

INDUCTION MANUAL (POLICY)

TABLE OF CONTENTS

1. OBJECTIVES 88.....	85
2. PRINCIPLES OF ORIENTATION AND INDUCTION 88	85
3. STAFF ORIENTATION 88	85
4. INDUCTION WORKSHOP 89.....	86
5. INTERPRETATION OF THIS MA NUAL 90.....	87
6. PERMANENT/TEMPORARY WAIVER OF THIS MANUAL	87
7. AMENDMENT AND/OR ABOLITION OF THIS MANUAL	87
8. SUSPENSION OF THIS MANUAL.....	87

1. OBJECTIVES

- 1.1. To introduce a new employee to members of council, Management and other employees.**
- 1.2. To integrate new permanent /contract employees into the Municipality.**
- 1.3. To acquaint employees with details and requirements of the job.**
- 1.4. To familiarize employees with the physical environment of the Municipality.**
- 1.5. To introduce new permanent / contract employees to co-worker's activities, tasks and the organisational culture of the Matatiele Local Municipality i.e. norms and values of the Council, Strategic goals, Integrated Development Planning (IDP), Municipal legislation and Policies.**
- 1.6. To familiarize employees with the labour laws.**
- 1.7. To introduce recreational and sports amenities and activities to employees.**
- 1.8. To introduce employees to the strategic corporate governance tools like Performance Management System, Budget, Municipal structures, legislative environment and the broader decision making processes.**
- 1.9. To deliver a comprehensive induction package to employees.**
- 1.10. To create a culture of knowledge and value inculcation.**

2. PRINCIPLES OF ORIENTATION AND INDUCTION

- 2.1 A positive and warm reception environment for a newly appointed employee shall be created.**
- 2.2 An effective housing familiarization environment shall be created for employees.**
- 2.3 Direct support from the HRM unit shall be solicited for the achievement of this MANUAL.**
- 2.4 Direct assistance from the line Manager or Supervisor shall be rendered for ensuring seamless integration and absorption of new employee into the ranks of staff.**
- 2.5 Direct and positive co-operations shall be expected from the co-workers or colleagues of the employee.**

3. STAFF ORIENTATION

- 3.1. The newly appointed employee will report for duty at the Human Resources Management (HRM) offices.**
- 3.2. The new employee will be introduced to the Head of his/her Department and Departmental staff on the first day of work.**
- 3.3. After this the new employee will be introduced to the Corporate Services Department and the rest including the office of the Mayor and Speaker.**

After the introduction of the employee to all Departments including outlining work stations, the employee will be taken through his/her letter or contract of employment line by line.

- 3.4. The new employee will provide all required documents to the HR unit.
- 3.5. The new employee will complete and sign all forms required in terms of the applicable procedure.
- 3.6. The new employee will be free to ask any question for clarity.
- 3.7. The new employee will be given a copy of job description, conditions of service, grievance procedure, code of conduct and HR policies by HRM personnel.
- 3.8. After this exercise, the new employee will be handed over to the Head of Department for further orientation.
- 3.9. The Head of Department or Supervisor will take the employee through the Job description.
- 3.10. The employee will be given and shown all work resources and other facilities on office where applicable.
- 3.11. Supplies like stationery needed for execution of duties will be made available at all times to the employee at his/her own convenience.
- 3.12. The employee will be introduced to Health and Safety measures of the operational work environment.
- 3.13. The work expectations of the employee shall be discussed within five days of the employee having assumed duties.
- 3.14. The employee will formally be informed about his/her probation conditions.
- 3.15. The employee will be reasonably expected to comply with all work orders and safety requirements.

4. INDUCTION WORKSHOP

- 4.1 Induction workshops for all new employees will be held four times per year probably on a quarterly basis.
- 4.2 The workshop shall be organised according to this induction manual of the Municipality.
- 4.3 The workshops will be conducted strictly according to a predetermined programme.
- 4.4 Catering shall be provided for the induction workshop.
- 4.5 An annual budget for induction of employees on all strategic and crucial information pertaining to the Municipal affairs.
- 4.6 The induction shall amongst other things cover the following items:
 - i. Spheres of government in South Africa and their interrelations
 - ii. Council Structure, Committee Systems and Ward Committees
 - iii. Municipal Organogram/Staff establishment
 - iv. Municipal Integrated Development Plan
 - v. Performance Management System
 - vi. Budget
 - vii. Policies
 - viii. Applicable Collective Agreements and Circulars

- 4.7 More information will be accessible to all employees on the Municipal website at www.matatiele.gov.za

5. INTERPRETATION OF THIS MANUAL

- 5.1 All words contained in this MANUAL shall have a direct grammatical meaning unless the definition or context indicates otherwise.
- 5.2 The dispute on interpretation of this MANUAL shall be declared in writing by any party concerned.
- 5.3 The office of the Manager shall give a final interpretation of this MANUAL in case of written dispute.
- 5.4 The party concerned is not satisfied with the interpretation; a dispute may then be pursued with the South African Local Government Bargaining Council.

6. PERMANENT/TEMPORARY WAIVER OF THIS MANUAL

- 6.1 This MANUAL may be partly or wholly waived by the Municipal Council on temporary or permanent basis.
- 6.2 Notwithstanding clause No. 7.1 the Municipal Manager may under circumstances of emergency temporarily waive this MANUAL subject to reporting of such waiver to Local Labour Forum and Council.




7. AMENDMENT AND/OR ABOLITION OF THIS MANUAL

- 7.1 This may be partly amended or wholly amended by the Council
- 7.2 This MANUAL may be partly or wholly abolished by the Council
- 7.3 Violation of or non-compliance with this MANUAL will give a just cause for disciplinary steps to be taken.
- 7.4 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this MANUAL.

8. SUSPENSION OF THIS MANUAL

- 8.1 This MANUAL may only be repealed by Council
- 8.2 This MANUAL may only be suspended by Council

CPS/P86 CR 884/28/05/2025

 MR. L. MATIWANE MUNICIPAL MANAGER	 CLLR M. STUURMAN ACTING HON. MAYOR	 CLLR N. NGWANYA HON. SPEAKER
--	---	---