



## CAREER PATHING POLICY

<b>Policy:</b>	<b>Effective Date: 11 October 2007</b>
<b>Approved: 11 October 2007</b>	<b>Review Date: 11 October 2010</b>

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

### 1. SCOPE

This Policy should, where applicable, be read together with the Recruitment, Skills Development and Employment Equity, Succession Plan policies and the Organizational Structure. This Policy is applicable to all employees of FDDM.

### 2. OBJECTIVE

The objective of this Policy is to provide guidelines for the career development and to align the future staff planning of the FDDM with the availability of appropriate resources within the FDDM.

### 3. POLICY

3.1 It is the Policy of the FDDM:

3.1.1 To provide a work environment that promotes career growth for all employees: and

3.1.2 To define employee career paths which will help the FDDM to train and retain a pool of suitably qualified employees.

Career growth environment should as a matter of strategy, make FDDM the employer of choice.

#### **4. GUIDING PRINCIPLE**

Career Pathing is guided by the plan of the Municipal Manager to annually at the beginning of each financial year, communicate in writing to all employees an updated organizational structure.

#### **5. PROCEDURE**

5.1 A Line Manager will communicate career growth opportunities with each employee in his department with particular emphasis on:

5.1.1 Career paths available on the organizational or departmental structure

5.1.2 What training, qualifications or actions an employee should undergo in order to take advantage of career opportunities

5.1.3 What performance improvements can be attained for the employee to take advantage of career opportunities.

5.2 An employee who is interested in being transferred to other departments for purposes of career growth, should be assisted by the Line Manager in terms

of this policy should it be operationally possible, taking into consideration succession plans applicable at the time.

## **6. CAREER DEVELOPMENT PLAN (CDP)**

- 6.1 A CDP will be drawn up for each employee and will consist of yearly Personal Development Plans (PDP) developed by an employee. A CDP will give the employee the necessary motivation, direction, awareness and obligations in obtaining the necessary competencies for recognition and reward leading to career growth.
- 6.2 An Employee will develop a PDP and submit it to the Line Manager who will then draw up the CDP.
- 6.3 The CDP will cover competencies to be attained over a period of one calendar year, whereafter the employee will be assessed and a new CDP formulated.
- 6.4 The CDP of an employee should be drawn up in a realistic manner, taking into account the existing skills.
- 6.5 It shall be the responsibility of an employee to drive the PDP to be successful.

## **7. ASSESSMENT OF COMPETENCIES**

- 7.1 To pre-empt any subjectivity and dissatisfaction, competencies will be assessed using a broad evaluation technique.
- 7.2 This entails complete evaluation, using a standard feedback evaluation form, by the employee's supervisor, peer, sub-ordinate and customer / client where applicable.

- 7.3 An employee should gather a portfolio of evidence for evaluation by a Line Manager.

## **8. CAREER PROGRESSION**

- 8.1 Career paths will be defined and made available to every employee in terms of a CDP.
- 8.2 The onus is therefore on the employee to demonstrate full competence in his current situation so that the employee can be considered for succession planning.

## **9. HUMAN RESOURCES PLANNING**

- 9.1 Human Resources planning are based on the operational needs of the FDDM.
- 9.2 Human Resources levels will be reviewed annually and if necessary amended by the Municipal Manager.

## **10. AUTHORITY**

Formulation Policy	:	Director Corporate Services
Authorisation Policy	:	Council
Ownership & Maintenance Manager	:	Deputy Director : Corporate Services