

SUCCESSION PLANNING & CAREER PATHING POLICY



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SUCCESSION PLANNING AND CAREER PATHING

1. INTRODUCTION

In the past, managers were not concerned in developing the potential of their staff members. Managers also did not plan what their staff requirements would be over forthcoming years and, when vacancies occurred, there was often no suitably trained employee available to undertake the work.

Succession planning simply means making the necessary arrangements to ensure that suitably qualified people are available to fill posts which will arise within any specific department over time. Career pathing involves ensuring that each staff member's potential is developed to its fullest extent and that there is a career mapped out for him/her in the municipal service. Obviously, not every staff member has the ability or even the desire to become the Municipal Manager. However, the aim should be to attempt to train and develop the employee to the extent that he/she is able to reach the level of seniority to which he/she aspires to be and to competently undertake responsibility attached to that post.

The purpose of this policy is to provide a step by step process of compiling a succession planning document as well as a career path document.

2. PURPOSE OF SUCCESSION PLANNING AND CAREER PATHING

The reasons for preparing succession planning and career pathing plans are as follows:

- 2.1 to ensure continuity of suitably trained staff in key posts for the future
- 2.2 to ensure that someone is always available to fulfil any particular job in the municipal service, even in the event of illness, resignation or death. More than one staff member in a specific department should always be able to do any particular job.
- 2.3 to comply with the legal requirements of the Employment Equity Act which requires the appointment and promotion of suitably qualified persons from previously disadvantaged groups, to ensure proportional representation in all occupational categories and levels.
- 2.4 to ensure that training programs are undertaken in an orderly way and that staff do not simply attend training courses without a purpose. In this way training initiatives can be properly focused.
- 2.5 to develop career paths for individual staff members to assist them in their careers, making them more enthusiastic about their jobs and therefore making them more productive. In this way, the individual skills may be utilised to achieve the goals of both the department as well as the organisation.
- 2.6 to assist the employee in meeting his/her performance goals. Individual goals must be aligned with the goals of the overall department and the organisation, including the Council's Integrated Development Plan (IDP) and budget. Succession planning and career planning must, furthermore, be aligned with all other human resources activities such as selection, training, performance management etc.
- 2.7 to establish a highly motivated work force which could lead to a decrease in labour turnover

3. RESPONSIBILITY FOR IMPLEMENTING SUCCESSION PLANNING AND CAREER PATHING

The responsibility for implementing succession planning and career pathing rests with management (more specifically departmental management), the Corporate Services Department (Human Resources) and the employees themselves. The Trade Unions should also play a supportive role in the process.

The responsibility for succession planning and career pathing should be seen as a partnership between these parties.

The responsibilities of the partners in the succession planning and career pathing process are as follows:

3.1 Responsibilities of the Employer (Management)

- 3.1.1 The employer must accept the responsibility for the training and development of all its employees
- 3.1.2 The employer must, further, participate in skills training and development on all levels in the organisation and commit itself to the implementation and continuous participation in the Succession Planning and Career Pathing program
- 3.1.3 The Employer also has a responsibility to make resources (financial and other) available in order to promote the implementation of succession planning and career pathing. Provision must be made in the training budget of the municipality for this funding.
- 3.1.4 The employer must establish and maintain structures, policies and procedures (job enrichment, job rotation, job enlargement, special projects, career counseling, discussion groups and workshops) to facilitate Succession Planning and Career Pathing within the organisation.
- 3.1.5 The employer must support the development of each employee by availing/creating the necessary resources viz. facilities, training personnel, transport, course materials and stationery as well as paid time-off for training
- 3.1.6 The employer should, at its discretion, allow employees to repeat the training and development programs or part thereof, where the employee has not developed the required competency.
- 3.1.7 The employer may decide, based upon fair criteria, which employees are suitable for specific training and development.

3.2 Responsibilities of the Unions

- 3.2.1 The Unions are acknowledged as partners in the processes of training and development and will be encouraged to provide inputs into this policy document
- 3.2.2 The Unions should continuously encourage and motivate their members to participate in training and development programs

3.2.3 The Unions should play a supportive role in the implementation of Succession Planning and Career Pathing, in particular in assisting with implementation of employment equity.

3.3 Responsibilities of Employees

3.3.1 Employees should commit themselves to participation in training programs so that the process of training and development can succeed and be carried to its full extent.

3.3.2 It is necessary that employees make use of these programs in an enthusiastic manner by voluntary participation, continuous attendance, acceptance of responsibility for personal development, providing continuous positive input etc.

3.3.3 Employees must accept the principle that age is of no importance in training and development.

4. WHAT IS NEEDED TO PREPARE SUCCESSION PLANNING AND CAREER PATHING DOCUMENTS

The Head of Department, together with the Human Resources officials (preferably HR Manager, Skills Development Facilitator & Human Resources Officer) should obtain the following:

4.1 Departmental organogram

4.2 Skills audit results

4.3 Performance Plans for all of the staff within the department.

4.4 Departmental estimates or staff budget

4.5 Schedule showing the ages of current staff and retirement dates.

4.6 Job descriptions for all the posts in the department together with competency-based job outcomes for each post. These job outcomes must comply with the format of the unit standards as prescribed by the National Qualifications Framework (NQF)

5. PROCEDURE FOR COMPILING A SUCCESSION PLANNING DOCUMENT

Once all of the information mentioned above has been obtained, it will then be possible to compile a succession planning document. The following steps must then be followed:

Step 1

Each year, the Head of Department, together with the Human Resources Manager, must examine the organogram of the department to establish:

1. Which posts are likely to become vacant over the next five years owing to retirements (from the schedule of ages of employees mentioned above). Provision should also be made for cases of possible termination due to resignations, deaths, dismissals etc.

2. Which posts on the organogram are already vacant and have funds provided for them on the annual budget

3. Which previously disadvantaged individuals and other employees within both the department and the municipality as a whole can possibly be groomed or developed for more senior posts (this information can be obtained from the skills audit)
4. Which posts require specialist technical or formal training, e.g. University Degrees and for which there are presently no suitably qualified internal staff members

Step 2

The Head of Department, together with the human resources Manager should then prepare a draft organogram of how the departmental structure should look over the next one to five years. This draft organogram should reflect new posts that will be needed and any possible improvements to the current staff organogram.

(NOTE: Departmental heads must bear in mind that there are limited funds available for new staff members and a realistic assessment of future staff needs must be made.)

Step 3

The Head of Department should then begin to "*pencil in*" the names of possible employees within the department who could be groomed for promotions for new posts or for posts becoming vacant as a result of retirements etc. Previously disadvantaged employees must be given preference where necessary to comply with the provisions of the Employment Equity Plan for the municipality.

Information on which employees can be earmarked for possible promotion can be obtained from the Skills Audit results and the Performance Assessments.

Step 4

A competency development plan, to improve the competency of identified employees must then be implemented.

Where there are specialist posts which are expected to arise and which require formal qualifications, employees who have shown the necessary potential and interest should be encouraged to apply for bursary, or alternatively generally be encouraged to register at a University on a part-time or correspondence basis. All possible assistance and encouragement must be provided to the employees.

Step 5

Where additional informal training is necessary, suitable training courses must be identified and arrangements made for the identified employees to attend. This should be done in consultation with the employee concerned who should be informed that should he/she show promise, he/she will stand a better chance of promotion. However, no promises must be made.

It is important that the training courses which the employees are given cover all competencies and that, at the end of the course, the employee must be able to deliver the performance outcomes required for the job.

Step 6

Where on-the-job (in-service) training is necessary, arrangements should be made to allow the identified employee to act in the higher post when the present incumbent is on leave, in order to confirm his/her suitability. In this way, the Head of Department will be able to establish whether the employee has the ability to meet the performance standards set for the post.

Step 7

If no suitable in-service training within the municipality exists, larger local authorities can be approached to assist in this matter. Arrangements can be made to send the identified employees to other municipalities for limited periods, in order to obtain in-service training and experience by working with persons who are undertaking those duties. Some larger municipalities are prepared to assist in this matter, provided there is no cost implication for them.

Step 8

Identified employees can also be allowed to work directly under a qualified employee within the municipality, who would be his/her mentor. This would enable him to acquire skills at limited cost.

7. PROCEDURE FOR COMPILING A CAREER PATHING DOCUMENT

Where staff members have been shown to be competent in their jobs (as identified from the Performance Appraisal forms) and where they display the necessary potential and aspirations, special career path documents should be drafted for these employees. Other staff should also not be overlooked and career paths for them should also be determined, bearing in mind any limited aspirations or interest in promotion.

The following steps should be taken in preparing a career pathing document:

Step 1

Once per year, the Head of Department (preferably with the human resources official) should hold a meeting with each member of staff in order to ascertain how great the employee's aspirations or ambitions are. The employee's past performance (as identified from the Performance Appraisal form) should also be discussed, as well as any possible improvements that are needed and any additional training which is required.

Step 2

It is important that the Head of Department be flexible in his/her view of the potential of the employees. The human resources representative can assist in maintaining objectivity in these cases. The employee's aspirations must then be compared with his/her current performance and any improvements needed must be set out.

Step 3

If the employee is at a fairly junior level, and wishes to progress to higher levels, he/she must be given every opportunity possible to develop the necessary skills. A possible career path document (an example is attached as Annexure B) should be shown to him/her and he/she should be informed that his progress will depend entirely on his/her ability, enthusiasm, dedication and hard work in his/her job.

Step 4

The document set out in Annexure B (as amended to suit the employee's particular career field) should be personalised with the employee's name on the top. Meetings with the Head of Department and the human resources representative should be held every year to discuss his/her progress and training and development needs.

Step 5

Once the employee can prove by means of competency evaluation that he/she possesses the necessary skills and competence to perform the key tasks, he/she may then move to the next higher level of competency on his/her career path.

In this way a career pathing document for each individual employee can be compiled.

8. CONCLUSION

The correct implementation of Succession Planning and Career Pathing within a municipality will have great benefits for both employers and staff members. Nyandeni LM will always have suitably trained staff available and employees will feel that their employer is concerned about their careers and keen to train and develop them.