



*on the Go for Growth*

## **EMPLOYMENT OF FAMILY MEMBERS OF EMPLOYEES**

### **1. PREAMBLE**

The employment of relatives of employees is a complex matter which calls for clear policy. In dealing with such a matter, management should uphold the business ethics and corporate governance values. Municipality should not find itself in conflict with the Constitution of the Republic of South Africa.

### **2. OBJECTIVES**

- 2.1. To establish a consistent set of guidelines by which selection and recruitment is done.
- 2.2. Placement decisions can be made in terms of employment of immediate family members of employees.
- 2.3. To prevent nepotism and favoritism in making selection decisions.
- 2.4. To prevent unfair discrimination of family members of employees.
- 2.5. To prevent performance problems and public complaints of family members employed in municipalities.

### **3. SCOPE OF APPLICATION**

This policy shall apply to immediate family members of both Councilors and Officials employed by the municipality.

### **4. DEFINITIONS**

An immediate family member means a mother, father, husband, wife, brother, sister, uncle, aunt, or any of the in-laws.

### **5. PRINCIPLES**

- 5.1. Only the Interview Committee can recommend an appointment of a family member.
- 5.2. A relative of employee may be appointed.
- 5.3. Every official shall rescue himself from a recruitment process which can result in an appointment of his family member.

## 6. LEGISLATIVE FRAMEWORK

- 6.1. RSA Constitution, Act 108 of 1996.

## 7. PROCEDURES

- 7.1. The Corporate Support and Shared Services must ensure that the correct recruitment and selection process is followed.
- 7.2. Manager Human Resources should advise the Selection and Interview Committee on the provision of this policy.
- 7.3. The Interview Committee must recommend the appointment of family members in writing to the Municipal Manager.
- 7.4. The Human Resources Unit must keep a register of immediate family members appointed by the municipality.
- 7.5. Line Managers should be aware of family relationship when transferring employees and should bear the requirements of this policy in mind.

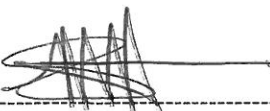
## 8. IMPLEMENTATION

- 8.1. This policy shall take precedence over any decision or agreement reached prior to its existence.
- 8.2. The Corporate Support and Shared Services Department shall make every attempt to ensure that this policy is implemented.
- 8.3. Any employee who breaches this policy shall be liable for disciplinary measures.

Adopted by Council on the 17 June 2015

Resolution number A250/2015

Signed at Modimolle on the 22 June 2015

  
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MUNICIPAL MANAGER