



GREATER TAUNG LOCAL MUNICIPALITY

INDUCTION POLICY

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1. PREAMBLE

It is the policy of Greater Taung Municipality to ensure that all new personnel follow an induction 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.

2. SCOPE OF APPLICATION

This Policy applies to all new employees, volunteers, experiential learners, Interns, promoted and transferred employees of the Municipality. That includes all current employees – especially if significant changes in organisational policies or structures have taken place.

3. LEGISLATIVE FRAMEWORK

3.1 Occupational Health and Safety 85 of 1993

3.2 Municipal System Act 32 of 2000

3.3 Basic Conditions of Employment Act 75 of 1997

3.4. Labour Relations Act 66 of 1995

4. DEFINITIONS

All terminology used in this policy or not defined under Clause 2 of this Policy shall bear the same meaning as in the applicable legislation.

Induction	Refers to an occasion when someone is formally introduced into a new job or new environment.
Mentorship	The guidance provided by a mentor, especially a more knowledgeable or experienced person in the Municipality
Promotion	Promotion is when an employee advances to a position that is classified at a higher rank through recruitment processes.

Transfer	Is a horizontal or lateral movement of an employee from one job, section, Department, shift, plant, another Municipality or one position to another at the same or another place where the salary, status and responsibility are the same. It can also be vertical or complete diversification of duties and functions within Municipality. Transfer may be initiated by the employer or the employee.
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5. OBJECTIVES OF THE POLICY

- 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.

6. METHOD OF INDUCTION

Induction should be conducted verbally so as to promote maximum understanding and feedback.

7. PROCEDURES

7.1 Parties involved in the induction programme should be informed of his or her schedule.

7.2 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

7.3 New employees should be given a contract of employment which includes:

- The locality of the building where the employee must report for duty.
- The name and title of person to whom the employee must report

- The date to report and starting time
- Leave conditions
- Grounds on termination
- Notice period

7.4 The office, the newcomer will occupy must be cleaned and made ready for his/her arrival.

7.5 On arrival the receptionist should forward he/she to the Human Resource Department to obtain her outstanding particulars.

7.6 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.

8 RESPONSIBILITIES

8.1 Supervisor

The Supervisor will ensure that the employees in the 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.

8.2 Head of Department

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

8.3 Human Resource Department

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

8.4 Shop stewards

Shop stewards shall be responsible for explaining issues such as the Constitution of Trade Unions.

9 MENTORSHIP

A member of 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.

10 MONITORING AND EVALUATION OF THE POLICY

Current practices on the implementation of this Policy will be regularly monitored, gaps will be identified and recorded.

11 DISPUTE RESOLUTION

Any grievance/complaint arising from this policy must be dealt with in accordance with Clause 13 of the Main Collective Agreement.

12 _POLICY REVIEW

This policy shall be reviewed as and when necessary, in compliance with the relevant legal framework.