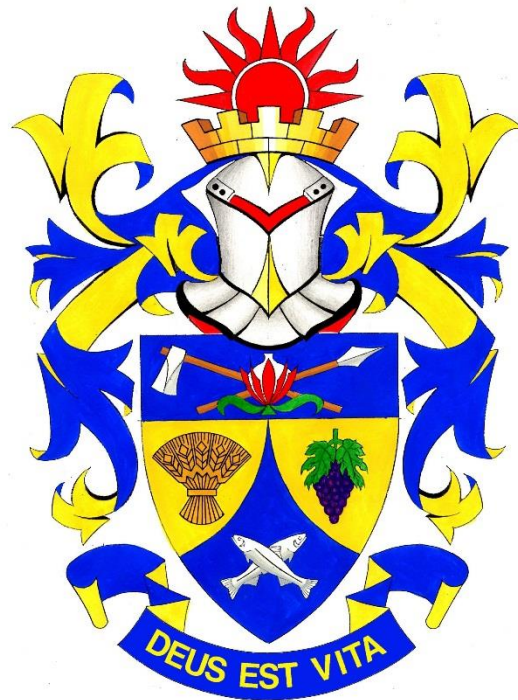


# BERGRIVIER MUNICIPALITY



## INDUCTION POLICY

**DATE APPROVED** : 19 SEPTEMBER 2022

**COMMITTEE** : MAYORAL COMMITTEE

VERSION	DATE CREATED	STATUS	WRITER	CHANGES
1.0	25/04/2022	Draft	AW Rheeder	New
1.1	23/05/2022	Draft	AW Rheeder	Comments
1.2	30/06/2022	Draft	AW Rheeder	Local Labour Forum
1.3	03/08/2022	Draft	AW Rheeder	Corporate Services Committee
1.4	29/08/2022	Draft	AW Rheeder	Mayoral Committee
1.5	19/09/2022 (BKN027/09/2022)	Approved	AW Rheeder	Mayoral Committee

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## **1. INTRODUCTION**

In order to entrench a good working relationship with employees so that an employee has a sense of belonging, is able to associate himself / herself with the mission, vision and goals of the Municipality, to inform new employees of the culture of value driven leadership and ethical behaviour in Bergrivier Municipality linked to a culture of service delivery to all our communities and to engender a positive disposition and attitude towards his / her job, all new employees as well as employees transferred or promoted to another directorate, must be taken through an induction and orientation programme.

Induction has benefits for all involved in the process. Employees who settle quickly into their new job will become productive and efficient at an early stage and in turn will experience feelings of worth and satisfaction. It is generally recognized that new employees are highly motivated and an effective induction process will ensure that this motivation is reinforced and harvested.

All new employees as well as employees transferred or promoted to another directorate must be taken through an induction and orientation programme.

## **2. PURPOSE AND OBJECTIVES**

- 2.1 To ensure that the skills capital of Bergrivier Municipality is grown and developed, effectively utilised and retained.
- 2.2 To smooth the preliminary stages when the environment is likely to be strange and unfamiliar to the newly appointed employee.
- 2.3 To promote a positive attitude towards the Municipality in the mind of the employee so that the employee is more likely to stay.

## **3. SCOPE AND APPLICATION**

This policy shall apply to all permanent employees of Bergrivier Municipality, including employees on fixed term contracts.

## 4. DEFINITIONS

In this policy, unless the context otherwise indicates –

<b><i>“Director (Section 56 Manager)”</i></b>	means an employee of the Council who, in terms of a Council’s resolution or an Act, is directly responsible to the Municipal Manager for the administration of a directorate of the Council’s service, or is acting in such capacity;
<b><i>“Employee” (as per clause 200A (1) of the Labour Relations Act, 1995)</i></b>	means a person who works for, or renders a service to, the Municipality regardless of the form of her/his employment contract, and in respect of which any factor enumerated in section 200A (1) of the Labour Relations Act applies;
<b><i>“Employer”</i></b>	means Bergrivier Municipality, a local government established in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended;
<b><i>“Induction”</i></b>	means the integration of all employees in the Bergrivier Municipality organisation culture;
<b><i>“In-service training”</i></b>	means the process by which employees is familiarized with the comprehensive work related activities to enhance their capacity to perform to the agreed standards;
<b><i>“Municipal Manager”</i></b>	means the person appointed as such in terms of Section 54(A) of the Local Government: Municipal Systems Act (Act 32 of 2000) and includes a person acting in his/her stead;
<b><i>“Line Manager”</i></b>	means the person with direct authority and/or responsibility over subordinates in their respective departments, divisions and sections;
<b><i>“Supervisor”</i></b>	means a staff member with staff within his/her span of control, for whom s/he is directly responsible and to whom such staff member(s) are directly accountable;
<b><i>“Workplace”</i></b>	refers to the place of work as contemplated in the Labour Relations Act, 1995 (Act No. 66 of 1995).

## 5. LEGAL FRAMEWORK

This policy and its application must be in accordance with the following legislative prescripts:

- 5.1 Labour Relations Act, 1995 (Act No. 66 of 1995).
- 5.2 Skills Development Act, 1998 (Act No. 97 of 1998).
- 5.3 Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).
- 5.4 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997).
- 5.5 Occupational Health and Safety Act, 1993 (Act No. 58 of 1993).
- 5.6 All relevant Collective Agreements.
- 5.7 Local Government: Municipal Staff Regulations and Guidelines for Implementation of Regulations (Regulation 890 & 891 of 20 September 2021).

## **6. ROLES & RESPONSIBILITIES**

### **6.1 RESPONSIBILITY FOR INDUCTION PER LEVELS**

- 6.1.1 Induction of the Municipal Manager will be conducted by the Executive Mayor through assistance and facilitation by the Director Corporate Services.
- 6.1.2 Induction of all other staff , including Section 56 Managers, will be conducted by the Department Human Resource Services according to paragraph 7.

### **6.2 DEPARTMENT HUMAN RESOURCE SERVICES**

- 6.2.1 The Department Human Resource Services must notify new employees to the municipality of their induction dates after they accept the offer of employment.
- 6.2.2 The induction programme must be conducted within the first week of the new employee commencing duties (as far as operational requirements permits) and can be for a maximum period not exceeding two days.
- 6.2.3 The new incumbent will be introduced to his/her Line Manager by a representative from the Department Human Resource Services.
- 6.2.4 The Department Human Resource Services shall ensure, in conjunction with the incumbent, that all appointment documentation has been completed and processed.
- 6.2.5 The Department Human Resource Services will ensure an explanation for the new incumbent of the range of fringe benefits.

6.2.6 The Department Human Resource Services will also explain and provide a copy of the Municipality's Human Resources Policy and Procedure Manual, specifically including the Code of Conduct for Staff members, which will be signed by the new incumbent.

### **6.3 LINE MANAGER**

6.3.1 The Line Manager or delegatee is responsible for the induction of each employee in his/her department/section to familiarise the employee with the department in which he/she has been appointed.

6.3.2 The employee must be introduced to his/her co-workers.

6.3.3 The Line Manager or delegatee must ensure that, preparations made in advance, include but not limited to the following items where applicable:

6.3.3.1 Uniform;

6.3.3.2 Desk;

6.3.3.3 Office space;

6.3.3.4 Computer/ Laptop;

6.3.3.5 E-mail and internet access;

6.3.3.6 Locker; and

6.3.3.6 Office keys.

### **6.4 EMPLOYEE'S RESPONSIBILITY**

6.4.1 The employee is responsible for attending the municipal induction programme as a mandatory requirement of employment within the Municipality.

6.4.2 The employee is responsible for informing their line manager or delegatee of any special requirements that they may need to attend induction.

6.4.3 The employee is responsible for completing their departmental orientation programme with their line manager/supervisor.

6.4.4 The employee is responsible for carrying out tasks and duties in the manner described by their line manager/supervisor or specialist staff during the induction, acting safely and competently at all times.

6.4.5 Where an employee does not feel that they are yet competent to carry out their role safely and competently, they should inform their line

manager/supervisor as soon as possible so that remedial action/ intervention can be undertaken.

## 7. INDUCTION PROCESS

The induction programme will include the following elements:

### 7.1 PRE-INDUCTION

NO.	ACTIVITIES	RESPONSIBLE PERSON
1.	Letter of appointment and informing the successful candidate.	HR Officer: Provisioning & Administration or Delegatee
2.	Informing Municipal Manager, Directors and relevant staff, as applicable, of the starting dates of new employees	HR Officer: Provisioning & Administration or Delegatee
3.	Prepare relevant documentation for the new employee	HR Officer: Provisioning & Administration or Delegatee
4.	Assign responsibility to a member of staff to meet the new employee.	HR Officer: Provisioning & Administration or Delegatee

### 7.2 DURING INDUCTION

NO.	ACTIVITIES	RESPONSIBLE PERSON
1.	Welcoming	Municipal Manager or Delegatee
2.	DVD Presentation	HR Officer: Provisioning & Administration or Delegatee
3.	Presentations by Medical Aid and Pension Fund Schemes	Representative of the Fund
4.	Induction Handbook:	HR Officer: Provisioning & Administration or Delegatee
4.1	Brief description of the municipality (vision, mission), management structure and council.	
4.2	Employee qualifications/training/professional registration details (as appropriate) will be confirmed and copies taken for personnel files (if not already done).	
4.3	The need for confidentiality regarding the municipality will be highlighted.	
4.4	Explain the way things are done: Pay scales, benefits and allowances, method of payment, pay dates, leave, hours of work, overtime, declaration of interest; pension scheme and medical aid will be explained in detail.	
4.5	Information will be given on absence procedure.	

<b>NO.</b>	<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON</b>
4.6	Hand the new employee all job specific documentation, e.g. job description, policies, procedures, etc.	HR Officer: Provisioning & Administration or Delegatee
5.	Labour Relations (Discipline- and Grievance Procedure, Code of Conduct)	Labour Relations Officer
6.	Occupational Health & Safety (Health & Safety issues, accident and accident reporting, first aid)	Occupational Health & Safety Officer
7.	Training & Development	HR Officer: Training & Development
8.	Confirm induction details and complete induction form.	HR Officer: Provisioning & Administration or Delegatee
9.	Arrange an escort to the working location.	HR Officer: Provisioning & Administration or Delegatee

### 7.3 DEPARTMENTAL INDUCTION

<b>NO.</b>	<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON</b>
1.	<p>The following must be explained to the employee:</p> <ul style="list-style-type: none"> <li>• Job description relating to the new employee's specific position/job function and any other requirements;</li> <li>• Departmental function;</li> <li>• Supervision;</li> <li>• Reporting structure;</li> <li>• Specific health and safety issues</li> <li>• Use of telephone and cellphone if applicable;</li> <li>• Performance review and procedures;</li> <li>• Personal Development Plan;</li> <li>• Evacuation procedures &amp; first aid;</li> <li>• Procedure when being absent from work;</li> <li>• Vehicle inspection and related matters if applicable; and</li> <li>• The provision of Standard Operating Procedures (SOP) where applicable.</li> </ul>	Line Manager/Supervisor
2.	Introduction to Safety Representative	Line Manager/Supervisor

## 8. EFFECTIVE DATE

The Induction Policy will become effective upon approval thereof by the Council of Bergvriër Municipality.