

UNIVERSITY OF VENDA



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# **POLICY ON STAFF TRANSFER**

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**TITLE AND COPYRIGHT**

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| Title     | Policy on Staff Transfer  |
| Date      | 27 November 2009  |
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**DOCUMENT CONTROL DETAILS**

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## **1. DEFINITIONS AND APPLICATION**

The University of Venda transfers staff based on the exigencies of the service. This policy provides rules that aim to regulate and manage the risk associated with staff transfers. The institution reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

### **1.1 DEFINITIONS**

- 1.1.1 “Staff” means a member of staff appointed on permanent and fixed term contract.
- 1.1.2 “Redundant” means posts / positions that are no longer relevant to the strategic direction of the University and therefore need to be abolished.
- 1.1.3 “Cross transfer” means the exchange of staff from the different departments / centres / units with their conditions of service and post levels.
- 1.1.4 “Professional staff” means academic members of staff and staff members whose occupation requires professional registration.

### **1.2 APPLICATION**

This policy applies to all staff members appointed on permanent and fixed term contract positions.

## **2. PURPOSE**

The purpose of this policy is to enable Management to transfer staff from one Department / Centre / School to another, where their skills / expertise are needed and would be optimally utilised. It also stipulates the conditions under which transfer (s) may be allowed across Department / Centre / School.

This policy is meant to provide guidelines that regulate the transfer of staff.

## **3. POLICY STATEMENT**

The University of Venda wants to enhance the productivity of departments and faculties by incorporating the right balance of manpower at the right time. Departments and faculties experience loss of personnel from time to time by various means. This policy therefore provides the mechanism through which staff levels could be addressed.

#### **4. POLICY GUIDELINES**

- 4.1 Transfer of a staff member whether initiated by Management, Head of Department or at the request of a member of staff may warrant consideration on one or more of the following grounds:
  - 4.1.1 If the services of an employee will be utilised to a greater advantage in another section or department.
  - 4.1.2 If the post occupied by an employee becomes redundant and transfer is an alternative option to retrenchment.
  - 4.1.3 Where an employee is unable to continue working in a certain area due to ill health.
  - 4.1.4 Upon death or termination of service by the incumbent at short notice.
  - 4.1.5 If an employee submits a request for transfer to another department/section such a request will be dealt with after due consideration of where the staff member's skills can be optimally utilised and or the availability of a post at similar level.
  - 4.1.6 Where a member of staff has negotiated with another Department/Section for a transfer and has obtained approval in principle of both the host and receiving departments. Such agreement should be forwarded to the Director of Human Resources to determine if the request complies with the relevant policies.
  - 4.1.7 Transfers must be on the same level and conditions of service.
  - 4.1.8 Professional staff shall not be cross-transferred with non-professional staff because this can compromise quality and the smooth functioning of Departments.
  - 4.1.9 Where staff members remain in their respective positions after the transfer for a period exceeding 12 months, an official letter from the Human Resources Department should confirm the incumbent's new role and position.

#### **5. RELATED POLICIES AND DOCUMENTATIONS**

- 5.1 Recruitment and Selection Policy
- 5.2 Employment Equity Policy
- 5.3 Termination of Employment Policy
- 5.4 Policy on Delegations



#### **6 REGULATORY FRAMEWORK**

- 6.1 The Employment Equity Act
- 6.2 The Labour Relations Act

**7. REVIEW DATE**

The policy will be reviewed after three years or as and when the need arises.

**8. RECORD OF CHANGES**

| DATE OF APPROVAL BY COUNCIL   | AUTHOR(S)       | DATE OF REVIEW   |
|---|-----------------|------------------|
| 27 November 2009  | Mr T J Manenzhe | 27 November 2012 |
|  <p>Date stamp and signature by the Secretary of Council</p>  |                 |                  |

**9. LIST OF ABBREVIATIONS AND ACRONYMS**

HR.....Human Resources  
 WWW.....World Wide Web  
 UNIVEN.....University of Venda



01 December 2009

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 Vice Chancellor & Principal

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 Date