



INDUCTION FOR NEW EMPLOYEES POLICY

Date Approved:	
Date Implemented:	

1. PURPOSE

The purpose of induction is to ensure that newly engaged staff receives a uniform and complete induction into their respective departments as well as to understand the relationship between the State, Province and Local Authorities and further to get an overview of the conditions of service within the organization.

2. SCOPE OF APPLICABILITY

The policy is applicable to all officials of the Ingwe Municipality who are appointed in terms of the Municipal Systems Act and who fall within the scope of Local Government Bargaining Council and those appointed on the fixed term contract (Section 54 & 56 employees).

3. DEFINITIONS

'OHSA' Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).

'SALGBC' South African Local Government Bargaining Council.

'Structures Act' Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998).

4. PRINCIPLES

The following principles will be used in this policy:-

- Organisational structure of the Municipality;
- Salary/wage;
- Appointments;
- Leave entitlements/enchashments;

- 13th Cheque;
- Pension Fund;
- Medical Aid;
- Trade Union membership;
- Discipline/grievance appeal;
- Housing subsidy;
- Locomotion allowance (where applicable);
- Assisted education;
- Corporate safety policy;
- General safety rules;
- Reporting accidents/incidents;
- OHS&A;
- Unsafe acts and unsafe conditions.

5. ACCOUNTABILITY

The Human Resources Department is responsible for the proper induction of all new staff and must provide them with the necessary information.

6. ORGANISATIONAL STRUCTURE

The INGWE Local Municipality is a Category "B" Municipality established in terms of the Local Government: Municipal Structures Act, (Act No. 117 of 1998).

6.1 Various tiers of Government

- **Central Government**

It is where the Constitution of the Country and Laws that governs the Country are made.

- **Provincial Government**

Responsible for drafting Laws that relates to the Province and ensure that the Province operates accordingly.

6.2 Various kinds of Local Authorities

The country is divided up into the following forms of local authorities:-

- Metropolitan Councils;
- District Municipalities; and
- Local Municipalities.

7. SALARY/WAGE/GRADING SCHEDULE

7.1 Categories

The local authorities are divided into different categories, depending on their size, status and income levels. These categories determine what salaries/wages are paid to employees.

7.2 Increment/Accelerations

Annual increments within salary scales are made to employee's salaries.

- **Annual Increase**
 - Annual increases are negotiated at National Level in the SALGBC where increases are determined for all categories of local authority employees.
 - Depending on affordability, local authorities will then implement the increases during July of each year. This increase is as per the notches for each salary scale up to the last notch.
- **Job Evaluations**
 - Job evaluations are undertaken in terms of the Job Evaluation Policy of the Council and are based on the TASK system as prescribed by the SALGBC.

8. APPOINTMENTS

All appointments are done in terms of the Council's Policy on Recruitment and Selection, Appointment and Transfer.

9. LEAVE ENTITLEMENTS/ENCASHMENTS

- The leave and encashment policy as prescribed by the SALGBC and adopted by the Council in its Policy on Conditions of Service must be adhered to.
- This provides for various types of leave, accumulations, cashing of leave and minimum days to be taken.

10. PENSION FUND

- Membership of the Council's Pension Fund is obligatory. This is compulsory for all permanent employees. An employee must join one of the accredited Pensions by funds.

11. 13th CHEQUE

- A 13th cheque or annual bonus is paid to those employees who are not on a performance based contract.
- Section 54 & 56 employees receive a performance based bonus based on a performance contract.

12. MEDICAL AID

- Medical aid membership is voluntary but the SALGBC has identified certain medical aid schemes to which employees may subscribe, and the maximum amount which is to be subsidized by the employer.
- The accredited medical aid scheme is published by the SALGBC on annual basis based on the provisions of the Main Collective Agreement on medical aid.

13. TRADE UNION MEMBERSHIP

- Various trade unions may operate within the workplace and employees may voluntarily join unions of their choice. Currently IMATU and SAMWU are the only accredited unions in the local government sector.
- Membership fees are deducted from the employee's salary and paid over to the union.
- Trade union agreements are entered into by and between the Employer and Unions in terms of strict agreements.

14. DISCIPLINARY/GRIEVANCE/APPEAL

- An Industrial Council agreement is in place in terms of which all disciplinary matters are handled.
- Employees may be represented by shop stewards in any disciplinary hearing.

15. HOUSING SUBSIDY

- Housing subsidies to a maximum limit of R100 000, 00 are paid subject to the housing subsidy scheme which is applicable. More information is available from the Human Resources Department.

16. LOCOMOTION

- Various locomotion schemes are available to staff who qualify for locomotion allowances. More information is available from the Human Resources Department.

17. BURSARY SCHEME

- Bursary schemes are available to employees who want to further their studies in terms of the Study Assistance Policy as approved by Council.

18. RESPONSIBILITIES OF EMPLOYEES

- Employees must not harm themselves or other colleagues, or interfere with their health or safety.
- Employees must co-operate with their employer.
- Employees must carry out lawful orders and obey health and safety rules and procedures.
- Employees must report any unsafe situation or condition to the employer or health and safety representative.
- Employees must report incidents in which they were involved to the employer or health and safety representative before the end of shift.

19. RESPONSIBILITIES OF EMPLOYERS

- Provide and maintain a safe and healthy workplace.
- Provide plant and machinery that is safe and without risk to health.
- Eliminate hazards.
- Provide information and training.
- Enforce safety measures.
- Ensure work is performed under the general supervision of a person who has the knowledge and skills to understand and anticipate the hazards.

20. COUNCIL APPROVAL AND EFFECTIVE DATE

Approval of Policy by Council and Effective date: -----

MUNICIPAL MANAGER

DATE

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