

DR BEYERS NAUDE MUNICIPALITY

DR BEYERS NAUDE MUNICIPALITY	POLICY: INDUCTION AND ORIENTATION	RESPONSIBLE ADMINISTRATION UNIT
ADOPTED BY COUNCIL ON 23 MAY 2017: RESOLUTION: SCOUNCIL- 063/17	TO BE REVISED: MAY : 2018	CORPORATE SERVICES AMALGAMATION HR WORKING GROUP

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1. POLICY STATEMENT

It is the policy of the Dr Beyers Naude Local Municipality to induct and orientate all new employees joining the Municipality. The Council is therefore committed to this process in ensuring all new staff members are provided with a warm welcome to their employment with the Municipality. The emphasis will be on the “Batho-Pele” principles in executing the policy programme. The Council, through select Departments will ensure consistency, transparency, promoting access to new employees, provide adequate information, handle the process with care and courtesy, engage and consult with the newly employed continuously during the orientation programme implementation ensuring the return on Municipal Investment in them.

New staff will be supported to optimize their induction and orientation programme ensuring that they get the full benefit of the programme. When existing staff go into a new job role within the Municipality they are not expected to attend Institutional Induction, however they are expected to have a local orientation within the new Department.

2. PURPOSE

- 2.1 To enable all Managers to follow good practice in the induction and orientation of new staff.
- 2.2 The underlying objective of this policy is to ensure that all new employees whatever the grade, level or function are welcomed to the Municipality.
- 2.3 To undertake a structured and comprehensive induction and orientation programme that is appropriate to new employee’s job role to provide a safe and efficient service within their specialist area.

3. SCOPE OF THE POLICY

- 3.1 This policy is for staff on contract, part-time, temporary, volunteers, interns, graduate trainees and permanently employed.
- 3.2 This Policy applies to all Council staff irrespective of joining as a new member of staff or transferring between departments.
- 3.3 The Induction and Orientation Programme will highlight the different phases to the implementation including duration and content of the programme.
- 3.4 The programme is aligned with this policy for ensuring consistency in the policy implementation.

4. PRINCIPLES

- 4.1 The Municipality will provide an Institutional Induction for all new employees followed by specialist induction appropriate to the post into which the member of staff will be working.
- 4.2 The Municipality will provide guidance for Institutional orientation procedures for Directorates to follow.
- 4.3 The Municipality will ensure that the Induction and Orientation Programme is updated regularly to suit the Institutional Environmental and Organizational changes.
- 4.4 The Municipality will ensure that specialist induction and orientation is recorded in the Training and Development Database.
- 4.5 The Municipality will ensure that the Induction and Orientation programme is attached to the employee's employment contract.
- 4.6 The Municipality will ensure that all the selected key role players in the implementation of the programme are actively and consistently participating in the process.

5. HUMAN RESOURCES MANAGER'S RESPONSIBILITY

- 5.1 The HR Manager is responsible for ensuring that their new employees attends the Institutional Induction in their first week of employment within the organisation and insist on monitoring employee attendance and participation especially during the orientation processes. It is a mandatory requirement that induction forms the first five [5] days of employment within the Municipality. The HR Manager is responsible for ensuring that the employee attends the whole programme.
- 5.2 HR Manager should notify new employees to the organisation of their induction dates when they make the conditional offer of employment, therefore ensuring that new employees are given adequate notice to make arrangements to attend.
- 5.3 HR Manager must inform the Human Resources Department of any additional requirements needed for the new employee to attend induction for example a hearing device or interpreter.
- 5.4 The HR Manager is responsible for ensuring that the local orientation procedure and checklist is followed for new employees. They are also responsible for keeping copies of completed checklists on file and for ensuring that once completed it is entered onto the Municipal Training Database.

- 5.5 It becomes a HR Manager's duty to ensure that through this process new staff members are competent and safe to carry out their duties as expected.
- 5.6 The HR Manager must identify mentors and supervisors as appropriate for new staff.

6. HR MANAGER AND SKILLS DEVELOPMENT FACILITATOR'S RESPONSIBILITIES

- 6.1 The HR Manager is responsible for informing the Directors within Directorates that new members of staff have commenced employment within the Directorate
- 6.2 The Skills Development Facilitator in consultation with Departmental Directors is responsible for ensuring staff has completed their departmental orientation and that this has been recorded on the Municipal Training database.

7. INDIVIDUAL RESPONSIBILITIES

- 7.1 The individual member of staff is responsible for attending the Municipal Induction programme as a mandatory requirement on their first five [5] days of employment within the Municipality.
- 7.2 The individual is responsible for informing their manager of any special requirements that they may need to attend induction.
- 7.3 The individual is responsible for completing their departmental orientation programme with their manager/supervisor.
- 7.4 The individual member of staff is responsible for carrying out tasks and duties in the manner described by their manager/supervisor or specialist staff during the Induction, acting safely and competently at all times.
- 7.5 Where an individual does not yet feel that they are yet competent to carry out their role safely and competently they should inform their manager/supervisor as soon as possible so that remedial action intervention can be undertaken.

8. MONITORING

- 8.1 There will be an immediate impact assessment following the five [5] days induction programme conducted with participants.

- 8.2 Adherence to this policy will be monitored by the Human Resource Director and the Municipal Manager.
- 8.3 The monitoring of departmental orientation will be the responsibility of Departmental Directors with their Managers; however they will be expected to provide feedback statistics to the Human Resources Director or Manager.

9. INDUCTION AND ORIENTATION CHECKLIST

ORIENTATION CHECKLIST

NEW
EMPLOYEE: _____

MANAGER: _____

EMPLOYMENT START DATE: _____

DATES FOR ATTENDANCE AT DR BNLM
INDUCTION: _____

DATE FIRST DEVELOPMENT REVIEW BOOKED:

General Principles:

This checklist aims to standardize departmental orientation arrangements across the Municipality and assist all the departments to cover the essentials needed to help induct a new member of staff safely and quickly.

- ✓ All staff must attend the Municipal Induction on their first five [5] days of employment. However certain items must be highlighted in detail at the orientation.
- ✓ The staff having obtained the relevant documentation and prescripts is not a substitute for induction or departmental orientation.
- ✓ Departmental heads should consider what information, specific to their own area, needs to be included and space is provided for this on the generic list.
- ✓ Certain items should be covered within the first day of being in the department and these are highlighted on the next page.

- ✓ Line managers should ensure that every effort is made to cover the whole checklist within two months from the first day of employment.
- ✓ The following two pages contain checklists, which must be completed in the time frames which will be allocated. At the end of the first month of employment, the manager and new employee should review the checklist and make definite arrangements for any remaining gaps to be filled within the second month of employment.
- ✓ By the end of two months of the start date, the form must be completed, signed off by the new employee and departmental manager, a copy placed on the personal file and a record made on the HR training database.

Departmental Orientation

This section should be completed by a senior member of the department, prior to the new employee's starting date. It is intended for departmental specific items for example familiarity with departmental specific norms, facilities, equipment, systems and protocols; demonstrated competence in service delivery, critical success stories.

ITEM/ACTIVITY	Tick if completed	Manager signature
Workshop/Capacitate employee on:		
Appx and other institutional systems		
Supply-Chain-Management, Finance & Payroll		
Socialization Programmes and activities		

Please write any Departmental Specific Items below:

ITEM/ACTIVITY	Tick if completed	Manager signature

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When all items above have been completed, this page should be signed by the departmental manager and the employee. A copy should be placed in the employee's personal file and it should also be recorded on the Municipal Training database locally.

Employee's Name: _____ **Signature** _____ **Date:** _____

Manager's Name: _____ **Signature** _____ **Date:** _____



INDUCTION AND ORIENTATION

1 DAY (can be done in 5 days)

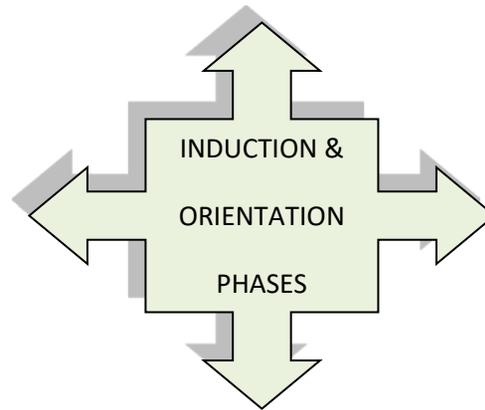
Induction Programme



2 DAYS (can be done in 3 WEEKS)

Orientation Programme

- Programme Circulation
- Employee Briefing



Workshops: (can take ± 6 days)

- Evacuation Procedures
- Institutional Health & Safety
- Risk Management
- SAMRAS programme; PMS Programme
- Supply-Chain-Management
- Finance & Payroll matters

- Explain Institutional Departmentalization
- Workshop on the Institutional Policies, Procedures, Systems, Culture, Practices/Conduct, Controls
- Workshop on HRD Strategy

- Mentoring & Coaching on the Implementation of Performance Plans & Action Plans
- Workshop on Municipal SWOT

