INDUCTION POLICY
2021/22

Summary

Publication Date	
Review Date	**September 2021**
Related Legislation/Applicable Section of Legislation	• **Labour Relations Act** • **Basic Conditions of Employment Act** • **SALGBC Main Agreement** • **Municipal Systems Act, 32 of 2000**
Related Policies, Procedures, Guidelines, Standards, Frameworks	
Replaces/ Repeals (whichever is relevant, if any)	
Policy Officer (Name/Position)	MW MXEKEZO
Policy Officer (Phone)	040-6733095
Policy Sponsor (Name/Position)	
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All Municipal Employees
Key Words	Induction Policy
Status	Reviewal
Council approval date	
Version	1

NGQUSHWA LOCAL MUNICIPALTY | 2021

Date	Version	Revision Description

CONTENTS

1. TITLE

Induction Policy

2. PURPOSE

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 and to engender a positive disposition and attitude towards his / her job, all new employees as well as employees transferred or promoted to another department and / or section, must be taken through an induction and orientation programme.

3. SCOPE

All municipal employees including Municipal Manager and persons appointed as managers directly accountable to Municipal Managers in terms of Section 56 of the Municipal Systems Act, 32 of 2000. The induction will also include members of EXCO.

4. PROCEDURE DETAIL
4.1 POLICY OBJECTIVES

- Ensure that Managers and / or nominated delegates make the new employee more rapidly productive by exposing the new employee to the way in which work must be performed;
- Provide managers with a tool that will reduce fear, anxiety and insecurity in the new employee;
- Alert managers on how to address a new employee's expectations and reduce labour turnover;
- Ensure that managers or designated persons follow proper procedures in inducting new employees on the job;
- Provide a proper basis for the new employee to acclimatize to the new job and operate effectively and efficiently until a broader orientation programme is conducted;
- Save time of both the supervisor and colleagues on a new employee who is "lost" and cannot function effectively.

4.2 POLICY CONTENT

4.2.1 NGQUSHWA LOCAL MUNICIPALITY'S COMMITMENT

Ngqushwa Local Municipality is committed to ensuring all new employees are given induction training. This training is regarded as vital for the integration of new employees into the working environment. This policy is applicable to all new employees, and relevant to all employees under different terms and conditions. Where this is the case suitable adjustments may be appropriate when in accordance with written guidance from relevant governing bodies.

These induction procedures and guidelines aim to set out general steps for managers and employees to follow during the induction process. All managers and employees are expected to adhere to these procedures.
The implementation of good induction practice by managers will:

- enable new employees to settle into their new position quickly and become productive and efficient members of staff within a short period of time;
- provide an overview of the organization and enable the new employee to see where they fit in to the big picture;
- ensure that new entrants are highly motivated and that this motivation is reinforced;
- assist in reducing staff turnover, lateness, absenteeism and poor performance generally;
- assist in developing a management style where the emphasis is on leadership, openness and honesty;
- ensure that new employees operate in a safe working environment;
- reduce costs associated with repeated recruitment, training and staff turnover;
- enable new employees to understand the corporate culture and the overall framework and that an environment exists where staff feel able to contribute their opinions.

The Municipality will maintain and update the Induction Procedures and managers and employees will be expected familiarize with the induction process. Relevant formal training necessary to assist in the induction process will be provided depending on need. Line Managers must ensure effective monitoring of the induction process, particularly in the first three months. Any problems encountered by new employees must be dealt with promptly.

4.3 RESPONSIBILITY FOR INDUCTION PER LEVELS

- Induction of Executive Committee Members will be conducted by the Municipal Manager Induction of the
- Municipal Manager will be conducted by the Mayor through assistance and facilitation by Corporate Services Executive Manager.
- Induction of Section 56 Managers will be conducted by the Municipal Manager assisted by the Corporate Services.
- Induction of Middle Managers will be conducted by the Human Resources Manager.
- Induction for staff below middle managers will be done by the Skills Development Facilitator

4.4 GENERAL

Starting a new job is a demanding and stressful experience. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organization, a new working environment, new colleagues and possibly a new living environment. The purpose of induction is to support new employees during this period and help them become fully integrated into the Municipality as quickly and easily as possible.

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. Human Resources Section in conjunction with the relevant sections (I.T., Administration and the department in which the incumbent will work) shall ensure that tools of trade and critical information are available.

4.5 HUMAN RESOURCES SECTION RESPONSIBILITIES

Human Resources section is responsible for:-

4.5.1 Before arrival, ensure that engagement pack has been sent and received by the new employee, where engagement pack cannot be sent HR to ensure that is ready on first day

4.5.2 Before arrival, allocate sufficient time in your diary to welcome the new staff member so as to introduce conditions of employment and allow time for questions and clarity.

4.5.3 Areas to be covered by HR on first day are the following but limited to following:-

- Payment, Benefits and allowances
- Safety and health issues
- Accident and accident reporting
- Disciplinary and Grievance procedures
- All types of Leave
- Training and Development
- Hours of work and overtime
- Code of good conduct

4.5.4 Get confirmation from immediate supervisor preparations that have been made in advance, include but not limited to the following:-

- Uniform
- Desk
- Office space
- Computer/ Laptop
- E-mail and internet access
- Locker
- Office keys

4.5.5 One week after arrival SDF and line manager shall complete a checklist of the things done and shall be confirmed by the newly appointed.

4.5.6 One month after arrival SDF shall facilitate assessment by the newly appointed to assess how the induction has been performed and how the newly appointed has adapted in the new environment

4.6 LINE MANAGER'S RESPONSIBILITIES

Line managers are responsible for: ·
- Before arrival, ensure that office is ready available and is well furnished with
- necessary equipment (where applicable)
- Before arrival, allocate sufficient time in your diary to welcome the new staff member so as to introduce conditions of employment and allow time for questions and clarity on but not limited on the following issues:-
  - Departmental function
  - Supervision
  - Reporting structure
  - Specific health and safety issues
  - Use of telephone
  - Performance review and procedures
  - Personal and development Plan
- On arrival introduce the new employee to departmental employees as well to all municipal employees.(Department might nominate from existing employees to make sure that new employee is assisted in settling down quickly)

4.7   COMMUNICATION

This policy will be communicated to all Municipal employees using the range of communication methods available to the municipality.

4.8   NON COMPLIANCE

Non -compliance of any of the stipulation contained in the Policy will be viewed as misconduct and will be dealt with in terms of the municipality's Disciplinary Code

5. ROLES AND RESPONSIBILITIES

Role	Authority
• Create, evaluate, review and adopt the Induction Policy	Council
• Implement and enforce this policy • Establish and control the administration necessary to fulfil this policy, and report efficiently and regularly to the Committee in this regard.	Municipal Manager
• Ensure that there is compliance with the Induction Policy	Director Corporate Services

6. MONITORING, EVALUATION AND REVIEW

A report detailing the progress with the implementation of the Induction 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.

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
New employee	Means newly appointed employee including interns and employees who have been seconded
Induction process	Means a process of orientation to the new working environment
Line Manager	Immediate supervisor in terms of reporting lines
Municipality	Ngqushwa Local Municipality

8. SUPPORTING DOCUMENTS

None

9. REFERENCES

None

10. APPENDIX

None

11. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

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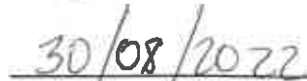
MUNICIPAL MANAGER

MAYOR

02/08/2022
DATE

30/08/2022
DATE