



HUMAN RESOURCE POLICY USE OF POLICY MANUAL

Policy No: NLMHREI003	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

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

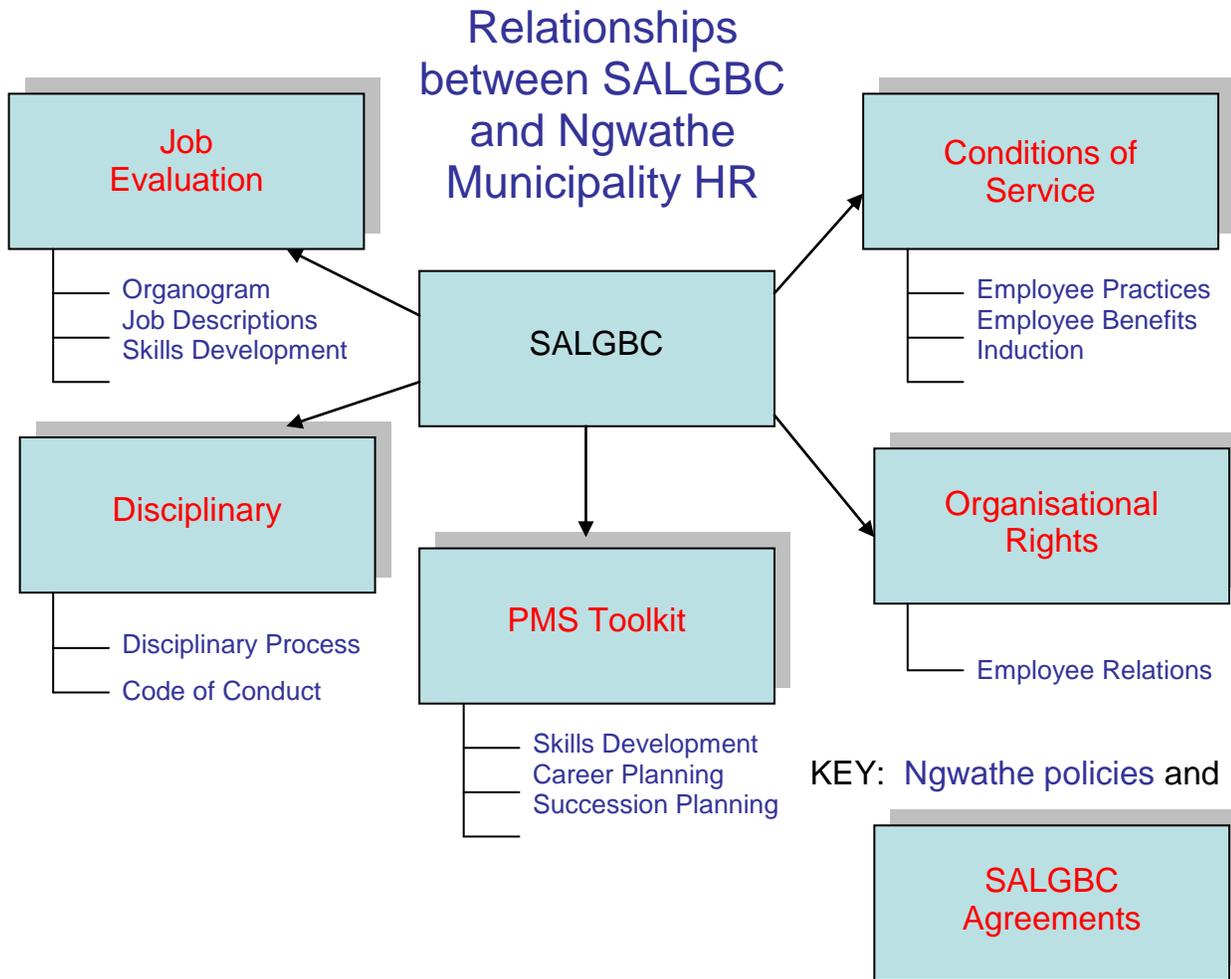
1. SCOPE

This manual applies to all employees within Ngwathe Local Municipality.

All policies have been written in a general format however where information or a practice is relevant to a specific area / section this shall be indicated accordingly.

Each policy is initially based on the collective agreements negotiated with the South African Local Government Bargaining Council (SALGBC) – which collective agreements can be found at the back of the manual and should be read in conjunction with the applicable policy.

Please see the following diagram to understand the relationship between SALGBC and Ngwathe with regard to policies and procedures.



2. PREAMBLE

The aim of this manual is to:

- ◆ Create and implement policies and procedures which will be applied consistently throughout Ngwathe Local Municipality.
- ◆ Create structures that will enhance communication and allow managers to administer their own personnel relationships at the most equitable and constructive level.
- ◆ Ensure that human resource procedures and practices are in line with our Vision, Mission and Values.

This manual is intended to support and clarify the following agreements, which will be annexed to this manual as reference documents:

- SALGBC Collective Agreement on Conditions of Service

- SALGBC Disciplinary Procedure Collective Agreement
- SALGBC Organisational Rights Collective Agreement

3. POLICY

Each individual policy will give definitions relevant to that specific policy for the purpose of the manual Ngwathe will refer to all employees within the local municipality as referred to above.

SALGBC refers to the South African Local Government Bargaining Council

HR refers to the Human Resources function which may be carried out by specific HR personnel or payroll.

For ease of reference, the word “he” has been used throughout the manual and is to be read as meaning he or she, and does not imply any masculine context.

4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager / Director Corporate Services (subject to its delegations if any)	Responsible for ensuring that all Ngwathe policies are in line with the Government frameworks as well as the relevant collective agreement. Responsible for approval of Ngwathe policies.
SALGBC	Responsible for all collective bargaining processes and distribution of collective agreements once signed.
Human Resources	Responsible for communication of policies and to monitor compliance. Responsible for distribution of policies to stakeholders.
Labour Representatives / Employees	Responsible for compliance to policies and to raise queries with relevant structure. The Union officials are responsible for collective bargaining processes at SALGA level.

5. PROCEDURES

This manual has been designed to take you through the normal life cycle of an employee, as follows:

- Chapter One Introduction (EI)
- Chapter Two Engagement practices (EN)
- Chapter Three Employee Benefits / Conditions of Service (EB)
- Chapter Four Employment Practices (EP)
- Chapter Five Employee Development (ED)
- Chapter Six Employee Relations (ER)
- Chapter Seven Termination Practices (ET)
- Chapter Eight Reference Documents (RD)

Each section will contain a purpose, scope, references, definitions, activity and responsibility. The policies will be numbered as per the following format: NLMHREI001 where NLM is Ngwathe Local Municipality; HR is Human Resources and EI is Employee Introduction per the employee life cycle.

This manual is intended as a working document for use by Human Resources and Line Management. The manual is by no means intended to be restrictive nor is it intended to be confidential. All staff should have access to and knowledge of this manual, its contents, its application and whereabouts.

All relevant current legislation and existing collective bargaining agreements have been incorporated into policies, but in an ever-changing environment we will continue to update the policies in line with legislative requirements.

Should a specific policy become outdated, the matter should be brought to the attention of the Director: Corporate Services, who will raise the matter with the Municipal Management structures. Any new policies will be issued by the Human Resources function after obtaining Management approval.

6. AUTHORITY

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