



# HUMAN RESOURCE POLICY INDUCTION

<b>Policy No: NLMHREN001</b>	<b>Effective Date: 01 April 2008</b>
<b>Approved:</b>	<b>Review Date: 01 April 2009</b>

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

## 1. SCOPE

This policy applies to all newly appointed employees of Ngwathe Local Municipality as well as employees who have been appointed to new departments through promotions. It will also be used to 'refresh' existing employees in the event of major restructuring and/or reorganisation.

This policy must be read in conjunction with the employee induction handbook.

## 2. PREAMBLE

2.1 Ngwathe recognises the importance of workplace induction for newly appointed employees. New employees must adjust to both a new team and working environment, therefore both technical and social aspects of the new workplace must be covered during the induction process.

Effective induction plays a significant role in getting employees off to a good start during the employees first few days in a new position and enables new employees to become productive members in their new teams.

By being responsive to the new employee and Ngwathe, induction will enable new employees to readily identify with Ngwathe and create a sense of being a team member.

### **3. POLICY**

- 3.1. Before the new employee arrives a “Welcome Pack” will be sent to the new employee’s supervisor by Human Resources to be available on the employee’s first working day.
- 3.2. Supervisors must arrange with Human Resources for the new employee to attend the formal monthly full day induction training programme.
- 3.3. Supervisors will arrange for any unique job requirements such as computer access, and will prepare the employee’s desk and work area as needed prior to the new employee’s arrival.
- 3.4. Each supervisor will receive a supervisor’s pack with a checklist of items from Human Resources to be covered and followed up on during the employee’s first week on the job. This checklist will include such items as scheduling specific meetings with the employee at the end of the first day and the first week to review the position duties, expectations of the supervisor and answer any questions the employee may have.
- 3.5. After reviewing the checklist, supervisors should prepare themselves to ensure the induction process is a positive and contributing factor to make the new employee feel welcome and part of the team.

- 3.6 Supervisors will give their new employees an evaluation form (part of the supervisor's pack) to be completed and sent back directly to Human Resources. This form will assist Ngwathe in improving the program and to identify problems that need solving.
- 3.7 Supervisors are responsible for monitoring the induction process in their area and for returning the signed checklists to Human Resources after the first week of employment. At no time will a supervisor cause or allow the new employee to perform any part of the induction program by her/himself.

#### 4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager / Director Corporate Services (subject to its delegations if any)	
Council	
Line Manager	
Human Resources	
Labour Representatives	

#### 5. AUTHORITY

- Formulation Policy : Municipal Manager
- Authorisation Policy : Council
- Ownership and Maintenance Manager : Director Corporate Services

## APPENDIX A

### New Employee Induction Checklist

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date of formal Induction Training: \_\_\_\_\_

**Human Resources:**

	Date Completed	Initialed Line Manager/Supervisor	Initialed Staff Member
<b>1. Welcome and Personnel matters. CHECK information received re:</b>			
Salary			
Leave			
Sick Leave			
Pension Fund			
Medical Aid			
Grievance Procedure			
Outstanding matters:	Queries:		
Notes:			

**Line Manager/Supervisor:**

	Date Completed	Initialed Line Manager/Supervisor	Initialed Staff Member
<b>2. Description of department</b>			
Describe department and its responsibilities			
Explain department organogram			
Management and supervision			
Outstanding matters:	Queries:		
Notes:			

**Line Manager/Supervisor:**

	Date Completed	Initialed Line Manager/Supervisor	Initialed Staff Member
<b>3. Employee's duties</b>			
Job Description			
Employee's Role			
To whom responsible			
To whom to refer			
From whom guidelines can be sought			
Conduct and standards			
Dress code			
Health and safety			
Stakeholders: who they are / expectations			
Outstanding matters:	Queries:		
Notes:			

**Human Resources:**

	Date Completed	Initialed Line Manager/Supervisor	Initialed Staff Member
<b>4. Training</b>			
Describe Induction training			
Induction training and development plan			
Outline training and development opportunities			
Outstanding matters:	Queries:		
Notes:			

**Human Resources:**

	Date Completed	Initialed Line Manager/Supervisor	Initialed Staff Member
<b>5. Policy, procedures and arrangements</b>			
Human Resource Policy and Procedures Checklist			
Policies and Procedures relevant to employee			
Other:			
Outstanding matters:	Queries:		
Notes:			

**Human Resources:**

	Date Completed	Initialed Line Manager/Supervisor	Initialed Staff Member
<b>6. Matters specific to the position</b>			
Working hours			
Lunch Hours			
Telephones and communication			
Computer access and use			
Outstanding matters:	Queries:		
Notes:			

**Human Resources:**

	Date Completed	Initialled Line Manager/Supervisor	Initialled Staff Member
<b>7. Facilities and environment</b>			
Parking			
Toilets			
Tour of building			
Introduction to other employees and departments			
Outstanding matters:	Queries:		
Notes:			

Event / Information Record	Date	Staff Member Initials
Welcome pack received		
Induction completed		
Formal Induction training attended		

I have reviewed this record and I certify that induction training has been completed satisfactorily:

Date : \_\_\_\_\_ Signed : \_\_\_\_\_ (Manager)

Date : \_\_\_\_\_ Signed : \_\_\_\_\_ (Employee)

**Note:** Any section of this record not relevant to the post should be marked as NA in the date box and initialled.

## Induction Feedback – 1 month

Department: \_\_\_\_\_ Employee Name: \_\_\_\_\_

1. Were you personally introduced to your new colleagues, managers and other appropriate people during your first few days in the position?

Yes  No

Any additional comments:

2. Has your induction helped you understand your job, responsibilities, work standards?

Yes  No

Any additional comments:

3. Have appropriate policies and procedures, important to your position been shown and explained to you?

Yes  No

Any additional comments:

4. Has the Induction pack been of use to you?

Yes  No

Any additional comments:

5. If there was one aspect of your induction that could be improved what would it be and how might we improve it?

Aspect:

Suggestions for improvement:

When completed please return this form to Human Resources: