



PROMOTION POLICY
UTHUKELA ECONOMIC DEVELOPMENT
AGENCY
2026/2027 FINANCIAL YEAR

POLICY TITLE	PROMOTION POLICY
DATE APPROVED	29 MAY 2026
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1. DEFINITION

Promotion: means the replacement of an employee in another post in an approved establishment of the Agency, service by the Agency, where the maximum of the salary scale and responsibility of such other post is higher than that pertaining to the post occupied by the employee prior to such placement. (As per SALGA uniform conditions).

Promotions will be made without regard to the race, colour, sex, religion, age, ethnic origin, or disability of the employee.

Merit: Demonstrated competence, performance, experience, and potential for higher responsibility.

2. PURPOSE

To ensure development and growth of employees within the Agency based on their competence that will contribute in attaining the set goals and in line with the adopted Employment Equity Plan while at the same time improving productivity in achieving organizational goals in serving the community.

2.1 To ensure that the persons who were prejudiced by the past policies are not excluded by the promotion and to enable said employees to acquire skills needed to enter all levels of employment including senior post from which they have been excluded.

2.2 To enhance career advancement of employees.

2.3 To sustain productivity.

2.4 To minimise the effects of job poaching and job hopping by creating a work environment in which employees are aware that there are prospects for advancement.

2.5 To accelerate the career development of Persons from designated groups.

3. LEGISLATIVE FRAMEWORK

3.1 Labour Relations Act 66 of 1995 (as amended), Section 186(2) of the Act sets out the grounds of various categories of unfair labour practices, including that of unfair labour practices which relate to promotion.

3.2 Basic Conditions of employment Act No. 75 of 1997

3.3 Employment Equity Act No. 55 of 1998

4 SCOPE OF A PROMOTION POLICY

Defines the guidelines and criteria under which employees are considered for promotions within an organization. It outlines the processes, eligibility requirements, and objectives that govern the promotion of staff to higher positions, ensuring fairness, transparency, and alignment with the organization's goals.

5 PRINCIPLES AND PROCEDURES

Promotion shall be based on ability (proficiency and potential) so as to maintain or promote economic effectiveness.

5.1 An employee regarded by the Agency as the most eligible for a promotion post and not limited to the longer service, shall be funded.

5.2 Education, training and development programmes shall be capacities of staff on all levels for career paths and labour market mobility through recognized system of accreditation.

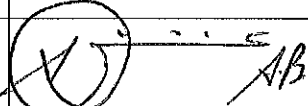
5.3 Affirmative action appointments with regards to promotion will only apply in the job categories where disadvantaged people are not fairly represented.

5.4 When promoting staff merit principles shall be adhered to merit being defined hereto as the capacity to do the job, judge on qualifications, experience, knowledge potential and or demonstrated ability. Relevant of experience and length of service shall be taken into account were formal qualifications are absent.

5.5 An employee eligible for promotion shall be identified by the head of department or supervisor with the assistance of the Human Resource Officer and such motivation/recommendation to be submitted to the management for approval.

5.6 An employee with an outstanding performance shall be awarded in terms of the Performance Management System or performance Appraisal System.

6 APPROVAL:

NAME	SIGNATURE	DESIGNATION	DATE
MR SB SIBISI		ACTING CHIEF EXECUTIVE OFFICER	29/05/2026

