

**Manyame Rural District Council (Human Capital Development) By-laws, 2023**

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**ARRANGEMENT OF SECTIONS**

*Section*

1. Title
2. Application
3. Interpretation

IT is hereby notified that the Minister of Local Government and Public Works, in terms of section 90 of the Rural District Councils Act [Chapter 29:13], approved the following by-laws made by Manyame Rural District Council

*Title*

1. These by-laws may be cited as the Manyame Rural District Council (Human Capital Development) By-laws, 2023.

*Application*

2. These by-laws shall apply in all areas under the jurisdiction of Manyame Rural District Council

*3. Interpretation*

“bonding” means a contract entered into by and between an employee and Council wherein an employee is bound to Council for a specified period

‘Councillor’ an elected or non-elected representative of a certain demarcated community (ward) or interests

“Manpower Development Leave” means leave granted for purposes of furthering studies or skills.

“Policy” means Staff Development Policy

**4. Human Capital Development**

4.1 Council shall afford equal opportunities for all staff to develop their knowledge, skills and abilities through a blend of learning methods including mentoring, coaching, on the job learning, courses, conferences and seminars.

4.2 training needs of staff shall be identified through performance management and a competency matrix for each position.

4.3 Council shall formulate an Annual Training Plan outlining planned training courses approved by Council and it shall be communicated to all staff.

4.4 Council may consider sponsoring individuals on staff development programmes under the following conditions:

- (a) When the programme undertaken is considered by the Human Resources Development Committee of Council to be **necessary** for the Council at that particular point in time or for the future projected programmes of the Council.

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- (b) When the programme of study has been included in the Council budget for such period, or if the programme is so approved urgently by the Human Resources Development Committee
- (c) Critical training introduced or needing adoption urgently by the Council, and recommended by the Human Resources Development Committee of the Council.
- (d) Programmes that are of urgent nature such that the Council values them as such and there are concrete measures put in place to ensure the beneficiary will be available and be at Council's disposal soon after the training.

4.5 For all the above programmes to take place it is Council's policy that they are recommended by the Human Resources Development Committee of Council and have a resolution of Council.

4.6 The Council shall ensure that each and every beneficiary who has gone on staff development that benefits them in their individual capacity, has to repay Council in full all expenses incurred on their training, including tuition fees, boarding fees and travel expenses where such were incurred by Council on behalf of the individual beneficiary. A repayment schedule has to be worked out and approved by the Chief Executive Officer of Council and where necessary Human Resources Development and Council's approval may be required

4.7 Where the Human Resources development committee and council concurs that both the individual and Council stand to benefit equally as a result of the human capital development programme then the Human Resources Development Committee will have to recommend that the beneficiary of training either:

- (i) is bonded by council for a period equivalent to the period of study.
- (ii) repays council total costs of training incurred in the event that he or she decides to leave council before the bonding period ends.

The Committee has to make its position known before approval if such financing is made, and the beneficiary has to sign an agreement before going for training accepting that they will reimburse Council half the expenses they would have incurred on human capital development programme. A repayment schedule shall be worked out and approved in terms of the policy.

4.8 Where an individual goes for staff development training at the request of Council then the Council shall pay all the expenses related to that particular staff development programme and make bonding arrangements.

## **5 Staff Development Leave**

5.1 This is leave granted to a member to engage in study or training through the following means: secondments

- (a) work attachments
- (b) short courses
- (c) professional training
- (d) academic courses and examinations above secondary level of education
- (e) Training and development seminars, workshops and conferences for the purposes of enhancing the efficiency, effectiveness and motivation.

5.2 Eligibility for staff development leave shall be determined using the following criteria:

1. The programme or course in respect of human capital development leave sought shall be relevant to the current duties or greater projected responsibilities within the Council.
2. Save in exceptional circumstances approved by the Council, only members who have been employed in the Council for more than twelve months are eligible.

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3. If the leave is of less than six months' duration, members shall have served twelve months' in their current field of work.
4. If the leave sought exceeds six months duration, members shall have served for two years
5. If the leave sought exceeds three months duration, and the member concerned has attained the age of fifty, such member may not be granted the leave unless the member has two years' experience in the current field of work and the leave does not exceed two years duration.
6. Members in a trainee grade (e.g., trainee technicians, university cadets, student nurses, etc) can be sent on leave immediately upon appointment.
7. Save in exceptional circumstances permitted by the Council, members with existing bond commitments may not be granted leave.
8. Members may not be granted leave if they leave their stations prior to approval of their leave.
9. Members on probation due to promotion are not eligible for leave.

**5.3 Staff development leave may be granted by the Council or an authority so delegated by it**

- (a) in accordance with criteria for eligibility for such leave;
- (b) to any member who –
  - (i) is identified and recommended for such leave in a plan approved by the Council; provided that a member not so identified or recommended may apply for such leave to the Council or its delegated authority empowered to grant it;
  - (ii) if required to be bonded and agrees to be so bonded, and signs the bonding agreement before going on such leave.

**5.4 Authorization for staff development leave shall be granted**

- (a) by the Council in respect of –
  - (i) courses at doctorate level;
  - (ii) courses at Masters degree level undertaken in and outside Zimbabwe;
  - (iii) courses of study or training of more than three months' duration undertaken in and outside Zimbabwe;
- (b) By the Chief Executive Officer in other cases.

**5.4 payment of salaries for staff on leave shall be in terms of scales as determined by the policy**

**6. Offenses**

6.1. If a member proceeds to embark on Human Capital Development leave in breach of this by-law, Council shall sanction the member by seizing pay of the member for the duration equivalent to the period of such breach and in extreme cases Council shall dismiss such a member from Council employment in terms of the relevant Code of Conduct.