



UNIVERSITY OF WESTERN CAPE (UWC)

POLICY ON DEVELOPMENT APPOINTMENTS

DATE OF LAST APPROVAL: C 98/6



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HUMAN RESOURCES DEPARTMENT

22 July 1998

The Chairperson
Human Resources Committee University of the Western Cape

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Dear Prof Redlinghuis

POLICY ON DEVELOPMENT APPOINTMENTS

At the last Human Resources Committee meeting it was requested that I obtain legal advise on the legality of the policy on development appointments.

The response and advise of Mr. B Waglay is attached for your information. In his response Mr. Waglay informed us that the policy does not contravene the Labour Relations Act and as a matter of fact substantially complies with the new Employment Equity Bill.

Mr. Waglay also proposed that an additional category be added to the criteria clause in the policy which will grant the University the right to identify certain positions as development appointment posts.

I would like to recommend that his proposals be accepted.

Attached please find the policy with the proposed additions and corrections.

Yours sincerely

DR. MOUTON
HEAD: HUMAN RESOURCES

UNIVERSITY OF THE WESTERN CAPE

PROPOSED POLICY ON DEVELOPMENTAL APPOINTMENTS

A.1 DEFINITION

A Developmental Appointment refers to the appointment of a person who does not meet all the requirements for a particular vacant position, but who have the necessary skills, experience and the potential to be appointed on condition that the other requirements could be achieved through an agreed upon development program. Should the person successfully complete the development program, she/he should be considered to be appointed on a permanent basis in that particular vacant position.

A.2 PURPOSE

The purpose would be to comply with the training component of the Employment Equity Bill, particularly with regard to the employment of persons from designated groups.

A.3. POLICY

- 3.1 The agreed upon development plan should determine the individual training and development needs.
- 3.2 The short- and long-term objectives of the development plan should be determined.
- 3.3 The development plan should include where necessary on-the-job coaching, meaningful performance evaluation and regular open, honest and constructive feedback.
- 3.4 The length of the program will be determined by the development needs. The appointment should preferably be twelve (12) months, but not longer than eighteen (18) months.
- 3.5 Immediately after completion of the development program an evaluation and final assessment should be made and recommendations should be submitted to the Human Resources Committee of Council.
- 3.6 During the period of development, the person should be remunerated according to the provisions of the acting allowance policy.

A.4 CRITERIA

In the event of no suitable candidate that meets all the requirements, could be found in the list of interviewees, a developmental appointment could be identified on the following conditions:

4.1 The University may identify certain posts as posts to be filled by a developmental appointee and suitable candidates for such post may be called for by advertising of such post in terms of the criteria agreed upon by the relevant department.

4.2 Other than the identified developmental post, in the event of there being no suitable candidate that meets the requirements for a post advertised, a developmental appointment could be made for such a post on the following grounds:

4.2.1 An internal development appointment will take preference over an external appointment.

4.2.2 Candidates must comply with at least the minimum requirements for the job.

A.5 PROCEDURES

5.1 The recommendation of the interview panel should be submitted to the Human Resources Committee of Council for approval.

5.2 Should the Human Resources Committee of Council approve the recommendations of the interview panel, the Head of the Department, in consultation with the candidate and the Department of Training and Development, should devise a development program for submittance to the Human Resources Committee of Council for approval. (The candidate will have the right to request the presence of a trade union representative).

5.3 The Head of the Department should monitor the process and submit a progress and assessment report to the Human Resources Committee of Council.

5.4 The Head of the Department must submit regular feedback/progress reports to the Human Resources Committee of Council for development programs longer than six (6) months.

A.6 IMPLICATIONS

6.1 The post should not be advertised in the meantime.

6.2 If an external candidate does not comply with the requirements set for the post, at the end of the developmental period, his/her services should be terminated. The vacant post could then be re-advertised.

6.3 If an internal candidate does not comply with the requirements set for the post at the end of the developmental period, he/she should return to his/her previous position.

6.4 The developmental appointee must be informed in a letter of appointment that she/he must not expect to be awarded the post after the training period, as the award of the post is discretionary and can only be made by the Human Resources Committee of Council, irrespective of the successful training or good report of the appointee.

The vacant post could then be re-advertised.