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INDUCTION POLICY


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Authorised Signature:	

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1. DEFINITIONS

- **Induction** is the process of familiarizing a new employee with the municipality, the people working for the municipality with their terms and conditions of employment and the policies and procedures governing their employment.
- **Orientation** is the process of familiarizing the new employee with the work environment and job requirement.

2. OBJECTIVES

To ensure that all new employees of all pay grades, level and function are welcomed to the municipality and properly familiarised with the new job.

3. APPLICABILITY

This policy applies to all municipality staff (contract, part-time, temporary, volunteers, interns, graduate trainees and permanently employed) whether new or transferring between departments. It excludes municipality managers and managers directly accountable to municipality managers in terms of section 56 of the Local Government: Municipal Systems Act 2000 (Act of 2000 as amended).

4. POLICY PRINCIPLES

- 4.1. Induction and work orientation assists in creating a realistic expectation of the job requirements for the employee.
- 4.2. Existing staff that have been moved to a new job within the municipality will not undergo the institutional induction, but it is expected that they undergo a local orientation in the new department.
- 4.3. The relevant departmental head is responsible for the induction of each employee in his / her department in order to familiarise the employee with the ergonomics and technical aspects of the work in the department.

5. POLICY PROVISIONS

- 5.1. The municipality will provide an institutional induction for all new employee through the Human Resources Department.
- 5.2. Induction appropriate for the work that the employee shall be undertaken in each department will be provided by the manager / immediate supervisor of the new incumbent.
- 5.3. The municipality will provide guidance for institutional induction procedures for directorates to follow.
- 5.4. The municipality will ensure that the induction programme is updated regularly to suit the Institutional Environmental and Organizational changes.
- 5.5. The municipality will ensure that the induction is recorded.
- 5.6. The municipality will ensure that all the selected key role players in the implementation of the programme are actively consistently participating in the process.

6. PROCEDURES

6.1 Induction Programme

- 6.1.1. The new incumbent will be introduced to his / her immediate supervisor by the Manager Human Resources or his / her assignee.
- 6.1.2. The Manager Human Resources or his / her assignee shall ensure, in conjunction with the incumbent, that all appointment documentation is completed and processed.
- 6.1.3. The Manager Human Resources or his / her assignee will arrange a tour / explanation for the new incumbent on an overview of the organisation- history of the municipality, its goals, norms, standards, philosophy and organisational structure, services and job environment.
- 6.1.4. The Manager Human Resources or his / her assignee will explain and provide a copy of the job description relating to the new employee's specific position / job function. Line management shall conduct a full job orientation.
- 6.1.5. The Manager Human Resources of his / her assignee will explain remuneration, benefits and salary deductions.
- 6.1.6. The Manager Human Resources or his / her assignee will also explain and provide a copy of the Municipality's Human Resources Policy Manual.

6.1.7. The induction programme will include:

- a) Introducing the employees to colleagues in the department and other departments.
- b) Informing new employees on the conditions of service.
- c) Informing new employees of procedure, rules and regulations such as safety requirements.
- d) Give a brief course on customer service emphasizing the Batho Pele principles

6.2 Induction Checklist

- 6.2.1. A standardised induction checklist will be used by human resources and signed off by the employee and immediate supervisor at the end of the induction.
- 6.2.2. The checklist aims to standardize the department induction arrangements across the municipality and assist all the departments to cover the essentials needed to help induct a new member of staff.
- 6.2.3. Obtaining or receiving the relevant documentation and prescripts is not a substitute for induction.

7. ROLES AND RESPONSIBILITY

The Municipal Manager or his /her nominee accept overall responsibility for implementation and monitoring of the policy.

8. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum shall be incorporated in the policy.

Annexure A: Induction Checklist

INDUCTION CHECKLIST

ITEM/ACTIVITY	Tick Completed
1. Provide employee with:	
<input type="checkbox"/> Letter of Appointment, Contract of employment, Job Description / Profile	
1.2 Organizational structure, reporting lines, HR policies and procedures	
1.3 Introduce new employee to: Immediate Supervisor, Manager, Subordinate, Colleagues, Culture of municipality	
2. Briefing employees on:	
<div style="margin-bottom: 10px;"> Human Resources Representative Name: _____ Signature: _____ Date: _____ </div> <div> <input type="checkbox"/> New Employee Name: _____ Signature: _____ Date: _____ </div>	
2.1 Municipality History, Mission, Vision & Strategic Objectives	
2.2 Council Powers, Functions, transformation etc.	
2.3 Departmentalization of municipality, protocols, community strategy	

2.4 Physical location of municipality, Infrastructure, facilities, ablution facilities etc.	
3. Explaining to employees:	
3.1 Legislative and professional requirements, where applicable	
3.2 Health & Safety issues, Fire & emergency procedures	