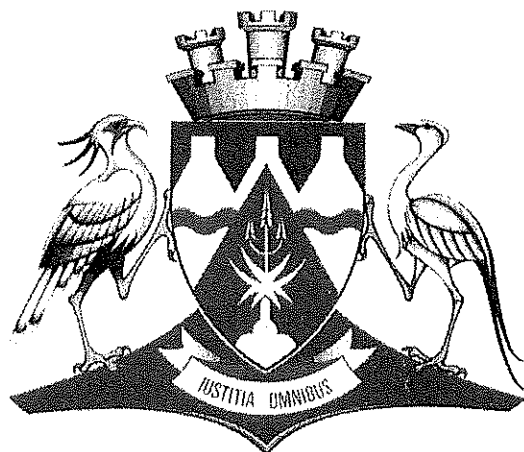


PIXLEY ka SEME DISTRICT MUNICIPALITY



INDUCTION POLICY

PREAMBLE

Council realises that in order to maintain effective and efficient service delivery, all employees must be taken through a comprehensive induction process.

Pixley ka Seme District Municipality commits itself to assist new employees to integrate into the culture of the organisation and to acquaint themselves with details and the requirements of the job as quickly as possible.

The induction process will take place by means of a formal induction checklist which will guide the HR functionaries and Heads of Departments or delegates for the purpose of employee orientation.

The induction checklist is attached as per Annexure A.

2. PURPOSE

- To integrate all employees into the organisational culture of Pixley ka Seme District Municipality.
- To familiarize them with Council activities and to guide, train, counsel and evaluate all employees who have been newly appointed, transferred or demoted so that a harmonious working environment can be created.

3. OBJECTIVES OF INDUCTION PROCESS

- To make a new employee more rapidly productive
When a new employee joins an organisation, he/she is unfamiliar with the way in which the work must be done, how the organisation functions and how to act to fit into the organisation effectively.
- To reduce fear and insecurity
Most new employees experience a degree of fear about whether they will succeed in the job. Proper induction can eliminate the new employee's initial insecurity and fear, so that he/she can address the new task with a positive attitude.
- The reduction of labour turnover
Labour turnover is particularly high during the first phase of the employee's period of service. If the employee is allowed to build up negative feelings towards the task during this time, then the employee can be induced to leave the service of the organisation.

An effective induction programme can make a positive contribution towards limiting labour turnover to a minimum during the initial phase of the new employee's career.

- Helping to create realistic employee expectations

During the induction programme, new employees must be taught exactly what the organisation expects of them and what they in turn can expect from the organisation.

An induction programme can make an important contribution towards toning down expectations and basing them on reality.

- Creating job satisfaction and a positive attitude towards the employer.
The induction programme can contribute towards the immediate development of a positive attitude towards the employer and job satisfaction on the part of the new employee. Induction ensures that company policies and other employment practices are communicated face to face to the new employee.

4. SCOPE OF THE INDUCTION TRAINING

Induction training shall be conducted for all employees of the Municipality as follows:

- 1) General organisation induction which affect all employees within the organisation including new employees.
- 2) Departmental induction which will be tailored to the new employee's specific department and job.

5. RESPONSIBILITY FOR INDUCTION

The following components will be involved in the induction process:

- Human Resources Department
The Human Resources Department will be responsible for issues such as the employment contract, compensation, Medical scheme, Pension funds etc.
- The Head of the Department
It is the responsibility of the Head of Department to meet all new employees and briefly explain to them the role and responsibilities of the particular department within the organisation.
- The immediate supervisor
The immediate supervisor must ensure that the employees in the section receive all the information necessary to enable them to function as efficiently and effectively as possible. This will include the introduction of

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new employees to co-workers, explaining job duties and responsibilities as well as procedures, rules and regulations.

6. **BENEFICIARIES OF THE INDUCTION PROCESS**

There are three categories of employees who will benefit from induction process as follows:

- **NEW EMPLOYEES**
It is vital that all new employees should receive proper induction training.
- **TRANSFERRED EMPLOYEES**
Existing employees who have been transferred or promoted within the organisation will receive induction training, especially if the transfer involves a significant change of environment.
- **ALL CURRENT EMPLOYEES**
An induction training involving all current employees shall take place from time to time to disseminate information relating to new policies that have been formulated and other policies that have been amended.

7. **DURATION OF INDUCTION**

Induction training shall be conducted for a period not exceeding two days for HR induction and two days for departmental induction. The induction period can be extended for a longer period if the need arises to ensure that new employees are properly inducted. Existing employees shall be subjected to induction process on an ongoing basis depending on availability of new or amended policies and programmes.

ANNEXURE A

INDUCTION CHECKLIST

HUMAN RESOURCES INDUCTION CHECKLIST

(A) PRE-INDUCTION RESPONSIBILITIES

1. DEVELOPING AND MONITORING OF THE INDUCTION PROCESS

- * Letter of appointment
- * Telling Directors the starting dates of new employees
- * Prepare relevant documentation for the new employee
- * Assign responsibility to member of staff to meet new employee

(B) RESPONSIBILITIES DURING INDUCTION

2. OVERVIEW OF THE COMPANY

- * Welcoming of the new employee
- * Overview on the vision, mission and culture of the organisation
- * Organisational structure of the company including admin units
- * Designations and names of top management and councillors

3. KEY POLICIES AND PROCEDURES

- * Conditions of Service
- * Recruitment Policy
- * Capacity Building Policy
- * Promotion Policy
- * Succession Planning Policy
- * Performance Management Policy
- * Employment Equity Plan

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- * Induction Policy
- * Employee Wellness Programme
- * Disciplinary procedure
- * Occupational health and safety policy

4. FRINGE BENEFITS

- * Medical Schemes (deduction & company contribution)
- * Pension Funds and Retirement options (deduction & company contribution)
- * Leave: vacation, sick, family illness, bereavement, maternity & extended absence (unpaid leave), study leave
- * On the job training opportunities
- * Counselling services
- * Study bursaries
- * Car Scheme
- * Housing Scheme
- * U.I.F. (Deduction and company contribution)

5. PHYSICAL FACILITIES

- * Tour of public facilities
- * Car parking areas
- * First Aid
- * Photocopying machines
- * Main company offices including satellite offices

HOD'S/IMMEDIATE SUPERVISOR'S INDUCTION CHECKLIST

1. JOB DUTIES AND RESPONSIBILITIES

- * Identify a mentor/Supervisor to assist the new employee
- * Detailed explanation of job based on current job description and expected results
- * Explanation of why job is important, how the specific job relates to others in the department and company
- * Discussion of common problems and how to avoid and overcome them
- * Overtime needs and requirements
- * Required records and reports
- * Check-out on equipment to be used
- * Explanation of where and how to get tools, have equipment maintained and repaired
- * Types of assistance available:

When and how to ask for help

- * Determine training needs based on the relevant job description



EXECUTIVE MAYOR

DATE APPROVED :

26 MAY 2015

DATE REVIEWED :

30 MAY 2017

RESOLUTION :

R 2017 – 05 – 30 (9.12.8)

