARIO A One post one staff member	CRITERIA FOR PLACEMENT OF STAFF
A1	Same responsibilities or minimal changes as post in the previous departmental/divisional structure	<ul style="list-style-type: none"> • Staff member will be matched into the position in the approved structure. • Staff members who did not meet the new minimum qualification requirements of the new structure will be permanently appointed to new posts and be given a reasonable time to meet the new minimum appointment criteria (e.g. obtaining a formal qualification).
A2	Same post as in the previous departmental/divisional structure, but additional responsibilities are added	<ul style="list-style-type: none"> • Holder of that departmental position may be placed into the position in the new structure, provided they possess readily transferable skills and/or any skill deficit can be readily addressed.
A3	Incumbent in temporary capacity	<ul style="list-style-type: none"> • Temporary staff appointed after January 2004 may be considered after all permanent staff has been placed or redeployed.

	SCENARIO B One post more than one staff member	CRITERIA FOR PLACEMENT OF STAFF
B1	Responsibilities defined as in A1 and A2	<p>The following criteria are listed in terms of priority:</p> <ul style="list-style-type: none"> • Minimum requirements as per job profile (minimum relevant qualification and minimum relevant experience, skills and competencies). <ul style="list-style-type: none"> - Staff members who did not meet the new minimum qualification requirements of the new structure will be permanently appointed to new posts and be given a reasonable time to meet the new minimum appointment criteria (e.g. obtaining a formal qualification). • Academic Staff: above mentioned criteria as well as research output, community service.

		<ul style="list-style-type: none"> • Employment Equity as per policy. • Should selection not be possible in terms of the above criteria, staff members affected may be interviewed by the placement committee in order to select the most suitable person.
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	SCENARIO C: Newly created post in the approved structure	CRITERIA FOR PLACEMENT OF STAFF
C1	The duties of a post have changed sufficiently (50%+) that it should be abolished and a new post created, a new job profile is to be developed by the department and graded by Human Resources.	<ul style="list-style-type: none"> • Staff members who are in the redeployment pool will be considered initially for any new posts, should they meet the minimum requirements. • If the relevant staff members do not have the required skills, the post will be advertised internally within the University in the first instance. External recruitment may be considered should the internal process be unsuccessful. Candidates will be interviewed for appointment by a selection committee in line with normal recruitment procedures. The selection process will take place outside of the placement exercise.

	SCENARIO D: Position occupied by acting staff member(s)	CRITERIA FOR PLACEMENT OF STAFF
D1	Staff member who has been in an acting capacity prior the merger (before January 2004).	<ul style="list-style-type: none"> • Staff member may be placed into that post. (Scenario A) • If more than one staff member is eligible for the same post, all will be afforded an opportunity to be considered for placement. (Scenario B) • Should the staff member not be placed in the “acting” post, he or she will be considered in terms of the original substantive post, prior to the merger. • Placement on this basis is restricted to circumstances where the position is not more than 1 post level higher than the staff member’s substantive post prior the merger. • It must be supported by documentary evidence that the member of staff has been undertaking the role in question. Evidence could be in the form of an acting allowance that has been paid to the member of staff or through pre existing documentation (acting appointment letter) that indicates the performance of additional responsibilities.

D2	Staff member who has been in an acting/redeployed capacity after the merger. (from January 2004 as part of the interim arrangement)	<ul style="list-style-type: none"> • Staff member will be considered in his or her substantive post prior the merger for matching and placing. • Post will be advertised should nobody qualify for redeployment.
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	OTHER SCENARIOS	CRITERIA FOR PLACEMENT OF STAFF
E	Post and level created and permanently filled in the interim period, and the post exists in the new structure. (TUT appointments) * Excluding posts that had been converted to permanent posts during 2006/2007 due to the extended occupancy by temporary staff in those positions (temporary appointment before 2004)	<ul style="list-style-type: none"> • Staff member will be matched into the post in the approved structure, similar to Scenario A1.
F	Post created and filled either via secondment, transfer, or redeployment in the interim period, and the post does not exist in the new structure.	<ul style="list-style-type: none"> • Staff member who is occupying this post will be eligible to be considered for previously held post that still exist in the new structure. • If both positions (interim and previous) are redundant then staff member will be referred to redeployment pool to be considered for other existing vacant posts to which they are suited.
G	New post in structure is a combination of several responsibilities which were performed by several staff members within that department.	<ul style="list-style-type: none"> • Position should only be open to those staff members holding the 'several' responsibilities. Match and place as per Scenario B. Staff members affected may be interviewed.
H	Current TUT or previously held substantive post is not in the new structure.	<ul style="list-style-type: none"> • Staff member will be referred to the redeployment pool, i.e. staff member will be considered in terms of the functions they performed and not only the post that they held.