



UNIVERSITY of the  
WESTERN CAPE

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## TRANSFER POLICY

**DATE OF LAST APPROVAL: R95/5**

POLICY ON TRANSFER OF STAFF WITHIN AND/OR BETWEEN DEPARTMENTS OF THE UNIVERSITY OF THE WESTERN CAPE.

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1. DEFINITION

1.1 A transfer shall mean the transfer of an employee within or from his/her department to a position within his/her department or to another department in the university at the same job grade.

1.2 A transfer will be considered only when already a post exists to which the employee can be transferred to or when a post can be transferred for that purpose.

1.3 Distinction should be made between the transfer of an employee and the transfer of a post (sometimes with the employee in the post).

2. CIRCUMSTANCES UNDER WHICH A TRANSFER CAN BE CONSIDERED

2.1 When a post has been made redundant due to a reduction of workload in that specific department or section;

2.2 When a post has been made redundant due to the phasing out of a function in a department or section;

2.3 When a post has been made redundant due to reorganisation of a section or department;

2.4 Where the transfer of an employee could promote efficiency in another department and his/her skills could be of greater value to the university in that department.

The considerations above are subject to the provisions of the procedural and substantive agreements.

Should there be sufficient grounds for a transfer to take place as referred to in 2.1 - 2.4:

(i) Transfers will normally be horizontal i.e. at the same job grade level with no increase in salary.

(ii) In making a transfer the normal requirements pertaining to required qualifications and experience shall be adhered to.

3. PROCEDURE

3.1 Proposals for transfer may be initiated either by HOD's or by the Industrial Relations Officer or by means of the Collective Bargaining process. -

3.2 All proposals for transfers shall be discussed with the Industrial Relations Officer before any arrangements are made.

3.3 The Industrial Relations Officer shall be responsible for studying the proposal including any consequences which may occur as a result of the transfer before making a recommendation to HRC. The HRC shall take the final decision on each proposal for transfer.

3.4 Employees whose transfers are affected are to be consulted prior to any transfer before a final decision has been taken.

3.5 Any staff member may lodge an appeal with regard to the transfer procedure by invoking the grievance procedure.

## MINUTES

R 95/5

### 5.5.1 Transfer Policy, HRC Annex 95/2/20

The policy was approved by Council.