



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

# DHET TRANSFER POLICY

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*GF*

# 1. INTRODUCTION

## 1.1 Acronyms

ACRONYMS	DEFINITION
CETC	Community Education and Training College
DHET	Department of Higher Education and Training
DPSA	Department of Public Service and Administration
PSCBC	Public Service Co-ordinating Bargaining Council
TVETC	Technical and Vocational Education and Training College

## 1.2 Glossary of Terms

TERMS	DEFINITION
COMPONENT	A part that makes up the Department at various levels- i.e. Head Office; Regional Offices and Colleges
DEPARTMENT	Department of Higher Education and Training
EMPLOYEE	A person appointed in terms of the Public Service Act, 1994 as amended, excluding an Independent Contractor, who works for another person or for the State and receives, or is entitled to receive remuneration
EMPLOYER	Department of Higher Education and Training
SUB-COMPONENT	A section within a Component, e.g. Branches, Chief Directorates, Directorates, Sub-Directorates in Head Office
TRANSFER	Moving of an employee and/or his/her household from one place of work to another  Temporary or permanent evacuation of official quarters at the place of work of an employee in order to occupy other accommodation

### **1.3 Policy Statement**

The DHET appreciates that in order to achieve its strategic goals, it would need to provide employees with a Transfer Policy to set out guidelines on the process to be followed, when the services of an employee are being transferred and the employee is being promoted or relocated as a result of operational requirements.

### **1.4 Legislative Framework**

- 1.4.1 Public Service Act 103 of 1994, as amended
- 1.4.2 PSCBC Resolution No. 3 of 1999
- 1.4.3 PSCBC Resolution No.1 of 2007
- 1.4.4 Public Service Regulations 2016
- 1.4.5 Public Service Amendment Act 30 of 2007
- 1.4.6 DHET Delegations of Authority according to the Public Service Act 103 of 1994 and Public Service Regulations of 2016
- 1.4.7 DHET Labour Relations Manual

\* Where this Policy and the Delegations of Authority of the DHET differ the Delegations shall take precedence.

### **1.5 Purpose**

This Policy seeks to provide information relating to financial assistance available to DHET employees in the event of transfer or relocation. The Employer has the responsibility to meet, within reason, the actual resettlement costs within the country incurred by an employee and his/her immediate family as a result of official duties.

## **1.6 Objectives**

To provide measures and guidelines for reasonable expenditure and cost necessarily incurred by the Department as a result of the transfer and relocation of an employee to ensure smooth transition.

The Employer shall meet the costs within the country, incurred by the employee and his/her immediate family when he/she is transferred or is newly appointed and has to relocate to his/her new place of work.

## **1.7 Principles**

- 1.7.1 Fairness and transparency;
- 1.7.2 Professionalism and credibility;
- 1.7.3 Equity; and
- 1.7.4 Integrity.

## **1.8 Scope of Application**

This Policy applies to all permanent Public Service employees who are being transferred in accordance with operational requirements of the Department and transferred employees from organs of state in line with Public Service Amendment Act of 2007, section 22 (15.1), with the exception of contract, temporary, interns and employees who resign from the current employer prior to accepting the new post.

## **2. POLICY PROVISIONS**

This policy is based on fairness and professionalism taking into account the following:

- The transfers detailed in this policy are subject to approval by the Delegated Authority and would need to be in line with the respective requirements stipulated for each specific circumstance.
- All transfers should be in line with the Department's Employment Equity targets.

- Transfer may be considered on the request of an employee if there is a suitable vacancy at the location to which the employee wishes to be transferred.
- Personal circumstances and preferences would be generally taken into account when finalising a transfer decision. However, DHET requirements will take precedence.

## **2.1 Internal Transfers**

Internal transfers are when employees move from one Component or subcomponent to another within the DHET. The releasing and receiving delegated authorities of the employee who is transferring must complete and sign off the *Internal Transfer Application Form* and submit to the responsible HR Unit. All employee transfers must be communicated to the HRMA Directorate at Head Office through the formal channels of communication.

## **2.2 External Transfers**

External transfers are when employees move from the employ of the DHET to another Public Service entity and are still being remunerated on the Persal system. The external transfer form shall be completed, signed off and submitted to the responsible HR Unit. All transfers for Persal employees must be communicated to the HRMA Directorate at Head Office through the formal channels of communication.

## **2.3 Cross Transfers**

Cross Transfers is a horizontal movement by two permanent government employees within the Department or outside the Department. Employees must provide to their respective HR units the acceptance letters from the respective receiving Departments.

## 2.4 Suitability

It is imperative that the Supervisor of the receiving official on transfer ensures that the official meets the following criteria before recommending the transfer: (This must be ascertained by an interview and the official's Curriculum Vitae.)

- 2.4.1 Appropriate qualifications;
- 2.4.2 Relevant experience;
- 2.4.3 Organisational culture fit;
- 2.4.4 Positive attitude; and
- 2.4.5 Value add to the relevant unit.

## 3. DISPUTE RESOLUTION

All disputes and grievances will be dealt with in accordance with the provisions of the DHET Labour Relations Manual or SMS Handbook for senior management employees.

## 4. POLICY MONITORING

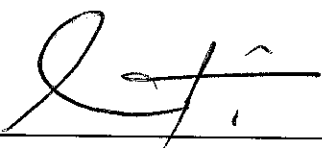
This Policy shall be monitored by the Directorate responsible for HRM.

## 5. POLICY REVIEW

The Policy shall be reviewed after every three years, unless changes in Legislation and Ministerial Directives dictate otherwise.

## 6. POLICY APPROVAL

Signed at Pretoria on this 12 day of MAY 20 19



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Mr GF Qonde

Director-General: Department of Higher Education and Training