



HUMAN RESOURCE POLICY MANUAL AND CD AND STANDARD HR DOCUMENTATION

INDEX

SECTION AND SUBSECTION	POLICY NAME	POLICY NO
1. Introduction		
	Code of Conduct	NLMHREI001
	Employment Equity	NLMHREI002
	Use of Policy Manual	NLMHREI003
2. Engagement		
	Induction	NLMHREN001
	Recruitment and Selection	NLMHREN002
	Relocation Expenditure	NLMHREN003
	Use of External Recruitment Agencies	NLMHREN004
3. Employee Benefits / Conditions of Service		
<ul style="list-style-type: none"> ▪ <i>Entertainment</i> ▪ <i>Stand-By</i> ▪ <i>Night Work</i> ▪ <i>Home-Owners</i> ▪ <i>Car Scheme and Travelling</i> 	Allowances	NLMHREB001

SECTION AND SUBSECTION	POLICY NAME	POLICY NO
<ul style="list-style-type: none"> ▪ <i>Acting in Another/Higher Position</i> 		
	Cellular Phones	NLMHREB002
	Employee Use of Assets	NLMHREB003
	Group Life	NLMHREB004
	Home Owners Allowance	NLMHREB005
	Housing and Rental Allowance	NLMHREB006
	Leave	NLMHREB007
	Leave Encashment	NLMHREB008
	Long Service	NLMHREB009
	Medical Aid	NLMHREB010
	Medical Examinations	NLMHREB011
	Official Housing	NLMHREB012
	Overtime	NLMHREB013
	Payroll Deductions	NLMHREB014
	Salary Advances	NLMHREB015
	Subsistence and Travelling	NLMHREB016
	Working Hours	NLMHREB017
4. Employment Practices		
	Confidentiality of Information	NLMHREP001
	Conflict of Interest	NLMHREP002
	Entertainment	NLMHREP003
	Extraneous Employment (Moonlighting)	NLMHREP004
	Firearms and Dangerous Weapons	NLMHREP005
	HIV / AIDS	NLMHREP006

SECTION AND SUBSECTION	POLICY NAME	POLICY NO
	Occupational Health and Safety	NLMHREP007
	Protective Clothing and Uniforms	NLMHREP008
	Smoking	NLMHREP009
	Use of Internet, Computer Software, Hardware and email	NLMHREP010
	Use of Mayoral Vehicle(s) and Official Journeys	NLMHREP011
5. Employee Development		
	Appointment in an Acting Position	NLMHRED001
<ul style="list-style-type: none"> ▪ <i>Employee Bursaries</i> ▪ <i>Study Leave</i> ▪ <i>External Bursary Scheme for Students</i> ▪ <i>Internal Bursary Scheme for Children of Employees</i> ▪ <i>Memorandum of Agreement</i> 	Bursaries	NLMHRED002
	Career Pathing	NLMHRED003
	Employee Assistance / Wellness	NLMHRED004
	Job Evaluation	NLMHRED005
	Membership of Professional Societies	NLMHRED006
	Performance Management	NLMHRED007
	Promotion	NLMHRED008

SECTION AND SUBSECTION	POLICY NAME	POLICY NO
	Skills Development	NLMHRED009
	Succession Planning	NLMHRED010
6. Employee Relations		
	Disciplinary Code	NLMHRER001
	Grievances	NLMHRER002
	Language	NLMHRER003
	Organisational Rights	NLMHRER004
	Protected Disclosure	NLMHRER005
	Sexual and Racial Harassment	NLMHRER006
	Substance Abuse (Alcohol and drugs)	NLMHRER007
	Theft / Loss	NLMHRER008
7. Termination		
	Exit Management and Staff Retention	NLMHRET001
	Incapacity	NLMHRET002
	Operational Requirements / Dismissal	NLMHRET003
	Resignation	NLMHRET004
	Voluntary Separation	NLMHRET005
8. Reference Documents		
<ul style="list-style-type: none"> ▪ <i>Conditions of Service Collective Agreement</i> ▪ <i>Ngwathe</i> 	SALGA Collective Agreements	NLMHRRD001

SECTION AND SUBSECTION	POLICY NAME	POLICY NO
<p><i>Municipality Induction Manual</i></p> <ul style="list-style-type: none"> ▪ <i>Organisational Rights Agreement</i> ▪ <i>SALGBC Disciplinary Procedure</i> ▪ <i>Task Job Evaluation Annexure</i> 		
<p>9. Staff Handbook</p>	<ul style="list-style-type: none"> ▪ Staff Handbook ▪ CD ▪ Shared Value Card 	
<p>10. Standard HR Document - ation</p>	<p>See Index</p>	
<p>11. Archived Material</p>		
	<p>Placements</p>	<p>NLMHREN003</p>