# EMPLOYEE INDUCTION POLICY 2026/2027 FY

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## 1. BACKGROUND

Gives the opportunity for municipality to induct all employees, welcome their new recruits, help them to settle in and ensure they have the knowledge and support they need to perform their role.

## 2. PURPOSE OF POLICY

To integrate all employees into the organisational culture of Mbhashe Local Municipality.

## 3. OBJECTIVE OF POLICY

a) To make a new employee more rapidly productive when a new employee joins an organisation, he/she is unfamiliar with the way in which the work must be done, how the organisation functions and how to act to fit into the organisation effectively.

b) To reduce fear and insecurity most new employees experience a degree of fear about whether they will succeed in the job. Proper induction can eliminate the new employee's initial insecurity and fear, so that he/she can address the new task with a positive attitude.

c) The reduction of labour turnover Labour turnover is particular high during the first phase of the employee's period of service. If the employee is allowed to build up negative feelings towards the task during this time, then the employees can be induced to leave the service of the organisation.

d) An effective induction programme can make a positive contribution towards limiting labour turnover to a minimum during the initial phase of the new Employee's career.

e) Helping to create realistic employee expectations

f) During the induction programme, new employees must be taught exactly what the organisation expects of them and what they in turn can expect from the organisation.

g) An induction programme can make an important contribution towards toning down expectations and basing them on reality

h) Creating job satisfaction and a positive attitude towards the employer

i) The induction programme can contribute towards the employer and job satisfaction on the part of the new employee.

j) Induction ensures that company policies and other employment practices are communicated face to face to the new employee

## 4. SCOPE

a) Induction training shall be conducted for all employees and Interns of the Municipality as follows:

b) General organisation induction which affects all employees within the organisation including new employees

c) Departmental induction which will be tailored to new employee's specific department and job

## 5. POLICY DEFINITION

Terminology used shall bear the same original meaning

## 6. LEGISLATIVE FRAMEWORK

a) Labour Relations Act

b) Employment Equity Act

c) Basic Conditions of Employment Act

d) Municipal Systems Act

## 7. POLICY CONTENT

### 7.1 RESPONSIBILITY FOR INDUCTION

The following components will be involved in the induction process:

#### 7.1.1 Human Resource Section

(a) The Human Resource section will be responsible for issues such as the employment contract, compensation, medical scheme, pension funds, policies and procedures, collective agreements, group schemes and development and monitoring of the success of the induction checklist

#### 7.1.2 The Senior Manager's of the Department

(a) It is the responsibility of the Senior Manager to meet all new employees and briefly explain to them the role and responsibilities of the particular department within the organisation

#### 7.1.3 The immediate supervisor

a) The immediate supervisor must ensure that the employees in the section receive all the information necessary to enable them to function as efficiently and effectively as possible.

b) This will include the introduction of new employees to co-workers, explaining job duties and responsibilities as well as procedures, rules and regulations and also taking the employees on a familiarisation tour of the workplace

### 7.2 BENEFICIARIES OF THE INDUCTION PROCESS

There are three categories of employees who will benefit from induction process:

#### 7.2.1 NEW EMPLOYEES

It is vital that all new employees and Interns should receive proper induction training

#### 7.2.2 TRANSFERRED /PROMOTED EMPLOYEES

Existing employees who have been transferred or promoted within the organisation will receive induction training, especially if the transfer or promotion involves a significant change of environment

#### 7.2.3 ALL CURRENT EMPLOYEES

An induction training involving all current employees shall take place from time to time to disseminate information relating to new policies that have been formulated and other policies that have been amended or reviewed.

INDUCTION CHECKLIST ANNEXURE A

| PRE-INDUCTION RESPONSIBILITIES | |
|---|---|
| Letter of Appointment | |
| Informing Senior Manager the starting date of new employee | |
| Prepare basic needs of new employee | |
| Forwarding basic information to the new staff member relating to the directions to the building of the employer | |
| Assign responsibility to member of staff to meet new employee | |

| | |
|---|---|
| DURING INDUCTION RESPONSIBILITIES | |
| Overview of the Municipality | |
| Main Collective Agreement | |
| Labour Related Matters | |

## 8. EVALUATION OF INDUCTION PROCESS

The following quantitative measures shall be carried out by the HR Section after a period of six months to evaluate the success of the induction process:

a) Labour Turnover statistics
b) Sickness and absenteeism rate
c) Questionnaires and exit interviews

## 9. GENERAL POLICY PROVISION

All employees are required to undergo employee induction without fail, attendance will be closely monitored.

## 10. PROCEDURE FOR IMPLEMENTATION OF THE POLICY

The policy will be implemented in line with the procedure outlined in the policy content