



EHLANZENI  
DISTRICT MUNICIPALITY

# **EHLANZENI DISTRICT MUNICIPALITY**

## **INDUCTION POLICY**

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## EHLANZENI DISTRICT MUNICIPALITY INDUCTION POLICY

### 1. PREAMBLE

Ehlanzeni District Municipality realises that in order to maintain effective and efficient service delivery, all employees must be taken through a comprehensive induction process. The district municipality thus commits itself to assist new employees to integrate into the culture of the organisation and to acquaint themselves with details and requirements of the jobs as quickly as possible.

It is envisaged that the induction process will take place by means of a formal checklist that will guide the Human Resource Manager and Managers of Department or their delegates regarding the orientation of employees.

Responsibility for induction will primarily rest with the Human Resources Unit regarding issues such as employment contracts, remuneration, medical aid schemes, provident funds, union membership and the development and monitoring of the success of the induction.

Secondly, the Manager of the department shall need to meet all new employees and explain to them the roles and responsibilities of the particular department within the district municipality setup.

Lastly, immediate supervisor to the new recruits must ensure that the new employees obtain all the information necessary to enable them to function as efficiently and effectively as possible. This should include introducing new employees to co-workers, explaining job duties and responsibilities further, explaining working procedures, rules and regulations and also taking the employees on a familiarisation tour of the workplace.

It is suggested that the Induction policy of Ehlanzeni District Municipality be determined as follows:

That induction be conducted in respect of:

- (a) all new employees as a matter of principle;

- (b) transferred/promoted employees especially if the transfer/promotion involves a significant change of environment;
- (c) existing employees shall be taken through an induction course every time new policies have been introduced or old ones amended.

That the duration of induction training in respect of new employees shall be conducted for a period not exceeding two days by the Human Resources Unit. This does not take into account departmental induction training which may be extended or determined as per the circumstantial or individual needs until such time that the new employees are properly adopted and inducted.

That the Human Resources Unit shall draw up a checklist of issues that will have to be covered by the induction course. The checklist will have to include the following, among others:

(i) Overview of the municipality

The historical background and culture of the organisation, services rendered, customers served, organogram and top management.

(ii) Key policies and procedures

The Human Resources Unit is required to cover key policy issues involving Conditions of Service, Capacity Building, Performance Management System, Employment Equity, Employee Wellness Programme, Occupational Health and Safety issues and disciplinary procedures.

(iii) Remuneration

Issues like salary scales, overtime, leave bonus, etc.

(iv) Fringe benefits

Medical Aid Scheme, Pension Funds, retirement, leave, on the job training, Motor Vehicle Scheme, Housing Subsidy, Study Bursaries, UIF, car parking facilities.

## **2. GRIEVANCE AND NON COMPLIANCE**

Failure to implement the above policy by the Human Resource Unit shall lead to disciplinary action being taken against the offending employees in terms of the Collective Agreement Code Disciplinary Procedure.

### **3. REVIEW AND AMENDMENT OF POLICY**

This policy shall be reviewed in full consultation with staff members, but can only be amended by Council.

### **4. SHORT TITLE AND APPLICATION**

This policy shall be called the Induction Policy for Ehlanzeni District Municipality and shall come into operation on the date of adoption by Council.