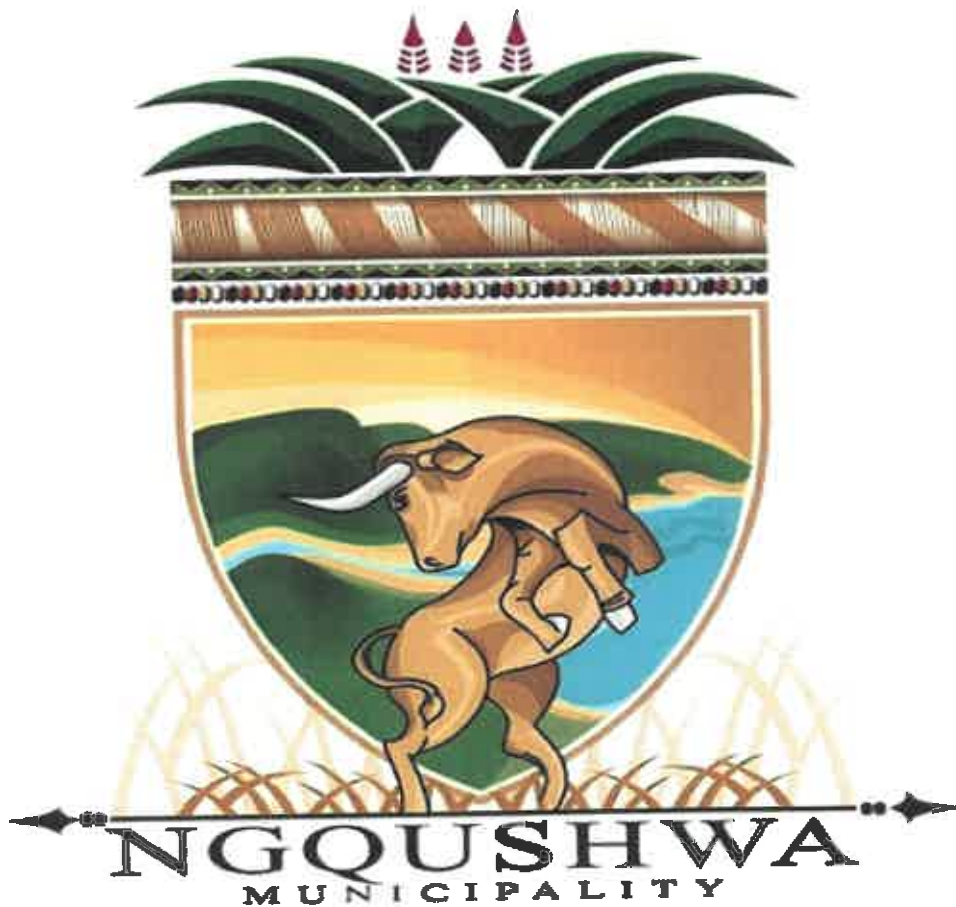


**NGQUSHWA LOCAL**  
**MUNICIPALITY**



**INDUCTION & ORIENTATION POLICY**

**2022/2023**

## Summary

<b>Publication Date</b>	<b>11 July 2022</b>
<b>Review Date</b>	<b>19 March 2022</b>
<b>Related Legislation/Applicable Section of Legislation</b>	Municipal Offices Bearers Handbook
<b>Related Policies, Procedures, Guidelines, Standards, Frameworks</b>	Basic Condition of Employment Act, Collective Agreement, Municipal System Act, Employment Equity Act, Municipal Staff Regulations
<b>Replaces/ Repeals (whichever is relevant, if any)</b>	None
<b>Policy Officer (Position)</b>	<b><i>Director Corporate Services</i></b>
<b>Policy Officer (Phone)</b>	040 6732 081
<b>Policy Sponsor (Position)</b>	Mkhuseli Mxekezo
<b>Department Responsible</b>	<b>Corporate Services</b>
<b>Unit responsible</b>	Human Resources
<b>Applies to</b>	<b>All staff and External candidates</b>
<b>Key Words</b>	Induction and Orientation Policy
<b>Status</b>	Reviewed/ Amended
<b>Council approval date</b>	<b>8 July 2022</b>
<b>Version</b>	<b>1</b>

# REVISION RECORD

**Date**

**Version**

**Revision Description**

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**1. NAME OF POLICY**

This is the Induction & Orientation Policy of the Ngqushwa Local Municipality

**2. PURPOSE OF POLICY**

The purpose and objective of this Policy is to ensure that all newly appointed personnel undergo an induction and orientation training programme whereby new employees will be introduced to the goals, policies and procedures of the organisation, its values, the co-workers as well as the activities of the tasks to be performed.

Induction training will integrate the new employees into the existing workforce as quickly as possible so as to achieve maximum working efficiency in the shortest practical time.

**3. POLICY OBJECTIVES**

- ❖ Acquainting new employees with job procedures
- ❖ Establishing relationships with co-workers
- ❖ Creating a sense of belonging among employees by showing them how their jobs fits into the overall organisation
- ❖ Indicating to the employees the preferred means of attaining goals.
- ❖ Identifying the basic responsibilities of the job.
- ❖ Indicating the required behaviour patterns for effective job performance.

**4. METHOD OF INDUCTION & ORIENTATION**

Induction should be conducted verbally so as to promote maximum understanding and feedback and should take a maximum of two days.

## **5. APPLICATION OF POLICY**

Induction to be offered to:

1. New employees
2. Transferred employees or promoted employees – especially if transfer promotion involves a significant change of environment.
3. All current employees – especially if significant changes in organisational policies or structures have taken place.

## **6. PROCEDURES**

- a) Parties involved in the induction programme should be informed of his or her schedule.
- b) New employees should be given a formal letter of appointment containing the following information:-
  - A description of the job offered
  - Stating a salary
  - Grade of the job
  - Basic terms and conditions of employment
  - Probationary period
- c) New employees must be given a letter of instructions which includes:
  - The office number and locality of the building where the employee must report for duty.
  - The name and title of person to whom the employee must report, and
  - The date to report and starting time
- d) The office, the newcomer will occupy must be cleaned and made ready for his/her arrival.
- e) On arrival the receptionist should forward he/she to the Human Resource Department to obtain her outstanding particulars.
- f) New employees to be sent to the Head of the Department, the initial conversation should cover mutual expectations and to give him/her the idea of what to expect

during the first day. She/he will then be taken to immediate supervisor and finally to the mentor.

## **7. RESPONSIBILITY FOR INDUCTION**

### **7.1 Supervisor**

The Supervisor will ensure that the employees in their section receive all the information necessary to enable them to function efficiently. This will include:

- The introduction of new employees to co-workers
- Explaining job duties and responsibilities as well as policies, procedures, rules and regulations.
- Take an employee on familiarisation tour of the workplace.

### **7.2 Head of Department**

The Head of Department should meet the new employees and briefly explain to them roles and responsibilities of the particular Department within the organisation.

### **7.3 Human Resource Department**

This Department will be responsible for issues such as the employment contract, compensation, loan facilities, medical schemes, pension and the development and monitoring of success of the induction programme.

### **7.4 Mentor or Buddy**

A member of a work group will be responsible for assisting the new employees regarding how to operate basic equipment such as photocopies, telephones and

faxes and how to dispose of the mail. He/she may also demonstrate how to use computer basic programmes.

#### **7.5 Shop steward**

The shop steward shall be responsible for explaining issues such as grievance and disciplinary procedures.

### **8. RESPONSIBILITY FOR IMPLEMENTATION**

The Municipal Manager shall be responsible for the implementation and administration of this Policy. The Municipal Manager may delegate all or some of his/her responsibilities in terms of this Policy to any Senior Employee subject to the relevant provisions of section 59 of the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000)

### **9. EFFECTIVE DATE OF POLICY**

This policy will be effective from the date of adoption thereof by Council.

### **10. REVIEW OF POLICY**

Council may annually consider to review and or amendment this Policy, or as and when necessitated by National or Provincial legislation, or as directed by Council.

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**APPROVED BY COUNCIL ON 08<sup>TH</sup> JULY 2022 UNDER AGENDA ITEM NO 5.1**

  
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**MUNICIPAL MANAGER**

  
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**MAYOR obo COUNCIL**