

LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

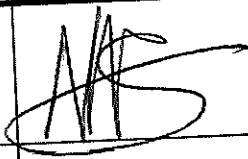
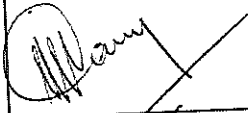


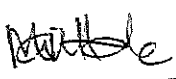
OFFICE OF THE PREMIER

**SUCCESSION AND RETENTION
POLICY**

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Document Approval Page

SUCCESSION AND RETENTION POLICY

	Person	Signature	Date
Acting Director General	Mr N.S Nchabeleng		30/6/2017
Acting Deputy Director General - Administration	Mr. A.E Managa		26/06/17
Chief Director	Mr. A.E Managa		26/06/17
Acting Director:	Ms T. Bambo		21/06/17
Deputy Director	Ms M. Mathole		21/06/2017

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DOCUMENT CHANGE INDEX

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Rev. No.	Document details	Author(s)	Revision Date
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Document Change Record – Electronic Media

File Name	Description	Software Package
1. SUCCESSION AND RETENTION POLICY		

1. DEFINITIONS

In this policy, unless the context indicates otherwise —

“Affirmative Action” means special measures or corrective actions designed to give preference in the workplace to those who were previously disadvantaged;

“Designated groups” means black people (Africans, Coloureds and Indians), women and people with disabilities;

“Employment Equity Plan” means a plan drawn in compliance with the Employment Equity Act; ... as a framework for proactive elimination of unfair discrimination and implementation of affirmative action measures to advance people from designated groups in response to barriers identified through an Employment Equity Audit and to ensure their equitable representation;

“Employer” means Office of the Premier, Limpopo Province (OTP); and

“Employee” means any person other than an independent contractor who is employed by the OTP and who receives or is entitled to receive a remuneration.

2. ACRONYMS

The following acronyms are used in this Policy:

DG: Director General

EA: Executing Authority

EE: Employment Equity

EEA: Employment Equity Act

OtP: Office of the Premier

3. POLICY BACKGROUND

- 3.1 In terms of section 195(1)(h) of the Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996), the Public Administration must be governed by the democratic values and principles enshrined in the Constitution, including the principle: That good human resource management and career development practices, must be cultivated to maximise human potential.
- 3.2 Part III of the Public Service Regulation, section D.1 (a) and (b) and The White Paper on Human Resource Management in the Public Service, state that it is essential that the Office's human resource is capable of meeting its operational objectives.

4. LEGAL FRAMEWORK

The legal and policy framework for formulating and implementing this policy is the —

- (a) Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996);
- (b) Employment Equity Act, 1998 (Act No. 55 of 1998);
- (c) Public Service Act, Proclamation R103;
- (d) Public Service Regulations, 2016
- (e) Basic Condition of Employment Act, 1997 (Act No. 75 of 1997)
- (f) Labour Relations Act, 1995 (Act No. 66 of 1995);
- (g) Skills Development Act, 1998 (Act No. 97 of 1998); and

5. AUTHORITY AND APPLICATION OF POLICY

This policy is issued under the authority of the Premier as the Executing Authority and the Director General as the Accounting Officer for the OTP. This Policy is applicable to employees employed in terms of the Public Service Act, 2001 as amended in the OTP.

6. PURPOSE AND OBJECTIVES OF POLICY

6.1 The purpose of this Policy is to provide a framework within which the OTP will be able to retain employees, particularly with regard to those who have scarce and valued skills.

6.2 The Policy shall assist the OTP in —

- (a) ensuring that highly qualified employees from the designated groups are retained to assume future key posts;
- (b) capacity planning for future human resources needs;
- (c) establishing a process that recruits high potential employees, develop their skills and abilities, and prepare them for advancement, while retaining them to ensure a return on the training investment;
- (d) ensuring that the OTP always has the best, well trained and suitably qualified and experienced employees;
- (e) addressing fundamental workforce challenges facing the OTP, including
 - (i) skills shortages;
 - (ii) ageing workforce;
 - (iii) retirement of employees;
 - (iv) trends for younger employees not to remain in the same job for very long
 - (v) attracting and retaining employees with particular skills; and
 - (vi) effectively managing and developing the skills of existing employees.

7. ROLES AND RESPONSIBILITIES

7.1 The Human Resource Development directorate in the OTP is responsible for:

- (a) identifying the workforce's developmental needs;
- (b) identifying and filling the skills gap;
- (c) identifying and developing employees of high calibre;
- (d) providing guidance for individual career paths;

7.2 The Human Resource Management directorate in the OTP is responsible for —

- (a) developing a succession and retention plan that will assist in the retention of suitably qualified and skilled employees from designated groups;
- (b) identifying positions needed to realise and meet the service delivery needs of the OTP's primary mandate;
- (c) providing an opportunity to review the competencies traditionally associated with jobs, with respect to current goals and objectives
- (e) determining the workforce trends and predictions
- (f) ensuring that recruitment procedures and succession to the next level is not automatic but merit-based.

7.3. The line function managers in the OTP will be responsible for —

- (a) conducting job analysis on the identified posts to determine the current competencies that are critical to perform the job in order to determine the successor's development areas.

8. **DEFAULT**

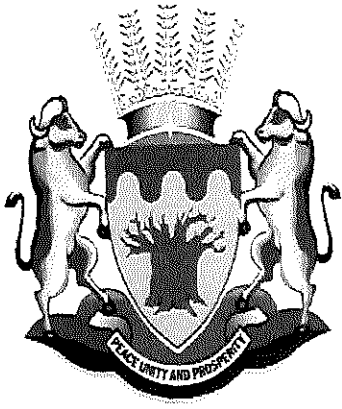
Any contravention of the contents of this policy shall be dealt with in terms of relevant prescripts.

9. **INCEPTION DATE**

The inception date for this policy shall be thirty (30) days after the approval by the Executing Authority and the Accounting Officer.

10. **TERMINATION AND REVIEW CONDITIONS**

This policy may be reviewed when required by the Executing Authority or Accounting Officer.



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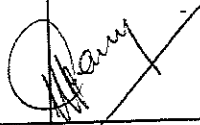


PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE PREMIER

EMPLOYMENT EQUITY POLICY

Document Approval Page

EMPLOYMENT EQUITY POLICY

	Person	Signature	Date
Director General	Mr NS Nchabeleng		30/6/2017
Acting Deputy Director General – Administration Support	Mr. AE Managa		26/06/17
Chief Director – Corporate Services	Mr. AE Managa		26/06/17
Director: Human Resource Management Services	Ms MT Bambo		21/06/2017
Deputy Director: HR Planning & SDI	Ms M Mathole		21/06/2017

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1. EMPLOYMENT EQUITY POLICY		

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1. ACRONYMS AND ABBREVIATIONS

- 1.1 EE: Employment Equity
- 1.2 EEA: Employment Equity Act
- 1.3 DG: Director General
- 1.4 EA: Executing Authority
- 1.5 SMS: Senior Management Service
- 1.6 OtP: Office of the Premier
- 1.7 EAP: Economically Active Population

2. INTRODUCTION

2.1 The Employment Equity Act, No. 55 of 1998 as amended, brought about the creation of a workplace that is diverse in nature and promotes equality and the protection of human rights and dignity of each employee; that is a workplace that takes into consideration the interests and differences of all employees; creating an environment that allows them to reach for their full potential for the social and economic benefit of the country.

2.2 The Office of the Premier is committed to promote equal opportunity and fair treatment in employment through the elimination of unfair discrimination; and implement affirmative action measures to redress the disadvantages in employment experienced by designated groups, in order to ensure their equitable representation in all occupational categories and levels in the workplace.

3. PURPOSE AND OBJECTIVES

3.1 Purpose

The purpose of this policy is to guide the Office in the implementation of the Employment Equity Act, No. 55 of 1998 as amended in its endeavour to ensure attainment of Equity. In an endeavour to achieve this purpose the Objectives of this policy are to:-

- 3.1.1 Promote equal opportunities, fair and just treatment in employment practices.
- 3.1.2 Implement affirmative action measures to redress the disadvantages in employment experienced by designated groups in order to ensure the equitable representation in all occupational levels in the workforce.

4. AUTHORITY OF POLICY

This policy shall be issued under the authority of the Director General as the Accounting Officer for the Limpopo Office of the Premier.

5. LEGAL FRAMEWORK

- 5.1 Constitution of the Republic of South Africa, 108 of 1996
- 5.2 Employment Equity Act, No. 55 of 1998 as amended
- 5.3 Public Service Act, 1994 as amended

- 5.4 Public Service Regulations, 2001 as amended
- 5.5 Basic Condition of Employment Act, No. 75 of 1997
- 5.6 Labour Relations Act, No. 66 of 1995
- 5.7 Skills Development Act, No. 97 of 1998
- 5.8 Promotion of Equality and Prevention of Unfair Discrimination Act, No. 4 of 2000

6. SCOPE OF APPLICATION

This policy shall apply to all employees in the Office of the Premier.

7. DEFINITIONS

7.1 "Designated groups" means black people (Africans, Coloureds and Indians), women and people with disabilities.

7.2 Employment Equity Plan means a plan drawn in compliance with the Employment Equity Act as a framework for proactive elimination of unfair discrimination and implementation of affirmative action measures to advance people from designated groups in response to barriers identified through an Employment Equity Audit and to ensure their equitable representation.

7.3 "Affirmative Action" means special measures or corrective actions designated to give preference in the workplace to those who were previously disadvantaged.

7.4 Employee means any person other than an independent contractor who:

- is employed for the Office and who receives or is entitled to receive any remuneration.

7.5 Reasonable accommodation means any modification or adjustment to a job or the working environment that will enable a person from a designated group to have access to or participate or advance in employment."

7.6 People with disabilities means people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment.

8. POLICY PRONOUNCEMENTS

The Office of the Premier shall:-

- 8.1 Develop an Employment Equity Plan as per section 20 of the Employment Equity Act that will assist in the recruitment of suitably qualified people from designated groups.
- 8.2 Ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational levels in the workplace.
- 8.3 Provide an enabling environment for people from designated groups.
- 8.4 Identify and eliminate barriers that adversely affect the employment opportunities and advancement of people from designated groups.
- 8.5 Conduct an organisational climate assessment to test the perceptions of employees with regard to discrimination, barriers of advancement, the accommodation and advancement of diversity.
- 8.6 Conduct a demographic profile of its workforce in each occupational category and level to determine the level of representation as per provincial demographics
- 8.7 Train and retain employees from designated groups.

- 8.8 Consult with the employees as per section 16 of the Employment Equity Act in the development process of the Employment Equity plan and establishment of the Employment Equity Consultative Forum.
- 8.9 Conduct an analysis on its employment policies, procedures and the working environment in order to identify employment barriers.
- 8.10 Determine the level of underrepresentation using the EAP of the province.
- 8.11 Conduct a demographic profile of its workforce in each occupational level to determine the level of representation in relation to the EAP.
- 8.12 Presentation of the Employment Equity targets during recruitment and selection processes shall be signed.

9. DEFAULT

Any contravention of the contents of this policy shall be dealt with in terms of Employment Equity Act, No. 55 of 1998.

10. INCEPTION DATE

The inception date for this policy shall be thirty (30) days after the approval by the Accounting Officer.

11. MONITORING AND EVALUATION

Monitoring and evaluation shall be done through quarterly reports presented and discussed at the Employment Equity Consultative Forum meetings. The reports shall further be presented and discussed at the management and executive meetings.

12. TERMINATION AND REVIEW CONDITIONS

This policy shall be reviewed or terminated as and when a need arise from the Executing Authority and Accounting Officer.

13. ENQUIRIES

The enquiries shall be forwarded to the Human Resource Management Division within Office of the Premier:

RECOMMENDED FOR APPROVAL BY:

DEPUTY DIRECTOR GENERAL
APPROVED BY:

DATE

DIRECTOR GENERAL

DATE