# DR AB XUMA LOCAL MUNICIPALITY

# INDUCTION AND PROBATION POLICY

# 2026/27

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## 1. PURPOSE

The purpose of Induction and probation Policy is to assist a new appointed employee to adjust and adapt to operational systems of the municipality and become productive as possible in the shortest period.

## 2. COURSE OBJECTIVE

2.1 To familiarize the new employees with the Spheres of Government in South Africa, the Council's structure and committee systems, the staff organisational structure including reporting relationships, the Municipality's Integrated Development Plan, policy/ programs of the Council and the Council's Performance Management System.

2.2 Objectives of Induction and probation Policy are to familiarize the new incumbent with the institution and working environment.

2.3 To afford both the employer and the employee an opportunity to assess if the employment relationship between the will work out for the benefit of both.

## 3. DEFINITION OF TERMS

**"Orientation"** means to familiarize new employees and new councilors with the surroundings

**"Induction"** means to welcome and outline the organizational structures and systems to the new incumbent, including clarification of job description and performance reviewal.

**"Head of the Department (HOD)"** means managers of different departments accounting to the Municipal Manager.

**"Integrated Development Plan (IDP)"** means Integrated Development Plan.

**"Probation Period"** means the time between the date on the letter of appointment and completion of probation period

## 4. LEGAL MANDATE

4.1 Constitution of RSA Act 1u08 of 1996

4.2 Public Services Act

4.3 Labour Relations Act

4.4 Basic Condition of Employment

4.5 SALGAC: Collective Agreement on Conditions of Services

## 5. ROLES AND RESPONSIBILITIES

Corporate Service Manager is accountable for the orientation and induction of the new incumbent; he/she may delegate someone to that. Corporate Services Manager must make sure that the Heads of various Departments do induct new employees in their respective Departments.

## 6. INTRODUCTION

When a new staff member commences work in a municipality, it is important that he/she becomes productive as early as possible. All staff members commence duties and undergo a probation period wherein they familiarize themselves with the work environment, the staff members with whom they interact and the tasks and duties which make up their job content.

In this Section, we will deal with a staff orientation procedure, which human resources practitioners should use when orientating new staff members on their first day at work. We will also discuss induction training, which in the municipal environment means introducing the new employee to municipal systems (including how "Local Government" fits into the overall sphere of government) and how one should proceed in familiarizing the employee with his new duties.

## 7. STAFF ORIENTATION ON THE FIRST DAY OF WORK

New staff members are always apprehensive about meeting their new "bosses" and colleagues. They will also have fears on whether or not they will "fit in" in their new department and in the municipality as a whole. Furthermore, they will also be concerned about meeting the competence expectations of their seniors i.e. whether they will do their jobs capably or not.

The task of the departmental head, assisted where necessary by the human resources staff, will be to attempt to allay these fears and concerns and make the new employee a productive staff member as quickly as possible.

There is nothing worse for a new employee than to simply be told where his/her desk (or workbench or worksite) is and to be told to commence working, on his / her first day of work.

All newly appointed employees must be introduced to the Council

The following steps should be followed when orientating an employee on the first day of work:

**Step 1**

The human resources official who was part of the interviewing process when the staff member was appointed, should ask the new staff member to report to the Human Resources Department at the beginning of his/her first day of work. The human resources official will then take the new staff member to the Head of Department in which the employee will be working.

(If the new employee is the Head of Department, he/she must be taken to the Municipal Manager on his/her first day).

**Step 2**

The Head of Department should then welcome the new employee, try to make him/her feel at ease and briefly describe some of the achievements and goals of the department and what its main functions are.

**Step 3**

The Head of Department should then arrange for the employee's immediate senior to introduce him/her to all the employees in the department (both junior and senior) as well

as to those staff members with whom he/she will be required to interact in other departments.

**Step 4**

The employee's immediate senior will show the new staff member his/her working environment (e.g. office/workshop etc).

**Step 5**

The employee's immediate senior will ensure that the staff member has the necessary stationery (or tools/implements/picks/shovels etc). He/ She will ensure that the employee is given any uniform or protective clothing and anything else he/she needs in order to do his job.

**Step 6**

The employee must then be briefed on any safety procedures that have to be complied with in his/her working environment. This would include any fire drill procedures as well as the safety requirements in terms of the Occupational Health and Safety Act.

**Step 7**

It is important that Corporate Services Manager electronically inform all staff members about the new employees.

**Step 8**

The new employee must then be informed of his/her working hours, any flexi time arrangements, tea breaks (if any) and how any tea club works. He/She must also be shown where the clock rooms are.

**Step 9**

The employee must be told who he/she should contact if he/she has any problems and must be given the opportunity to ask any questions which he/she may have.

**Step 10**

It is preferable that the new employee then attends an induction training course, prior to him/her commencing his/her duties. If no such course is being held on that day, the employee must attend an induction training course as soon as possible after commencing work.

**Step 11**

It is essential that someone assist the new employee for the first few hours of his/her duties, simply to "show him/her the ropes" and in order that he/she may familiarise him/herself with the job. Thereafter, less and less time must be spent on mentoring the employee, depending on the complexity of the job. The employee must understand that if he/she is unsure of what to do, he/she always has someone available to assist him/her. All employees take one to three months to totally familiarise themselves with any job, depending on the complexity of the duties, and managers must understand this and be patient with new employees.

## 8. THE INDUCTION TRAINING COURSE

In the municipal environment, an induction training course should cover the Spheres of Government in South Africa, the Council's structure and committee systems, the staff organizational structure including reporting relationships and any policies or programs affecting municipal operations. New employees should also be shown what a Municipal Integrated Development Plan is and how the Council's Performance Management System works.

The induction training course should also include details of how staff salaries are determined, how a Bargaining Council operates, as well as details on the various fringe benefits and Conditions of Service applicable to that municipality. The course should also include information on how any probationary period works, details on union

membership and agency shop agreements, how the Staff Disciplinary and Grievance Code operates as well as the Code of Conduct for employees.

In brief, the induction course should not take longer than 30 – 60 minutes to present and should preferably be divided into two parts:

8.1 A description of how a Municipality operates and how a Council fits into

8.2 The overall Sphere of Government in South Africa. A suggested induction training course providing this information is set out as Annexure A.

8.3 Municipal salaries, fringe benefits, conditions of service etc in the Municipality. A suggested training course providing this information is set out in Annexure B.

## 9. NOTIFICATION OF PROBATIONARY PERIOD

The letter of appointment of a newly appointed or promoted employees shall contain a clause that specifically state that the employee will be expected to undergo a probation period of six months.

Focus areas during probation

The following areas will be focused upon when an employee is subjected to probation period:

9.1 Behavior, this relates to how the employee conducts himself /herself against fellow employees

9.2 Skills, competencies, and knowledge of the job

9.3 Performance on given assignments

9.4 Reliability, trustworthiness and any other relevant attributes required of an employee

**Probation Process**

**Step 1**

The line Manager, of the probationer shall prepare a log sheet of what is to be done during the probation period

Within seven days after the date of appointment the, line manager shall convene an initial meeting with the probationer to define expectations and goals of the post

Those will refer to the following issues:

a. Competence required within the individual role
b. Key performance areas
c. Timeframes within which to perform those

After agreeing on the above the manager and the probationer must sign the log sheet

**Step 2**

After two months, a follow up meeting will be held between the line manager and the probationer to assess progress made on the agreed upon KPA`s
The line manager will assess as to whether satisfactory progress has been made on the agreed KPA`s
If no satisfactory progress has been achieved, line manager must investigate reasons and suggest interventions, such as appointment of a mentor in the department so as to assist the probationer
Time frames will have to be set for achievement of the suggested interventions
At the end of this meeting the line manager must prepare a report which must be kept in the personal file of the probationer and the probationer provided with a copy of such, whose receipt he/she must confirm in writing.

**Step 3**

At the end of the sixth month, a final meeting will be held to assess if all the KPA`s have been satisfactorily achieved and or the interventions yielded any satisfactory progress
If that is achieved, the manager must prepare a report to that effect
If that is not achieved the manager must prepare a report with recommendations of what must be done, these may include

a. Termination of the employment and provide reasons for that
b. Extension of the probation period, for a period not longer than three months

**Extension of probation period**

The probation period may be extended for the following reasons

c. The agreed upon KPA`s could not be achieved due to reasons beyond the control of the probationer, eg sickness, lack of necessary resources, installation of new technology during probation period, change in policy and procedure
d. The newly promoted probationer took up another position, in which case, he/she will have to start a new probation process

**Confirmation of permanent employment**

Employment shall only be confirmed upon completion of probation period
The report referred to above, shall be submitted to the Human Resources department together with other prior reports
The Human resources department must consider the recommendations of the latest report and implement them
In the event that the probationer was not assessed in the six months or no action taken after the six months, the probationer shall be regarded as having successfully complied with all the probation requirements
Upon receipt of the final report, the Human Resources department must notify the employee in writing of the recommendations
Where it is recommended that the appointment of the employee be confirmed, appointment shall operate retrospectively.

**Leave during probation**

Any number of leave days taken during probation period, for whatever reason shall extend the period by the number of days so taken.

**Implementation and monitoring**

This policy will become and implemented once approved and adopted by council of DR AB XUMA Local Municipality

**Communication of the policy**

This policy will be communicated to all employees of DR AB Xuma Local Municipality using all adopted methods of communication by the council

**Review of the policy**

This policy will be reviewed annually or revised where circumstances necessitate it. This policy is adopted and approved by the Council of DR AB Xuma Local Municipality for implementation.

**ANNEXURE A**

**INDUCTION TRAINING COURSE PART 1**

**DR AB XUMA LOCAL MUNICIPALITY**

| | |
|---|---|
| Target Population: | All new Council employees |
| Duration: | 30 minutes |
| Media: | Projector and handouts |

**COURSE OUTLINE**

1. Spheres of Government in South Africa
2. Council structure
3. Staff organizational structure and reporting relationships
4. The Municipality's Integrated Development Plan ( IDP )
5. Policies/programs impacting on departmental operations
6. Council's Performance Management System

**SPHERES OF GOVERNMENT IN SOUTH AFRICA**

The Constitution of the country states that the government is divided into three spheres, namely:

- the National Government
- the Provincial Government
- the Local Government

Municipalities make up one sphere of Government which is the Local Government. The Local Government is in direct contact with the people and is in a better position to understand their needs. It is responsible for rendering some basic and fundamental services e.g. refuse removal, cemeteries etc, directly to the citizens within its area of jurisdiction. The Constitution requires that community representatives called Councillors be elected every five years.

## COUNCIL STRUCTURE

The jurisdiction area of the Municipality covers the following area:

Greater Engcobo Administrative Areas

The population figure is presently 162 000.014

The Council is lead by the Mayor, Cllr Siyabulela Zangqa . The term of office is generally five years. The total number of Councilors is 39 and the Council meets at least once per quarter.

To facilitate co-operation between the Council and the administration and effectiveness in service delivery, a sub-structure called the Executive Committee exists within the Council. It comprises of 08 Councillors Seven (7) of which are Chairpersons of the following Standing Committees:

- Integrated Planning and Economic Development (IPED)
- Social Needs
- Infrastructure
- Budget and Treasury
- Corporate Services
- SPU
- Waste & Refuse

The Mayor chairs the Executive Committee. Its term of office is also generally five years and it holds its meetings normally on a monthly basis.

## STAFF ORGANISATIONAL STRUCTURE

The Municipal Manager is the head of the entire administration. There are six departments in total namely:

- IPED
- Community Services
- Technical Services
- Budget and Treasury
- Corporate Services
- Office of the Municipal Manager

The responsible and accountable official in each department is a Head of Department. The total number of Council employees at the moment is approximately **241** employees.

## NOTE: ALSO ATTACH A STAFF ORGANOGRAM

## REPORTING RELATIONSHIPS

The Council is accountable and reports to the citizens of the municipality. The Municipal Manager reports to the Council.

The Heads of Departments report to the Municipal Manager. Briefing sessions are held fortnightly between the Municipal Manager and the Heads of Departments. The information cascades down when each Head of Department holds a meeting with the workforce fortnightly.

## THE MUNICIPALITY'S INTEGRATED DEVELOPMENT PLAN

The Municipality's IDP sets out the Council's vision for long-term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs.

In the IDP, the municipality sets out the Council's development priorities and objectives, including the financial plan and a budget projection.

**(NOTE:** The key components of the municipality's current IDP should be included in the induction training course).

**POLICY/PROGRAMS IMPACTING ON DEPARTMENTAL OPERATIONS**

- **Training & Development Policy** - This policy outlines a structured approach for the Municipality to development its Human Resources in line with the Skills Development Act.

- **Disciplinary Procedure Policy** –This policy is designed to achieve the aim of sound labour relations in an open and fair environment. This policy is to give effect to the Disciplinary and Grievance Procedure Collective Agreements

- **HIV/AIDS Policy** – This policy ensures that the Municipality is fully aware of the fact that in the absence of clear policy guidelines and the lack of information on HIV/AIDS status, may lead to unfair discrimination of employees living with HIV/AIDS by fellow employees and may create the environment which is not conducive to long term survival of employees living with HIV/AIDS.

- **Recruitment, Selection and Placement Policy** – This purpose of this policy is to apply consistent, transparent, procedurally and substantively fair recruitment and selection procedures;

- **Transport Policy** - This policy is intended for effective and efficient management of transport to improve service delivery in DR AB XUMA Local Municipality. It also entails operational controls which explain clearly who can use a vehicle with regard to drivers, passengers, authority to use, issuing, parking, log books, fuel management, fuel cards, keys, equipment as well as the no smoking policy in DR AB XUMA Municipal vehicles;

- **Records Management Policy** – This policy is to provide guidelines for the implementation and compliance with the National/Provincial Archives and Records Service Acts. This includes all aspects of the identification, security, safe custody, disposal and retrieval of records.

  All incoming/ outgoing correspondence/letters must enter and/or exit the institution through the Registry

  Internal correspondence must also via the Registry

- **Cellphone Policy** – the purpose of this policy is
  - To facilitate communication among staff;
  - To ensure effective and efficient use of municipal telephones;
  - To curb the abuse of Municipality's telephones;
  - To reduce telephone costs; and
  - To prevent the use of municipal telephones by unauthorized persons.

- **Overtime and Work on Sundays and Public Holidays Policy** – the purpose of this policy is to give guidelines and regulations on the implementation of overtime, Sunday and Public Holiday Work.

- **Acting and Acting Allowance Policy** - The purpose of this policy is to provide for and reward employees who consent and act in a higher post either as a result of the higher post being vacant or as result of a prolonged absence due to illness or maternity. In respect of vacancies, the objective is to bridge the recruitment period until the vacancy is filled. The appointment to act or to relieve does not create any right, obligations or expectation for the employee that is appointed to act, to be permanently placed in the acting position.

- **Smoking Policy – the purpose of this policy is:**
  - To establish a smoke-free environment for nonsmoking employees, visitors and clients
  - To ensure that smokers suffer no discrimination in the workplace.

- To set guidelines for the application of the policy within the workplace which will ensure minor disruption and production loss.

- **Night Work and Shift Allowance Policy** – this policy gives guidelines on implementation and regulation of night work and shift allowances
- **Standby Policy** – the purpose of this policy is to give guidelines on the implementation of standby
- **Employee Housing Scheme/ Policy** – the purpose of this policy is to give guidelines on the implementation of home-owner's allowance scheme

- **Leave Policy**- To provide guidelines on leave of absence to all employees of the municipality and put in place administrative mechanisms to effectively manage leave of absence within the municipality.

- **Motor Vehicle Acquisition Policy** - To provide guidelines and criteria to regulate the allocation, acquisition, utilization and disposal of motor vehicles for staff who qualify under the various municipal motor vehicle schemes;

- **Internal Bursary Policy and Other Forms of Financial Assistance** - The purpose of this policy is to provide guidelines for establishment of the bursary and provision of various forms of financial assistance to staff, processing of applications as well as criteria to be used in selecting applications for bursary.

- **External Bursary Policy** - The DR AB XUMA Local Municipality acknowledges the fact that it is operating in a poor rural environment whereby the majority of the human resources/citizens is underdeveloped. It also acknowledges the fact that in order to sustain economic development, its human resources must be developed to contribute significantly to the economy. To regulate the process of granting financial assistance to the learners or prospective learners, in order to enable them to acquire academic qualifications from recognized and accredited institutions of learning.

- **Internship Policy** - To resolve the general shortage of qualified and skilled people in the workforce by encouraging graduates to equip themselves with the necessary practical experience

**OTHER ISSUES**

- No Smoking in offices and indicate Smoking areas
- Request permission to enter municipal buildings after hours

Copies of the policies can be made available on request.

## COUNCIL'S PERFORMANCE MANAGEMENT SYSTEM

In terms of prevailing legislation, Council is compelled to implement a Performance Management System for the Council itself as a body as well as for its senior management team. Council may extend the performance management system to all staff members.

The Performance Management System enables Council to measure it's performance against predetermined goals. It also enables Council to measure whether or not the municipal staff are fulfilling their duties adequately.

**ANNEXURE B**

## INDUCTION TRAINING COURSE PART 2

## STAFF SALARIES, BARGAINING COUNCIL OPERATION AND CONDITIONS OF SERVICE

| | |
|---|---|
| Target Population | All new Council employees |
| Duration | 30 minutes |
| Media | Projector and handouts |

## COURSE OBJECTIVE

To familiarize new employees with details on how staff salaries are determined, how a Bargaining Council operates and what are the various fringe benefits and Conditions of Service applicable to the municipality.

## COURSE OUTLINE

1. How a Bargaining Council operates
2. How staff salaries are determined
3. Fringe benefits and Conditions of Service

## HOW A BARGAINING COUNCIL SYSTEM OPERATES

The municipality operates under the auspices of a Bargaining Council for Local Government. A Bargaining Council is a body comprising of employee representatives (trade unions) on the one hand and employer representatives (councillors) on the other hand. The Bargaining Council is established in terms of the Labour Relations Act and negotiates fringe benefits and other conditions of service for municipal employees. It also assists in handling labour disputes.

## HOW STAFF SALARIES ARE DETERMINED

Municipalities are graded from 1 – 8 in the Eastern Cape Province, 1 being the smallest municipalities and 8 being the largest. Negotiations at the Bargaining Council determine the salaries for each grade of municipality.

The salary levels for the various posts are determined and each salary level (or TASK Grade) has a number of notches within it. Posts are graded, in terms of a Job Evaluation System.

Annual increments are determined each year payable from 1 July or as determined by the Bargaining Council.

## FRINGE BENEFITS AND CONDITIONS OF SERVICE

### Annual Bonuses

Annual bonuses are payable by the municipality on the employee birth month. This is not applicable to employees in Fixed Term Contract.

**Promotion**

Promotion posts which become vacant are not automatically filled but must be advertised, with interviews being held and the most suitable candidate appointed, taking into account the Council's Employment Equity Plan.

**Leave -**

Annual leave is as follows:

- 24 days a year of which it is compulsory to take at least 16 days.

Maternity leave is applied as follows:

- Four months paid leave after one year of service.

Paternity Leave

- 5 working days

Sick leave is as follows:

- 80 days in a three year cycle

Family Responsibility Leave

- 5 days on death/ Sickness of Spouse, Child, Adopted Child, Parent, Parents in law & Grand Parent

**Pensions**

Council is a member of the following pension/provident funds and employees may belong to the fund of their choice:

- Municipal Workers Pension Fund
- Cape Retirement Fund
- National Fund for Municipal Workers
- LA Retirement Fund

The rules of these funds are obtainable from the Human Resources Department.

**(i) Medical Aid**

All employees have a choice of membership of one of the following funds:

- SAMWU- Med Medical Scheme
- Bonitas Medical Scheme
- Hosmed
- LA Health
- Keyhealth

The rules of the funds are obtainable from the Human Resources Department.

**(viii) Trade Union Membership**

Membership of a trade union is not compulsory. However, employees who are not members of a trade union are compelled to pay an agency shop fee in lieu of trade union membership fees.

**(ii) Disciplinary and Grievance Code**

The Council has a Disciplinary and Grievance Code which complies with the requirements of the law. Employees are also free to submit grievances against fellow employees or against managers without fear of victimization . Details of the Disciplinary and Grievance Codes are obtainable from the Human Resources Department.

**(iii) Code of Conduct**

All employees are compelled to sign the Code of Conduct as stipulated in Schedule 2 of the Municipal Systems Act and DR AB XUMA Municipality's Code of Conduct

**WELCOME TO MUNICIPAL SERVICE**

We welcome you to the municipal service and trust that your work will be rewarding and fulfilling and we wish you a happy and lengthy period of service with the Municipality. Should you have any queries concerning fringe benefits and conditions of service or any staff related matters, please contact our Human Resources Department.

## POLICY ADOPTION

The accounting officer will be the accountable custodian of this policy and must ensure that this policy is submitted to the council for consideration and adoption.

## POLICY REVIEW

This policy must be reviewed at least annually to ensure that it is adaptable to operational changes and it is aligned with the legislative environment.

When deemed necessary on ad hoc basis, the Accounting Officer must submit proposals of amendments of the policy to the Council for consideration and adoption.

## SIGNATURES

**MR K.L MULAUDZI**
**MUNICIPAL MANAGER**

29/05/2026
**DATE**

**ADOPTED BY THE COUNCIL OF DR AB XUMA LOCAL MUNICIPALITY**

**CLLR S ZANGQA**
**HONOURABLE MAYOR**

29/05/2026
**DATE**

**RESOLUTION NUMBER:** ....11/29/05/2026.....