



**CAPE WINELANDS DISTRICT**  
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

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# **INDUCTION POLICY**

**POLICY ADOPTED BY COUNCIL ON 26 MAY 2022 AT  
ITEM C.15.1**

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## **1. INTRODUCTION**

To integrate all employees into the organisational culture of the Cape Winelands District Municipality and to familiarize them with the Council's activities, train, guide, counsel, and evaluate all those who have been newly appointed, promoted, transferred or demoted in a post on the fixed establishment of the Council.

## **2. PURPOSE AND OBJECTIVES**

- 2.1 To ensure that the skills capital of Cape Winelands District Municipality is grown and developed, effectively utilised and retained.
- 2.2 To smooth the preliminary stages when the environment is likely to be strange and unfamiliar to the newly appointed employee.
- 2.3 To promote a positive attitude towards the Council in the mind of the employee so that the employee is more likely to stay.
- 2.4 To reduce the possibility of the employee leaving the Council prematurely.

## **3. SCOPE AND APPLICATION**

- 3.1 This policy shall apply to all employees of the Cape Winelands District Municipality including employees on permanent and fixed-term contracts, Interns and Students.
- 3.2 This policy includes the following processes:
  - 3.2.1 Organisational induction.
  - 3.2.2 Departmental induction/orientation.

3.2.3 Procedural guideline and programme: Induction and on-the-job training.

#### 4. DEFINITIONS

In this policy, unless the context otherwise indicates –

**“Employee”** means any person, excluding an independent contractor, who works for the Cape Winelands District Municipality and who receives, or is entitled to receive any remuneration.

**“Employer”** means the Cape Winelands District Municipality.

**“Induction”** means the integration of all employees in the Cape Winelands District Municipality’s organisational culture.

**“On-the-job training”** means the process by which employees is familiarized with the comprehensive work-related activities to enhance their capacity to perform to the agreed standards.

**“Labour Organisations”** means Cape Winelands District Municipality recognised Unions (IMATU and SAMWU).

**“Temporary Employee”** means an employee, excluding a contract employee, appointed to a post on the fixed or temporary establishment of the Council in a temporary capacity, whether full-time or part-time, for a continuous period not exceeding twelve (12) months.

**“Workplace”** refers to the place of work as contemplated in the Labour Relations Act 1995 (Act No. 66 of 1995).

## 5. LEGAL FRAMEWORK

This policy and its application must be in accordance with the following legislative prescripts:

- 5.1 The Constitution of the Republic of South Africa, 1996.
- 5.2 Labour Relations Act, 1995 (Act No. 66 of 1995).
- 5.3 Skills Development Act, 1998 (Act No. 97 of 1998).
- 5.4 Skills Development Levies Act, 1999 (Act No. 9 of 1999).
- 5.5 National Qualifications Framework Act, 2008 (Act No. 67 of 2008).
- 5.6 Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).
- 5.7 Local Government : Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
- 5.8 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997).
- 5.9 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
- 5.10 Compensation of Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
- 5.11 White Paper on Education and Training, Notice No. 196 of 1995, Department of Education, Cape Town.

5.12 Local Government: Municipal Staff Regulations (Regulation No. 890 promulgated in Government Gazette No. 45181 of 20 September 2021).

5.13 All relevant Collective Agreements.

## **6. INDUCTION PROCEDURE**

When appointments are made, the Division: Human Resources will take full responsibility for induction / onboarding by ensuring that:

6.1 All new municipal staff members shall attend a standardised induction programme within a month of commencing employment.

6.2 Induction programmes shall result in new staff members having a clear understanding of the operations of the Municipality, as well as its structure, strategy, objectives and culture.

6.3 The Municipality shall use induction programme to:

6.3.1 Welcome new employees in a constructive way that projects a positive image of the Municipality.

6.3.2 Introduce the staff member to the working environment and his/her colleagues.

6.3.3 Facilitate integration into the job functions, the department, team and the Municipality as a whole.

6.3.4 Provide the new staff member with comprehensive information about the Municipality's policies, health and safety requirements, procedures, facilities, and services.

- 6.3.5 Highlight and introduce performance standards, expectations and required behaviour patterns for effective job performance.
  - 6.3.6 Establish a solid foundation for the staff member to embrace the challenges of the post and to build commitment to the Municipality.
  - 6.3.7 Open effective communication channels.
- 6.4 The Head of Department is responsible for the induction of each employee in his/her department in order to familiarise the employee with the department in which he/she has been appointed.

## **7. AMENDMENTS**

The Council may from time to time amend this policy and introduce any measure(s) to ensure efficient, economic and effective management of Council resources.

## **8. EFFECTIVE DATE**

The Induction policy will become effective upon approval thereof by the Council of the Cape Winelands District Municipality.

9. ANNEXURE A: PROCEDURAL GUIDELINE AND PROGRAMME: INDUCTION TRAINING

1. ORGANISATIONAL INDUCTION

ACTION	PURPOSE	CONTENT	RESPONSIBILITY	PERIOD	TARGET DATE
<p><b>1. Organisational Induction</b></p>	<p>To integrate all employees (current and newly employed) onto the organisational culture of the CWDM and to familiarise them with the Council activities, train, guide, counsel and evaluate all those who have been newly appointed, promoted, transferred or demoted in a post on the fixed establishment of the Council.</p>	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Vision, mission and values of the Council</li> <li>• Discuss Integrated Development Plan</li> <li>• Discuss Batho Pele principles</li> <li>• Discuss composition of CWDM</li> <li>• Outline functions of various Departments.</li> <li>• Provide names of Municipal Manager, Directors and Head of components</li> </ul>	<p>Division: Human Resources</p>		
		<p><b>Occupational Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Discuss Occupational Health and Safety Act and Policy</li> <li>• Discuss compensation for Occupational In Injuries &amp; Disease Act</li> <li>• Discuss Insurance for Injury on duty</li> <li>• Discuss HIV/AIDS policy</li> </ul>			
		<p><b>Psychological/Social Services</b></p> <ul style="list-style-type: none"> <li>• Discuss available Employee Assistance Programs</li> </ul>			

	<p>To familiarise all new employees with the conditions of service and to allow discussion among newcomers regarding the conditions of service</p>	<p><b>Conditions of Service</b></p> <ul style="list-style-type: none"> <li>• Discuss definitions</li> <li>• Functions, Organisation and post structure</li> <li>• Levels, Grouping and salary scales of posts</li> <li>• Appointment, promotion, transfer and demotion</li> <li>• Payment of salaries and other due monies</li> <li>• Salary increments and acting allowances</li> <li>• Working days and working hours, attendance registers, Sundays. Public Holidays, Overtime &amp; Standby service</li> <li>• Leave of absence</li> <li>• Retrenchment</li> <li>• General</li> </ul> <p><b>Fringe Benefits</b> Discuss the following fringe benefits:-</p> <ul style="list-style-type: none"> <li>• Non-pensionable accommodation allowance</li> <li>• Bonus</li> <li>• Pension Fund</li> <li>• Medical Aid</li> <li>• Group Insurance</li> <li>• Spouse Insurance</li> <li>• Increases</li> <li>• UIF</li> <li>• Transport Allowance</li> <li>• Study Aid</li> </ul>			
	<p>To familiarise all new employees with the Disciplinary Code and Grievance Procedure</p>	<p><b>Labour Relations</b></p> <ul style="list-style-type: none"> <li>• Disciplinary Code</li> <li>• Grievance Procedure</li> <li>• Local Labour Forum</li> </ul>			

## 2. DEPARTMENTAL/DIVISIONAL INDUCTION

ACTION	PURPOSE	CONTENT	RESPONSIBILITY	PERIOD	TARGET DATE
<b>2. Departmental Induction/Orientation</b>	To familiarise all employees as thoroughly as possible with the department/division, its Integrated Development Plan, its objectives, rules and regulations within the first two days of appointment.	<b>Departmental Induction</b> <ul style="list-style-type: none"> <li>• Personal introduction to all employees in department/division</li> <li>• Office allocation</li> <li>• Explain departmental/divisional structure</li> <li>• Discuss functions of various sections and delegation of powers</li> <li>• Provide names of divisional heads</li> <li>• Visit to various divisions</li> <li>• Discussion of departmental/divisional Integrated Development Plan</li> <li>• Discussion of departmental rules and regulations</li> <li>• Discuss conditions of service with the provision of a document</li> <li>• Discuss working hours</li> </ul>	Immediate Supervisor/Mentor	½ Day	Within first two days of employment

### 3. STRUCTURED ON-THE-JOB TRAINING

ACTION	PURPOSE	CONTENT	RESPONSIBILITY	PERIOD	TARGET DATE
<b>3. Structured On-The-Job Training</b>	<ul style="list-style-type: none"> <li>• To provide all newly appointed employees with structured on-the-job training with the provision of a job description and a training plan.</li> <li>• To follow up initial on-the-job training in a structured and formalised manner to ensure that the full content of the job description is mastered according to pre-required standards by the end of the sixth month of employment.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify a mentor/s</li> <li>• Introduce new employee to mentor</li> <li>• Provision of an intensive training program based on the relevant job description</li> <li>• Provide incumbent with the relevant job description</li> <li>• Identify the new incumbents training needs during the first week with provision of a training plan</li> <li>• New incumbent must be taught the meaning and contents of each of the tasks that his job description consists of and must be taught to successfully master the skills, knowledge and procedure required to perform that particular task</li> <li>• Must evaluate standard and training required – should include all on-the-job training, formal internal training courses and external training required</li> <li>• Work out a training roster</li> <li>• Do practical and theoretical evaluation on a weekly basis indicating a described target date for certification by the supervisor that the incumbent has met the set standard and has met acquired skills and</li> </ul>	Immediate Supervisor/Mentor	Start with rating on Training Plan within two weeks of appointment	During 1 <sup>st</sup> week of appointment

		<p>knowledge he lacked at appointment</p> <ul style="list-style-type: none"> <li>• Submit a written report on progress to HR on a monthly basis</li> <li>• Conduct formal on-the-job training appraisal discussions on a monthly basis</li> <li>• Take the necessary corrective actions</li> </ul> <p><u>Signature of incumbent on training plan:</u></p> <ul style="list-style-type: none"> <li>• Incumbent should sign training plan to ensure that the incumbent is aware of his on-the-job training performance</li> </ul>			
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