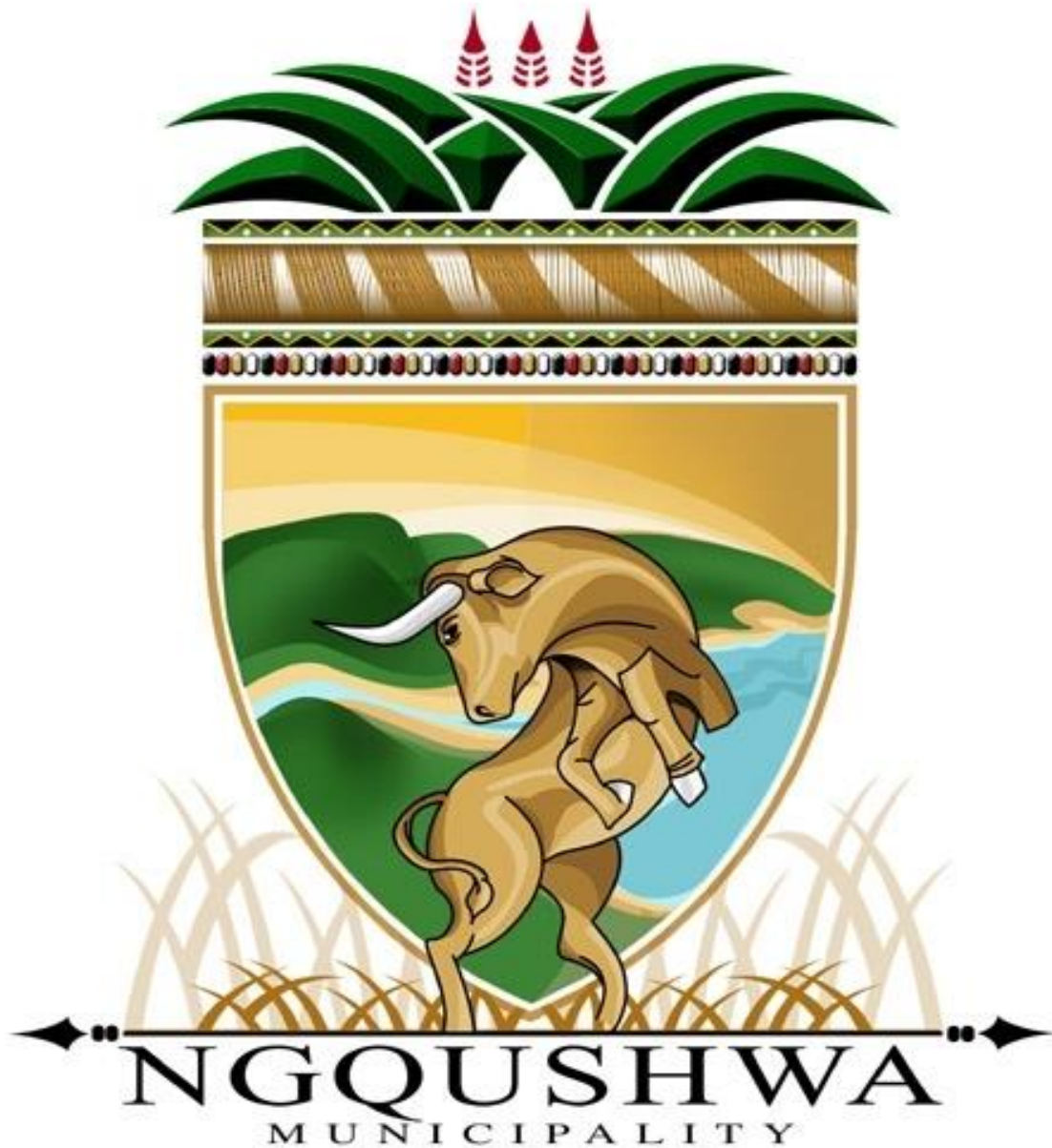


# NGQUSHWA LOCAL MUNICIPALITY



## RECRUITMENT, SELECTION AND APPOINTMENT POLICY

2016/2017

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## 1. PURPOSE OF POLICY

- 1.1 To apply consistent, transparent, procedurally and substantively fair Recruitment procedures
- 1.2 To give effect to fair recruitment and selection processes
- 1.3 To ensure that the recruitment process complies with the relevant Legislation
- 1.4 To provide an effective system to be used by line management and Corporate Services Department in filling vacant positions
- 1.5 To provide guidelines for the systematic process through which line managers can request the approval and filling of vacancies
- 1.6 To ensure that all candidates are selected objectively and on merit
- 1.7 To attract and retain the interests of suitable candidates and to project a positive image of the municipality to outsiders
- 1.8 To improve the capacity of Ngqushwa to perform their functions and improve service delivery by ensuring that the Ngqushwa Local Municipality recruit and retain suitably qualified persons, especially persons with scarce skills
- 1.9 To ensure predictability and maximize administrative and operational efficiency across municipalities
- 1.10 To establish a coherent human resource governance regime that ensures adequate checks and balances

## 2. DEFINITIONS

In this policy, unless the context indicates otherwise:-

**“Candidate”** means an applicant for a post.

**“Council”** means the plenary Committee of the Ngqushwa Local Municipality, and/or a standing committee thereof dealing with human resources related matters, and/or any other person with delegated authority.

**“External Recruitment”** means a personnel

**“Municipality”** means the Ngqushwa Local Municipality.

**“Recruitment”** means the activities undertaken in the Corporate Services Department in order to attract sufficient job candidates who have the necessary potential, compliances and traits to fill job needs and to assist the municipality in achieving its objectives.

**“Reference check”** means the gathering of information about candidate’s past history from people with whom such candidate has been associated.

**“Senior Managers”** means Municipal Manager and Managers directly reporting to Municipal Manager in terms of Section 54 and 56 of the Municipal Systems Act

**“Selection”** means the process of making decisions about the matching of candidates taking into account individual differences and the requirements of the job.

**“Suitably Qualified person”** means any one of, or any combination of that person/s:

- A. Formal qualifications
- B. Prior Learning
- C. Relevant Experience
- D. Capacity to acquire, within a reasonable time, the ability to do the job

**“Vacant Position”** means a position that is in the approved establishment plan, which is vacant/or has become vacant as a result of resignation, death, retirement, dismissal, demotion, promotion, transfer or medical boarding

**“Family member”** is considered to be mother, father, husband, wife, child, brother, sister or any of the preceding as a family member by marriage (“in-law”).

### 3. LEGAL FRAMEWORK

- The Constitution of the Republic of South Africa: 1996
- Labour Relations Act no 66 of 1995 (Updated 2008)
- Basic Conditions of Employment Act no 75 of 1997 (Updated December 2008)
- Skills Development Act 97 of 1998 (Updated 2007)
- Employment Equity Act

### 4. SCOPE OF APPLICATION

- 4.1 This policy is applicable and binding to both the Municipality and all candidates and shall become operative on date on which it is approved by Council.
- 4.2 This policy shall not be applicable to positions specifically created for the purposes of pursuing a particular project undertaken by the municipality.
- 4.3 This policy shall become operative on date on which it is approved by Council

## **5. RECRUITMENT PROCESS**

### **5.1 General Principles**

- 5.1.1 A municipal council must assess their human resource needs, and plan within its available budgeted funds for the recruitment, retention and development of human resources according to its specific needs. This plan must also provide for realistic goals and measurable targets for achieving representativeness, and targets for the training of senior managers
- 5.1.2 The recruitment of candidates shall be undertaken by Council and recruitments shall be done only in the event of vacant position(s) existing in the municipality's approved Organizational Structure
- 5.1.3 The Corporate Services Department must ensure that the correct recruitment and selection procedure is followed.
- 5.1.4 A candidate who canvasses support with a view to be recruited in the service of the municipality shall be disqualified for such recruitment (this will be stated in the advertisements).
- 5.1.5 The Municipality encourages the policy of open recruitment of individuals to positions on the basis of qualifications and suitability and with due regards to the provisions of the pertinent employment legislations.
- 5.1.6 The Municipality is determined to fill vacant position(s) with the best qualified and the best suited candidates.
- 5.1.7 Vacancies that arise as a direct result of the introduction of a special project to be undertaken by the municipality shall be filled in consultation with the Unions in a manner determined by Council

and the recruitment for such vacancies shall not necessarily be subjected to this policy.

- 5.1.8 Council shall have the prerogative to decide on the nature of the recruitment source and method, which must be utilized in the filling of positions.
- 5.1.9 Employment practices shall ensure employment equity in terms of the Employment Equity Plan. Affirmative action shall be used to accelerate the creation of a workforce that is representative and equitable and to give practical support to those who have been previously disadvantaged by unfair discrimination to enable them to fulfill their maximum potential. Employment practices should maximize flexibility, minimize administrative burdens on both employer and employee and generally prevent waste and inefficiency.
- 5.1.10 All persons appointed and those appointed as Senior Managers must be a South African citizen or permanent resident, and must possess the relevant competencies, higher or relevant education qualifications, and work experience (as set out in Annexure A and B to the Regulations in case of Senior Managers)
- 5.1.11 Any misrepresentation or failure to disclose such information as required is a breach of the Code of Conduct for Municipal staff and shall render any contract of employment concluded null and void from the date on which it was entered into.

## **5.2 Requisition and authorization for filling of a vacant post**

- 5.2.1 The Executive Manager shall, inter alia, evaluate the continued need of the vacant post
- 5.2.2 The Executive Manager shall also apply his/her mind to whether the vacant post cannot be merged with another post or abolished.
- 5.2.3 Upon establishing facts about the need for filling a vacant post as is, the Executive Manager shall immediately solicit the filling of such vacant post without unnecessary delays.
- 5.2.4 Prior to proceeding with the filling of a vacant post, the Corporate Services Department shall verify the following about a vacant post:-

### **5.2.4.1 Post establishment**

- 5.2.4.2 Funding for the post
- 5.2.4.3 Applicable terms of employment
- 5.2.4.4 Nature of post
- 5.2.4.5 Job should be graded and has a task grade
- 5.2.4.6 Requisition for filling of a vacant post and evaluation and approval should be done in a designated form which will be approved by Municipal Manager (annexure 1)

## **6. RECRUITMENT ADMINISTRATION**

- 6.1 The Corporate Services Department shall be responsible for administering the recruitment process in that it shall, amongst other things:-
  - 6.1.1 Provide assistance in defining job specifications for vacant positions.
  - 6.1.2 Process departmental recommendations for the filling of a vacant position.
  - 6.1.3 Prepare all advertisements for the position to be filled in consultation with the relevant Department.
  - 6.1.4 Establish and convene the selection Committee meetings.
  - 6.1.5 Prepare report to Council on recruitment matters.
  - 6.1.6 Post graded at task grade 14 to 16 shall be advertised internally, locally and externally using both local and national media simultaneously for not less than 21 working days.
  - 6.1.7 Post graded at task grade 9 to 13 shall be advertised internally, locally and externally at the same time for not less than 10 working days.
  - 6.1.8 Post graded at task grade 1 to 8 shall be advertised internally first for not less than 7 working days.
  - 6.1.9 However where there is an urgent need or the nature of the vacant post justifies that it be advertised internally, locally and externally simultaneously, such decision shall be taken after

proper consultation with Organized Labor. If there is no suitably qualified candidate the post shall then be advertized locally through notices to Councillors and other means for a period of no less than 7 working days. If again no suitable candidate found the post will then be advertized externally for not less than 7 days.

- 6.1.9 If there is only one applicant or candidate for the internally advertised post, such applicant/candidate shall be interviewed if he/she meets the requirements for the post, in order to assess his/her suitability.
- 6.1.10 If there is no suitably qualified candidate found after a vacant post has been advertised externally, the post shall be re-advertised.
- 6.1.11 All posts advertised for the second time shall be advertised on both local and national media
- 6.1.12 All notice boards in all municipal buildings shall be used for placement of job advertisements.

## **6.2 Determination and requirement of employment**

6.2.1 Ngqushwa Local Municipality shall, based on the requirements inherent in the post, determine composite requirements for employment in terms of training, skills, qualifications, potential, competence and knowledge. The municipality shall record the inherent requirements of the post, ensure that the requirements of a post, do not discriminate unfairly as contemplated in relevant legislation: and comply with any statutory requirements for the appointment of employees, for example, Employment Equity Plan, Workplace Skills Plan and any other relevant requirements and where applicable be stated in the advert.

6.2.1 Advertisement should typically contain:-

- The key elements of posts requirements;
- The grade to the post;
- The closing date for applications;
- The designation of the application/CV's;
- The contact person with telephone number and a fax number;



- A compliance with Employment Equity Plan in order to provide the applicant with a fair understanding of the duties to be performed as well as the qualifications and attributes required for the post;
- A statement that the appointment would be permanent, for a fixed term, contract or whichever is applicable.
- A statement that if an applicant did not receive any response within 21 days from the deadline of submission of applications, it would be assumed that he/she had not been successful and no further correspondence will be entered into between her/him and the Municipality

## **6.3 Senior Managers**

### **6.3.1 Recruitment and Selection**

- 6.3.1.1 The recruitment, selection and appointment of Senior Managers must take place within the ambit of the prevailing provisions in the Act. These positions must be filled through advertisements in the media, and must be informed through competence assessment that these prospective candidates must be subjected to
- 6.3.1.2 Once official notification is received that a Senior Manager position will become vacant, approval must be obtained from the Municipal Council (at its next Council meeting, or as soon as it is reasonably possible to do so) to fill the vacancy
- 6.3.1.3 Where a Senior Manager 's post becomes vacant, the municipal Council must immediately appoint a person to act in the relevant vacant post in terms of Section 54A and Section 56 of the Act. A vacancy for a Senior Manager occurs if the Senior Manager:-
- Dies
  - Completes the term of his or her contract
  - Resigns
  - Is certified by a medical practitioner to be incapacitated and unable to carry out his or her normal official duties
  - Is convicted and sentenced to imprisonment; or is dismissed
  - The dismissal of a Senior Manager on grounds of ill-health or injury must be dealt with in terms of Schedule 8 of the Labour Relations Act, 1995 (Act No.66 OF 1995)
- 6.3.1.4 The Municipal Manager must ensure that the vacancy of a Senior Manager is advertised within 14 days after the Municipal Council has approved that the vacancy must be filled. Monthly reports on the progress made with regards to the filling of the vacancy must also be submitted to the Mayor/Municipal Council

- 6.3.1.5 Applicants must make use of the prescribed application forms that have been developed and annexed to the Regulations, or any on-line application forms that may have been developed by the municipality (provided that the on-line application form substantially corresponds with the prescribed application form)
- 6.3.1.6 Applicants are also required to disclose:-
- His or her academic qualifications, proven experience and competencies
  - His or her contactable references
  - Registration with a relevant professional body (if any)
  - Full details of any dismissal for misconduct; and
  - Any disciplinary actions, whether pending or finalized, instituted against such applicant in his or her current or previous employment

### **6.3.2 Selection Panel**

- 6.3.2.1 A Municipal Council must appoint a selection panel of at least three (3) and not more than five (5) persons to make recommendations for the appointment of candidates to vacant Senior Manager's posts
- 6.3.2.2 In the case of the appointment of a Municipal Manager, selection panel must consist of at least the following persons:-
- The Mayor, who will be the Chairperson, or his or her delegate;
  - A Councillor designated by the Municipal Council; and
  - At least one other person, who is not a Councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post
- 6.3.2.3 In the case of the appointment of a Manager directly accountable to the Municipal Manager, the selection panel must consist of at least the following persons:-
- A member of the Executive Committee or Councillor who is the Portfolio Head of the relevant portfolio; and
  - At least one (1) other person, who is not a Councillor or staff member of the municipality, and who has expertise or experience in the area of the advertised post

**In each of the above instances, two (2) additional persons (excluding a Councillor) may be appointed, AT THE DISCRETION OF THE MUNICIPAL COUNCIL, to constitute the selection panel. These may include person/s from national,**

**provincial or local government, organized local government, or a specialist expert from the private sector.**

6.3.2.4 A panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process, and must recuse himself or herself from the selection panel if there is any conflict of interest. A panel member and staff member must sign a declaration of confidentiality as set out in Annexure D to the Regulations

**6.3.4 Shortlisting and interviewing of candidates**

6.3.4.1 A municipality must, within 30 days of the closing of the advertisement, compile a list of all applicant for an advertised post. The selection panel must collectively compile a list of shortlisted candidates. Both the long and short lists must be submitted to the selection panel members before the interviews.

6.3.4.2 Screening of shortlisted candidates must take place within 21 days of the finalization of the shortlisting. Screening must take place by way of conducting reference checks; contacting the candidate's current, previous employer or employers; determining the validity of the candidate's qualifications; and verifying whether the candidate has been dismissed previously for misconduct or poor performance by another employer. A report on the screening process must be compiled and tabled before the selection panel

6.3.4.3 Interviews must be conducted within 21 days of the screening process. The selection panel for a specific post must remain the same throughout the screening and interviewing process, and records must be kept of every panel member's individual assessment of the interviewed candidates

6.3.4.4 The determination of candidates to be recommended for appointment must be considered by way of consensus between the members of the selection panel. If consensus cannot be reached, a dissenting member may record his or her concerns in the minutes, where-after the issue may be voted upon, with each member of the selection panel entitled to one vote

6.3.4.5 The selection panel must also recommend the second and the third suitable candidates to minimize delays that may arise in the filling of the post if the first choice candidate declines or does not accept the offer of employment

6.3.4.6 The candidates recommended for appointment to the post of a Senior Manager must undergo a competency assessment, and the selection panel must submit a report and recommendation on the selection process to be municipal council on the suitability of candidates who comply with the relevant competency requirements of the post, in order of preference

### 6.3.5 Appointment

6.3.5.1 The employment contract of a Senior Manager appointed on a fixed term contract must include details of the:-

- Duties, remuneration, benefits and other terms and conditions of employment of Senior Manager; and
- The term of employment, which term may not exceed a period ending one year after the election of the next council of the municipality

6.3.5.2 It must also include a provision for the cancellation of the contract if the Senior Manager is in breach of the employment contract or the performance agreement, and must stipulate the terms of renewal of a Senior Manager's contract, subject to:-

- Compliance with the minimum skills, expertise, competencies and qualifications as set out in Annexures A and B of the Regulations
- Confirmation that the Senior Manager's performance during the previous term(s) of employment remains significantly higher than the criteria for performance set out for the Senior Manager's post
- The continued need for the Senior Manager's post at the end of the fixed term contract and
- Agreement between the parties

6.3.5.3 The Mayor must, at least once annually, report to the Municipal Council on the contractual conditions of Senior Manager's contracts.

6.3.5.4 Prior to Municipal Council making a decision to appoint a Senior Manager, it must satisfy itself that the candidate meets the relevant competency requirements for the post; has been screened and does not appear on the record of staff members dismissed for misconduct as set out in Schedule 2 to the Regulations

6.3.5.5 The Municipal Council must within 14 days after making a decision on the appointment of a Senior Manager, inform all interviewed candidates, including applicants who were

unsuccessful, of the outcome of the interview, and to submit a detailed written report to the MEC for local government regarding the appointment process and outcome

#### **6.4 Procedure for applying for an Advertised Vacant Post**

- 6.4.1 Enquiries about any advertised post shall be directed to the Human Resources Section
- 6.4.2 No employment application forms shall be issued to applicants, only a covering application letter, a CV, certified copies of certificates, ID and Drivers License when required shall be submitted by applicants.
- 6.4.3 All applications shall be received by the Registry Section
- 6.4.4 Only certified copies of documents like Identity Document, Driver's License and certificates shall be accepted from applicants.
- 6.4.5 All received applications shall be stamped with a date stamp and captured in the application registry by the Registry office.
- 6.4.6 Human Resources section shall develop a master list after receiving application from registry office.
- 6.4.7 The Municipality shall not be held liable for the custody of application documents submitted by an applicant except as official Municipal records.
- 6.4.8 The master list of applicants shall be used as a baseline for screening and selection of the suitable candidates by the shortlisting committee.

#### **6.5 Shortlisting and interviewing of Candidates**

- 6.5.1 Shortlisting of candidates shall be made by a shortlisting committee.
- 6.5.2 The shortlisting and interviewing committees shall be established on an adhoc basis and be constituted as follows:
  - 6.5.2.1 Post graded at grade 14 -23
    - Municipal Manager or relevant Executive Manager-Chairperson;

- Representative per Union (observer status);
- Human Resources Section Representative;
- SDEEF Member

#### 6.5.2.2 Post graded at grade 1 – 13

- Relevant Executive Manager or Nominee shall chair;
- Senior line department representative;
- Representative per Union (observer status);
- Human Resources Section representative
- SDEEF Member

In the absence of the Relevant Executive Manager, the most senior person from relevant Department shall chair the short listing/interviews. Where vacancy is based in Human Resource Unit an external HR Specialist will be invited to form the panel.

6.5.2.3 Irrespective of the level of the post the Municipal Manager must attend and participate in any shortlisting/interview relating to the appointment of an employee in his/her Department.

6.5.2.3 The master list of applicants, their CVs and the copy of the advertisement shall be presented to the shortlisting committee by the Corporate Services Department.

6.5.2.4 The shortlisting committee shall not select more than six (6) and not less than three (3) applicants for short listing per post where the post has not been internally advertised only.

6.5.2.5 After the shortlisting has been completed a recommendation form for all the shortlisted candidates will be filled and signed by the panel.

6.5.2.6 Where there is only one (1) applicant meeting the requirements of the post after the post has been advertised externally, the post will be re-advertised ensuring that all possible sources are used nationally after which the process will continue irrespective of the number of applicants

## 7. **RECRUITMENT SOURCES**

The Municipality may utilize the following sources in its recruitment drive:-

## 7.1 Internal Sources

- 7.1.1 **Skills inventories:** Where a vacant position exists and there is an urgent need to have it filled, a skill inventory system may be used to search for appropriate candidates. A skill inventory is simply a record system listing candidates with specific skills.
- 7.1.2 **Job posting (advertisement):** Vacancies within the municipality are placed on notice boards or in information bulletins. Details of the job are provided and employees may apply.
- 7.1.3 **Inside moonlighting:** In the case of a short- term need or a small job which does not involve a great deal of additional work, the municipality could offer to pay incentives of various types (e.g. Acting allowances) to people not on a time payroll.

## 7.2 External sources

- 7.2.1 **Employment agencies:** The municipality instructs the agency to recruit suitable candidates. The agency advertises or uses its placement database – that is a database of persons who have provided curriculum vitae to the agency which then seeks employment for them. The municipality may elect to do its own selection and Unions shall be involved in the Selection process. However, once Ngqushwa Local Municipality has established its own database, such a database will take precedence over the use of employment agencies.
- 7.2.2 **Referral:** This is a word – of – mouth technique in which present employees refer candidates from outside the municipality. This is an inexpensive technique which is effective in finding candidates with specific skills quickly.
- 7.2.3 **Professional bodies:** Accounting, engineering and scientific institutes look after the interests of their members by allowing vacancy advertisements in their publications. Opportunities for networking are also afforded through conventions.
- 7.2.4 **Head-hunting:** Top professional people are “hunted” through specialized agencies. The persons are approached personally with an offer to fill a vacancy. Alternatively, an advertisement is written with the specific person’s CV in mind.

## 8. INTERVIEWING

- 8.1 The Human Resource Manager in conjunction with the Executive Manager should design clear, concise, open-ended questions especially those that have to do with interpersonal relations without discriminating regarding sexual preference, mobility, religion, marital status, language, (where necessary) political affiliation and medical history unless one can demonstrate that the question is related to inherent requirements of the job etc, and this should be done in conjunction with the relevant Executive Manager. Questions should be planned and phrased appropriately.

Interviews must be conducted for every appointment in order to determine the incumbent's technical competence for the post.

- 8.2 Candidates should be given adequate notice of the interview not less than 5 working days.
- 8.3 The Human Resource Manager should distribute to the panel questions, score sheets, spreadsheets and the original curriculum vitae are to be available for reference. The question should be divided amongst the panel members and the criteria to be used in scoring should be understood and agreed upon.
- 8.4 The Chairperson, as a matter of procedure, should put the interviewee at ease and explain how long the interview may take as well as the process that will be followed. The interviewee should be allowed to obtain clarity on any question not fully understood. Questions should be in English. Any other appropriate language to the applicant can be used where knowledge of English plays no role in the post applied for.

Interviews should be conducted in a disturbance free venue.

- 8.5 The interviewee should be provided with clarity on the next step and told that there are other interviewees, if any.
- 8.6 The successful candidate be given enough time to comply with notice period of the previous employer to terminate service with their current employers as stipulated in the Basic Conditions of Employment Act. 57 of 1997
- 8.7 After the selection of a suitable candidate an appointment letter should be sent to the applicant by the Municipal Manager or delegated official



Letters of appointment should give the successful applicant all relevant information including terms of service as stipulated in the Basic Conditions of Employment Act 75 of 1997 as published in the Government Gazette 18491 of 5 December 1997 as well as a job description

The contract of employment must be signed in duplicate. Human Resource Section should retain one copy and the employee the other.

By law, no person under the age of fifteen (15) years may be employed by the Council. Therefore a certified copy of the employee's Identification Document of Birth Certificate must be retained in the employee's personal file.

## **9. EMPLOYMENT TESTS AND CHECKS**

9.1 In the process of selecting a suitable candidate for a vacancy the Selection Committee may require the selected candidate(s) to undergo one and/or more of the following employment tests:-

- 9.1.1.Intelligence Test
- 9.1.2.Aptitude Test
- 9.1.3.Personality Test
- 9.1.4.Interest test
- 9.1.5.Psychological test
- 9.1.6.Medical test
- 9.1.7.Vetting

9.2 No candidate shall be required to undergo any of the employment test mentioned in clause 9.1, above, unless the Selection Committee can demonstrate that such test is permitted or required by legislation and/or that such test is justifiable in the light of medical facts, employment conditions, social policy, the fair distribution of employee benefits or the inherent requirements of the job, and such tests cannot be administered without the consent of the candidate/s.

## **10. EMPLOYMENT OF FAMILY MEMBERS OF EMPLOYEES**

10.1 In order:-

- To establish a consistent set of guidelines by which recruitment decision can be made in terms of employment of immediate family members of employees.

- To ensure that immediate family members are not employed where the decisions made in performing their duties can impact on the performance or material well-being of the other family members.
- To ensure that no nepotism and/or favoritism are practiced in selection decisions.

The following will apply:-

- i. Only the Recruitment and Selection Committee can recommend the appointment of family members of employees in positions where they can be directly influenced by the decision of another family member.
- ii. Any Municipal functionary shall excuse/recuse himself/herself from a recruitment exercise where his/her family member is involved.

## **11. THE APPOINTMENT PROCESS**

- 11.1 After a decision has been made to appoint a candidate, the Human Resources Manager must, in writing, and within 5 days from the date of such decision; formally offer the post to the successful candidate.
- 11.2 The appointed candidate must respond to the offer of employment in writing by signing the letter forwarded to him/her by Human Resources Manager within five (5) working days and, if he/she accepts the offer.
- 11.3 If the successful candidate refuses the offer or fails to respond to the offer after an attempt to contact him/her has been made (which attempts must be fully documented), the Human Resources Manager must, after consultation with the interview panel, Municipal Manager and, in the case of the Municipal Manager, the Council, offer the post to the next most suitable candidate.
- 11.5 The Human Resources Manager shall be responsible for the creation of a personal file for a new appointee and the procurement of all information and documents relating to such appointee as required by paragraph 16 of this policy and applicable law including the Basic Conditions of Employment Act No. 75 of 1997.
- 11.6 The Human Resources Manager shall also provide the Finance

Manager with such details as he/she may require in connection with a new appointee.

- 11.7 As soon as the employee has started working the induction policy of the Municipality would be applied.
- 11.8 The Department concerned should be responsible for introducing the new staff member to all staff members in all other departments
- 11.9 All newly employed employees shall be introduced to Council in any Council meeting.

## **12. REFERENCE CHECKS**

Where, in terms of this policy, reference checks are required to be undertaken with the prior consent of the applicant and in a structured, fair and transparent manner and subject to the following conditions:-

- 12.1 only references as provided by the applicant will be contacted;
- 12.2 where the applicant has no previous experience and his/her current employer is the only source of reference, the lack of a reference will not be used to disqualify an applicant;
- 12.3 no reference checking will be conducted on an applicant before an interview is conducted, but pre-screening to verify information on the curriculum vitae submitted by the applicant may be undertaken in relation to the essential requirements of the post;
- 12.4 no reference checking will be conducted into the creditworthiness or credit status of a candidate except where the position concerned requires trust and honesty and entails the handling of cash or finances in which event such checking shall be undertaken strictly in accordance with the provisions of the National Credit Act No. 34 of 2005.
- 12.5 Reference checking to be reviewed by the Immediate Supervisor within Corporate Services

## **13. PARTICULARS OF APPOINTMENT**

The Human Resources Manager must supply an employee when he/she commences employment, with contract employment containing the following information:-

- 13.1 the full name and address of the employee;

- 13.2 the name and occupation of the employee, or a brief description of the work for which the employee is employed;
- 13.3 the place of work, and, where the employee is required or permitted to work at various places, an indication of such places;
- 13.4 the date on which the employment shall commence;
- 13.5 the employee's ordinary hours of work and days of work;
- 13.6 the employee's wage or the rate and method of calculating wages;
- 13.7 the rate of pay for any overtime work;
- 13.8 any other cash payments that the employee is entitled to;
- 13.9 any payment in kind that the employee is entitled to and the value of the payment in kind;
- 13.10 how frequently remuneration will be paid;
- 13.11 any deductions to be made from the employee's remuneration;
- 13.12 the leave to which the employee is entitled;
- 13.13 the period of notice required to terminate employment, or if employment is for a specified period, the date when employment is to terminate;
- 13.14 a description of any council or sectoral determination which covers the employer's business;
- 13.16 a list of any other documents that form part of the contract of employment, indicating a place that is reasonably accessible to the employee where a copy of each may be obtained.

When any matter listed above changes:-

- 1) the aforesaid written particulars must be revised to reflect the change; and
- 2) the employee must be supplied with a copy of the document reflecting the change.

If an employee is not able to understand the written particulars, the Human Resources Manager must ensure that they are explained to the employee in a language and in a manner that the employee understands.

The written particulars of an employee's employment must be kept by the Human Resources Manager for a period of three years after the termination of an employee's employment.

#### **14. ISSUING OF NOTICES OF APPOINTMENT AND JOB OFFERS**

Only the Municipal Manager may:-

- 14.1 issue a notice of appointment to a successful job applicant;
- 14.2 notify an employee of his transfer, promotion, demotion or dismissal;
- 14.3 notify an employee of any change in his/her particulars of employment;
- 14.4 notify an employee that an application made by him/her for participation in any scheme or programme of the municipality has been granted or denied;

#### **15. MONITORING, EVALUATION AND REPORTING**

A report detailing the progress with the implementation of Recruitment, Selection and Appointment Policy with specific reference to achievement of this policy has to be compiled every year by the person with the responsibility for implementation and monitoring. The policy must be made available to all consulting parties for perusal and comment and must be circulated to all staff members by means of circulars, notices and notice boards.

#### **16. COMMUNICATION**

Circulars, messages and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process

#### **17. REVIEWAL OF THE POLICY**

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on annual basis. The Corporate Services Department shall request all Departments to submit their

proposed changes for submission to Council for approval.

**18. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL**

This policy is adopted and approved by the full Ngqushwa Local Municipality Council for implementation

Effective from (Date)\_\_\_\_\_

Approved by Resolution Number \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_

Signed this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
**MUNICIPAL MANAGER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SAMWU REP**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**IMATU REP**

\_\_\_\_\_  
**DATE**

SUBSISTANCE