

# **WINNIE MADIKIZELA MANDELA LOCAL MUNICIPALITY**



## **RECRUITMENT & SELECTION POLICY**

Approved by the COUNCIL on: 13 May 2022

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## 1. PREAMBLE

Whereas the Municipality is liable to the prescripts of section 23 of the Constitution Republic of South Africa (Act 108 of 1996) and relevant provisions of the Labour Relations Act, Council commits to ensure no form of unfair discrimination and unfair labour practice shall feature, by design or default, in its processes and for the procurement of its human capital.

## 2. DEFINITIONS

- 2.1 **Recruitment:** means the process of attracting interest, suitably qualified and applications for a vacant position in Municipality's staff establishment. This process involves identifying the requirements to perform the duties of a position and advertising the position in a manner to attract suitable applicants.
- 2.2 **The Selection function:** means the process of choosing the best person for the vacant position. This process includes the short listing of applicants for interview, developing questions for the interview, interviewing of applicants and selecting who should be offered the position based on merit.
- 2.3 **Appointment:** means the offering of the advertised position to a candidate so identified as suitable by the Municipal Manager.
- 2.4 **Induction:** means Initiation and orientation of formal entry and existing employees into an organization.
- 2.5 **Candidate:** means an applicant for the post
- 2.6 **Reference Check:** means the gathering of information about the candidate's past history from people with whom such candidate has been associated with.
- 2.7 **Disability:** means long-term or recurring physical or mental impairment which substantially limits a person towards performing his/her duties.

## 3. LEGAL FRAMEWORK

- 3.1 Labour Relations Act, 1995;
- 3.2 Basic Conditions of Employment Act, 1997;
- 3.3 Employment Equity Act, no.55 of 1998;
- 3.4 Local Government: Municipal Finance Management Act of 2004;
- 3.5 Local Government: Municipal Systems Act of 2000,
- 3.6 Skills Development Act, of 1999.

## 4. OBJECTIVES OF THE POLICY

- 4.1 The objectives of recruitment are to identify and provide, in a cost-effective manner, a pool of job applicants who are potentially qualified to perform a particular job.

- 4.2 The policy is also aimed at matching human resources to the strategic and operational needs of the Municipality and ensuring the full utilisation and continued development of these employees.
- 4.3 To ensure that under no circumstances should any person be refused employment on any arbitrary or discriminatory basis, including but not limited to gender, sex, race, pregnancy, marital status, family responsibility, ethnic or social origin, colour, age, disability and religion. As enshrined in the Bill of Rights chapter 2 point 9.3

## **5. SCOPE OF THE POLICY**

- 5.1 This policy is applicable and binding to both the Municipality and all candidates applying for vacancies in the municipality

## **6. EMPLOYMENT EQUITY AND AFFIRMATIVE ACTION**

### **6.1 APPLICATION OF EMPLOYMENT EQUITY ACT**

- 6.1.1 The Municipality must collect information and conduct analysis in the prescribed form, of its employment policies and procedures and working environment in order to identify employment barriers which adversely affect people from designated groups in terms of the provisions of the Employment Equity Act of 1998.
- 6.1.2 The Municipality must prepare and implement an employment equity plan which will achieve reasonable progress towards employment equity in the workforce.
- 6.1.3 The Municipality shall comply with the provisions of the Department of Labour when reporting on the successes of the Municipal Equity Plan.
- 6.1.4 The responsibility for implementing affirmative action measures and ensuring compliance with the provisions of the Employment Equity Act rests with the Municipal Manager.

### **6.2 AFFIRMATIVE ACTION MEASURES**

- 6.2.1 Measures to identify and eliminate employment barriers, including unfair discrimination, which adversely affect people from designated groups.
- 6.2.2 Making reasonable accommodation for people from designated groups in order to ensure that they enjoy equal opportunities and are equitably represented in the workplace.

- 6.2.3 Measures to retain and develop people from designated groups and to implement appropriate training measures.

## **7. RECRUITMENT**

### **7.1 DETERMINING RECRUITMENT NEEDS**

- 7.1.1 A Departmental head determines the need to recruit candidates for employment in her/his Department with due regard for the numerical goals stated in the Municipality's employment equity plan.
- 7.1.2 When a position in the establishment becomes vacant, or is due to become vacant, the Departmental head concerned must submit an application via the Senior Manager: Corporate Services to the Municipal Manager stating the reasons why the position should be filled.
- 7.1.3 No position may be filled unless and until –
- i. The approval of the Municipal Manager has been granted; and
  - ii. Adequate provision has been made in the budget for that appointment.

### **7.2 ADVERTISING OF VACANCIES**

- 7.2.1 Once a Departmental head has obtained the approval of the Municipal Manager to fill a vacant position in her/his Department, she/he must submit a post requisition form to the Senior Manager: Corporate Services to advertise the position.
- 7.2.2 Vacancies must be advertised internal and may at the same time be advertised externally, provided that external advertisements may only be published in a newspaper of record in terms of section 21(1) of the Municipal Systems Act, as follows –
- i. Temporary positions -internal and Local newspapers
  - ii. Permanent occupations - Internal, local and provincial newspaper;
  - iii. section 57 managers - local, provincial and national newspapers.
- 7.2.3 An advertisement of a vacancy must state the following:-
- i. The name and location of the Municipality.
  - ii. A statement that the Municipality subscribes to the principles of employment equity.

- iii. The designation of the position that is advertised.
- iv. The minimum requirements in terms of qualifications, skills, expertise and other qualities for appointment.
- v. A summary of the key performance areas/primary duties of the position.
- vi. A statement that the appointment will be permanent or for a fixed term, and the term (if applicable).
- vii. In the case of the Municipal Manager and a Departmental head, a statement that the continued employment of the successful candidate will be subject to the annual conclusion of a performance agreement with the Municipality.
- viii. The name and contact details of the person to whom enquiries may be directed.
- ix. A statement that canvassing will disqualify any candidate from being considered for appointment.
- x. An indication of the remuneration offered.
- xi. The format and content of applications.
- xii. The address or email address where, and person to whom, applications must be delivered.
- xiii. The closing date for the submission of applications.
- xiv. A statement that applications received after the closing date will not be accepted or considered.
- xv. A statement that applicants must consent that the Municipality may enquire into the applicant's criminal record.

### **7.3 APPLICATION FORMS**

- 7.3.1 The Senior Manager: Corporate Services must design and ensure that an official application forms is available on the municipal website.
- 7.3.2 Unless specifically allowed in a particular case, all applications must be submitted on an official application form. Any applicant or category of applicants, who has not been exempted from this requirement and did not complete the official application form, must do so before an interview.

### **7.4 SELECTION**

- 7.4.1 The purpose of selection is to identify the most suitable candidates from all the persons who applied and to eliminate unsuitable candidates in the fairest way possible.
- 7.4.2 The Municipality relies mainly on interviews and may require additional assessments such as relevant psychometric, physical and proficiency tests as selection techniques. These techniques are applied to make decisions regarding appointments and placement.
- 7.4.3 The Municipal Manager may, subject to the supply chain management policy, appoint an external service provider (which may include SALGA) to assist with selection.
- 7.4.4 Medical testing of an employee or a candidate for employment is prohibited, unless –
  - i. legislation permits or requires the testing; or
  - ii. it is justifiable in the light of medical facts, employment conditions, social policy, the fair distribution of employee benefits or the inherent requirements of a job.
  - iii. Testing of an employee or an applicant for employment to determine that employee's or applicant's HIV status is prohibited unless such testing is determined to be justifiable by the Labour Court in terms of section 50(4) of the Employment Equity Act.

## **7.5 COMPILING OF MASTER LISTS**

- 7.5.1 After the closing date of an advertisement all the applications received for every specific position must be captured in the master list compiled by the recruitment section. The master list must contain, in table form, the following particulars in respect of each candidate:
  - i. The applicant's surname followed by her/his initials
  - ii. The applicant's sex;
  - iii. The applicant's race;
  - iv. The applicant's qualifications and experience relevant to the job description and job specification; and
  - v. If applicable, the nature of the applicant's disability and
  - vi. Contact details and addresses.
- 7.5.2 The master list contains the particulars determined in paragraph 7.2.3 (iv) in respect of every candidate that complies with the minimum requirements in terms of skills, expertise and other qualities for appointment determined in the advertisement calling for applications.



7.5.3 The Senior Manager: Corporate Services must submit the master list, together with the applications to the relevant Departmental head or, in the case of the appointment of a Municipal Manager or a Departmental head, to the Mayor.

7.5.4 HR section must, during the compilation of the master list, take all reasonable steps and actions to establish the validity and accuracy of any certificates, diplomas and other information supplied by an applicant. If any candidate submitted or claimed that she/he had some or other certificate or diploma, qualification or experience that is disproved, such information must be noted in the application.

## **7.6 COMPILING SHORT LISTS**

7.6.1 Appointments other than of Municipal Manager and Departmental head.

- i. The Departmental head concerned must select from the master list, with due regard for the numerical goals set in the Municipality's employment equity plan,
  - a minimum of three (3) and a maximum of five (5) candidates where, one (1) incumbent is required,
  - a minimum of four (4) and maximum of seven (7) where, two (2) or above incumbents are required,who in her/his opinion would be the most suitable candidates to be subjected to the selection process.
- ii. The Chairperson of the panel must provide a detailed report on the outcomes of the shortlisting sitting with particulars of the short listed candidates to the Senior Manager: Corporate Services for consideration and further to the Municipal Manager for approval.

7.6.2 Appointment of a municipal manager or Departmental head.

- i. The Mayor must as soon as practicably possible after receipt of the master list of applications for the appointment of a municipal manager or a Departmental head;
- ii. convene a special council meeting on a date and at a time and venue she/he may

- determine for the purpose of selecting applicants for appointment to be subjected to the Municipality's selection procedures; and
- iii. ensure that a copy of the master list and applications are delivered to each councillor together with the notice of the meeting.
  - iv. At the meeting convened the Council shall select not more than six applicants, who would, in its opinion, be the most suitable candidates to be subjected to the selection process, from the master list.

## **7.7 INTERVIEWING IN RESPECT OF VACANCIES**

### **7.7.1 Appointments other than of Municipal Manager and Departmental head**

- i. Except for appointments that must be made by the Council, the Senior Manager: Corporate Services, the Departmental head concerned and not more than one other designated employee from the relevant Department must conduct interviews for all positions.
- ii. The Municipal Manager must attend and may participate in any interview for appointing an employee-
  - a) on the first level below the level of Departmental head;
  - b) as Departmental head; and
  - c) in her/his Department/office.
- iii. The Municipal Manager or the Departmental head concerned as the case may allow each of the trade unions to designate a representative to attend and observe any interview.
- iv. The Departmental head and or the appointed panel member representing the department concerned must prepare a list of questions relating directly to the job concerned, to be asked during the interview and a score sheet and supply such questions and score sheets to all persons who would be involved in the interview.
- v. Completed score sheets must be kept in safe storage for a period of at least six months after an appointment decision has been made.

### **7.7.2 Appointment of a municipal manager or Departmental head**

- i. Interviews with candidates for appointment as municipal manager or Departmental head shall be conducted by a panel consisting of –
  - a) the Mayor;
  - b) the chairperson of the Corporate Services Standing Committee;
  - c) a representative of SALGA designated by the Provincial Director of that organisation;
  - d) a representative of the Department of Co-operative Governance and Human Settlements designated by the head of that Department;
  - e) a representative of the Provincial Treasury designated by the head of the Treasury
- ii. The trade unions have the right to be represented at every meeting of the panel and to observe the proceedings.
- iii. The incumbent must possess at least the skills, expertise, competencies and relevant qualifications as prescribed by the Municipal Council.
- iv. The Mayor shall cause a list of questions relating directly to the job concerned, to be asked during the interview to be prepared and a score sheet and supply such questions and score sheets to all persons who would be involved in the interview.
- v. Completed score sheets must be kept in safe storage for a period of at least six months after an appointment decision has been made.

## **7.8 APPOINTMENT**

- 7.8.1 The applicant who scored the highest amount of points during an interview and any proficiency test that she/he may have undertaken must be appointed to the position, unless objective criteria justify the appointment of another candidate, provided that such objective criteria and the performance of the candidate against such criteria must be recorded in writing.
- 7.8.2 The Council, Municipal Manager or the relevant Departmental head, as the case may be, may waive or reduce the formal qualifications and experiential requirements in respect of any position (except a position in respect to which a professional certificate is required or a specific qualification and/or experience is prescribed by legislation), if the applicant is deemed to be suitably qualified for the job concerned as a result of any one of, or any combination of that person's –

- i. formal qualifications;
  - ii. prior learning;
  - iii. relevant experience; or
  - iv. capacity to acquire, within a reasonable time, the ability to do the job;
- 7.8.3 Verification of the minimum required qualifications must be conducted prior to employment offer and or a

## **7.9 APPOINTMENT FOR A FIXED TERM**

7.9.1 The following positions' appointments are on a fixed term as shown on the Municipal Organisational Structure and they are:-

- i. Municipal Manager,
- ii. All Senior Managers,
- iii. Secretaries and personal assistants to Senior Managers,
- iv. All personnel to any political office-bearers or other councillor of the Municipality,

7.9.2 The employment contract of a person appointed for a fixed term must include, subject to applicable labour legislation, details of :-

- i. the duties,
- ii. remuneration and all benefits,
- iii. other terms and conditions of employment of the employee,
- iv. the term of employment, which term may not exceed a period ending one year after the election of the next council of the Municipality, provided that:-
  - a) the term of any person appointed to work directly under the supervision and command of a political office-bearer or other councillor must expire if that office-bearer ceases to hold that office,
  - b) the Council must, in respect of the Municipal Manager and a Departmental head, determine the starting date and termination date of the employee's term of employment,
  - c) a provision for cancellation of the contract, in the case of non-compliance with the employment contract or the performance agreement,

- d) the terms of the renewal of the employment contract, but only by agreement between the parties; and
- e) the values and principles referred to in section 50, the Code of Conduct set out in Schedule 2, and the management standards and practices contained in section 51 of the Municipal Systems Act.

7.9.3 The annual performance agreement must be concluded within 90 days after a person ( *Municipal manager, Senior Manager or everyone employed on contract?* ) has been appointed and, thereafter, on or before 31 July each year and must include:-

- i. the performance objectives and targets that the incumbent must meet during the next financial year. Such performance objectives and targets must be practical, measurable and based on the key performance indicators set out in the Municipality's integrated development plan,
- ii. the time frames within which those performance objectives and targets must be met,
- iii. standards and procedures for evaluating performance,
- iv. the intervals for evaluation, and
- v. the consequences of substandard performance.

7.9.4 The annual performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed in terms of the Local Government: Municipal Finance Management Act of 2004 must be made public no later than 14 days after the approval of the Municipality's service delivery and budget implementation plan.

7.9.5 Copies of such performance agreements must be submitted to the Council and the MEC for Co-operative Governance, Traditional Affairs and Human Settlements within thirty days after signing of the performance agreements.

## **7.10 APPOINTMENT OF EMPLOYEES TO POSTS IN THE TEMPORARY ESTABLISHMENT**

A person appointed to a temporary position –

7.10.1 is appointed at the commencement notch of the salary scale applicable to a comparable

- position on the permanent establishment;
- 7.10.2 may not become a member of a retirement fund or medical aid scheme to which the Municipality must contribute;
- 7.10.3 earns leave in terms of the relevant collective agreement;
- 7.10.4 is subject to the attendance requirements, rules of conduct and grievance procedures set out in the Municipality's conditions of service; and
- 7.10.5 may not be appointed for a continuous period exceeding six months and may not be appointed for a consecutive period of six months.

#### **7.11 APPOINTMENT OF TEMPORARY EMPLOYEES IN PERMANENT POSITIONS**

- 7.11.1 A Departmental head may, with the approval of the Municipal Manager, and after consultation with the Senior Manager: Corporate Services and Senior Manager: Financial Services respectively, appoint a person who is not an employee, in a temporary capacity in a position in the permanent establishment if –
  - i. the position is vacant and is likely to remain vacant for a significant period; or
  - ii. the incumbent of that position is or will be absent from work for a period exceeding 15 consecutive working days.
- 7.11.2 A person appointed in terms of par 7.11 –
  - i. is appointed on the lowest notch of the salary scale applicable to the position;
  - ii. may not receive any housing and travelling benefits;
  - iii. may not become a member of a retirement fund or medical aid scheme to which the Municipality must contribute;
  - iv. earns leave in terms of the relevant collective agreement; and
  - v. is subject to the attendance requirements, rules of conduct and grievance procedures in terms of the Municipality's conditions of service.
- 7.11.3 Whenever a person is appointed in a temporary capacity she/he must, not later than the day on which her/his employment commences receive a letter of employment in terms of section 29 of the Basic Conditions of Employment Act 1997. Such a letter must, amongst other things, clearly state –

- i. the date on which the person's employment with the Municipality commences;
- ii. if possible, the date on which her/his employment terminates, or if it is not possible to determine the termination date with reasonable accuracy, the circumstances under which her/his employment will terminate;
- iii. that there is no expectation that the person's employment will be renewed or extended,
- iv. that any failure to renew or extend the period of employment shall not constitute a dismissal of the person and that she/he shall not be entitled to any additional remuneration or compensation in respect of the completion of such period; and
- v. that the person's employment with the Municipality will come to an automatic end on expiry of the term and such termination shall not be construed as a termination based on the Municipality's operational requirements, nor as an unfair dismissal.
- vi. Additional remuneration or compensation to which the employee shall not be entitled includes but is not limited to, severance pay, notice pay, retirement and medical aid fund benefits to which an employee may otherwise be entitled to in the event of a termination based on an employer's operational requirements.

## **7.12 APPOINTMENT OF PERSONNEL IN THE OFFICE OF ANY COUNCILLOR**

- 7.12.1 3.12.1 Only a full-time political office-bearer is entitled to one or more employees being assigned to her/him.
- 7.12.2 Any position created with the sole purpose of providing administrative support to a councillor, is created in the Department responsible for corporate services.
- 7.12.3 Positions in the offices of councillors are created in the manner determined in this Document.
- 7.12.4 Any person employed in a post contemplated in paragraph 3.12.3 must be appointed in terms of a written fixed term contract entered into with the Municipal Manager. The term of an appointment in terms of this paragraph expires automatically when the councillor to whom the employee had been assigned, ceases to be a councillor, political office-bearer or a full-time councillor of the Municipality, whichever event happens first.
- 7.12.5 Notwithstanding any provision to the contrary contained in this Document the Municipal Manager must consult the councillor concerned before appointing any employee

assigned to such a councillor.

### **7.13 APPOINTMENT OF PLACEMENT LABOUR IN THE EVENT OF A STRIKE**

7.13.1 The Municipal Manager may after consultation with the relevant Departmental heads and the Senior Manager: Financial Services (BTO), employ placement labour during a strike in terms of, and consistent with, section 76 of the Labour Relations Act.

7.13.2 Every person appointed as placement labour must receive a letter of appointment that complies with section 29 of the Basic Conditions of Employment Act 1997. The letter of appointment must clearly stipulate that –

- i. the appointment is only for the duration of the strike and that the services of the employee will terminate immediately and automatically when the regular employees of the Municipality return to work; and
- ii. termination of any placement labour employment shall not constitute a dismissal of the person concerned and that she/he shall not be entitled to any additional remuneration or compensation in respect of the completion of such period.
- iii. The person's employment with the Municipality will come to an automatic end on expiry of the term and such termination shall not be construed as a termination based on the Municipality's operational requirements, nor as an unfair dismissal.
- iv. Accordingly, reference in this paragraph to additional remuneration or compensation to which the person shall not be entitled, includes but is not limited to, severance pay, notice pay, retirement and medical aid fund benefits to which an employee may otherwise be entitled to in the event of a termination based on an employer's operational requirements.

7.13.3 Placement labour is appointed to the positions of employees who are on strike.

7.13.4 Placement labour must perform the functions of the striking workers.

7.13.5 Placement labour is paid per hour worked at the hourly pay rate of the employee whose work she/he has been doing.

### **7.14 ISSUING OF NOTICES OF APPOINTMENT, PLACEMENT, DEMOTION AND JOB OFFERS**



7.14.1 It is the responsibility of the Senior Manager: Corporate Services who may notify –

- i. an applicant for a job, including any placement labour hired in the event of a strike, that she/he had been appointed;
- ii. an employee of her/his placement, demotion or dismissal;
- iii. an employee that she/he successfully completed her/his period of probation or that her/his period of probation has been extended;
- iv. an employee of any change in her/his particulars of employment; and
- v. an employee that an application made by that employee for participation in any scheme or programme of the Municipality has been granted or denied, except a decision with regard to an application for leave.
- vi. When issuing a notice to a person in terms of this paragraph the Senior Manager: Corporate Services must use the most reliable communications methods available.

7.14.2 The purpose of placement of employees is –

- i. to ensure that employees are utilised in accordance with the Municipality's operational needs;
- ii. to enhance career advancement prospects of employees; and
- iii. to create opportunities for employees to stay in the Municipality's service as an alternative for dismissal for incapacity due to illness or injury or poor work performance or due to the Municipality's operational requirements.

7.14.3 No employee appointed for a fixed term or an employee appointed in a temporary capacity may be automatically placed to another position.

7.14.4 An employee may not be placed from one position to another unless-

- i. a vacant position on the same level exists;
- ii. the employee agrees to such and
- iii. it is intended to avoid the employee's dismissal –
  - for incapacity due to illness or injury or poor work performance; or
  - due to the Municipality's operational requirements.

- 7.14.5 Unless the Municipal Manager determines an earlier date, an employee's placement to another position shall take effect on the first day of the month following the month during which she/he had been placed.

## **7.15 DEMOTION**

- 7.15.1 The purpose of demotion is to create opportunities for employees to stay in the Municipality's service, at a lower level and at lower remuneration, as an alternative to dismissal.
- 7.15.2 An employee can only be demoted to a lower position if –
- i. a position exists to which that employee may be demoted; and
  - ii. the employee is suitably qualified for the position.
- 7.15.3 An employee who has been demoted as an alternative to her/his dismissal shall be placed in the relevant position and perform the job functions of that position with effect from the first day of the month following the month during which she/he was dismissed and her/his remuneration shall be adjusted accordingly with effect from that date.
- 7.15.4 An employee who refuses demotion as an alternative to being dismissed shall be dismissed immediately upon her/him refusing or failing to perform any of the job duties allocated to her/his new position.

## **7.16 DISAGREEMENTS IN APPOINTMENTS, S AND PROMOTIONS**

- 7.16.1 Whenever there is a difference between two or more Departmental heads regarding the appointment, promotion, or demotion of an employee or an applicant in a position where the competence to make the appointment has been delegated to one of those Departmental heads, the matter must be submitted to the Municipal Manager for a decision.
- 7.16.2 The decision of the Municipal Manager in the matter is final.

## **7.17 REPORTING ABOUT APPOINTMENTS AND DISMISSALS**

- 7.17.1 The Senior Manager: Corporate Services must, in the format determined by the

Municipal Manager, on or before the seventh of each month, submit a report to the Municipal Manager and the Senior Manager: Financial Services regarding all appointments, promotions, placements, demotions, dismissals, resignations, retirements and changes to remuneration of employees during the past month.

## **7.18 APPOINTMENT ON PROBATION**

- 7.18.1 Any permanent employee who is newly appointed must be appointed on probation.
- 7.18.2 The appointing authority must determine the period of probation at the time of making the appointment having regard for the inherent requirements of the position concerned.
- 7.18.3 The Departmental head concerned must evaluate the progress and performance of an employee appointed on probation on a monthly basis according to such factors, objectives and criteria as may be prescribed in terms of the Municipality's employee performance appraisal system.
- 7.18.4 The probation period required to be served by any employee may not be extended unless
  - i. paragraph 4.10.3 has been complied with; and
  - ii. the employee's progress and performance has not been satisfactory despite any remedial measures the Municipality took.

## **8. INDUCTION AND ORIENTATION**

### **8.1 RESPONSIBILITY FOR INDUCTION**

- 8.1.1 **Corporate Service Department/HR Unit** will be responsible for issues such as the employment contract, compensation, Medical scheme, Pension funds, Group Schemes and the development and monitoring of the success of the induction checklist
- 8.1.2 It is the responsibility of the Senior Manager of Department to meet all new employees and briefly explain to them the role and responsibilities of the particular Department within the organisation.
- 8.1.3 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 new employees to co-workers, explaining job duties and responsibilities as well as procedures, rules and regulations and also taking the employees on a familiarization tour of the workplace.

## 8.2 BENEFICIARIES OF THE INDUCTION AND ORIENTATION PROCESS

- 8.2.1 It is vital that all new employees should receive proper induction training.
- 8.2.2 Existing employees who have been placed within the organisation will receive induction training, especially if the involves a significant change of environment.
- 8.2.3 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.

## 9. POLICY REVIEW AND REPORT

- 9.1 The policy document shall be reviewed annually and/or when deemed necessary especially if there is a change in Collective agreement or legislation and submitted as part of the budget approval process.

Signed on the 22 day of 06 201

  
MUNICIPAL MANAGER