



KAAP AGULHAS MUNISIPALITEIT  
CAPE AGULHAS MUNICIPALITY  
U MASIPALA WASECAPE AGULHAS

## **CAPE AGULHAS MUNICIPALITY**

### **INDUCTION & ORIENTATION POLICY**

#### **OBJECTIVE**

To ensure that consistent and effective processes are used to induct and orientate new employees or existing employees who have been appointed into new roles in order to familiarize the employee with the Municipality, the people working for the Municipality, their terms and conditions of employment and the policies and procedures governing their employment whilst orientation aims to familiarize the employee with their own work environment and job requirements in order for the new appointee to become a productive member of the team as soon as possible.

#### **PRINCIPLES**

Employees shall receive full compensation during the induction period.

#### **POLICY**

Cape Agulhas Municipality requires that any new employee undergo an induction programme. The purpose is as indicated to familiarize the employee with the organization within which they will be working in order for them to become an effective team member as soon as possible.

The Line Manager must ensure that the employee undergoes an Induction and Orientation programme as soon as they commence employment with the Municipality.

Attached is a guideline to both Manager and the new employee as to the roles and expectations of an Induction and Orientation Programme.

Council Resolution Decision: 125/2015

# CAPE AGULHAS MUNICIPALITY

## EMPLOYEE INDUCTION & ORIENTATION FILE

We welcome you as a member of our team at Cape Agulhas Municipality.

The purpose of your induction and orientation is to ensure that you understand where you fit in and to help you feel committed to being part of the Cape Agulhas Municipality team.

We hope that after your induction and orientation you will be fully integrated into your work place and feel confident that you can respond to job demands and provide excellent customer service.

### **INDUCTION**

#### Introduction:

To ensure that you are familiar with your new job and make an effective contribution, it is necessary that you get to know the Municipality and understand what is expected of you as quickly as possible.

As an employer we believe in developing a quality workforce by ensuring all staff is trained to maintain the highest standards of performance and deliver excellent customer service. We also wish to offer our employees satisfying and challenging career opportunities.

#### Your induction and orientation plan

To settle down into your new job, you must become familiar with:

- Your team members;
- The work surroundings; and
- The job.

In the course of your induction, you need to:

- Complete the induction programme;
- Read through the documents included in your induction file;
- Complete the induction and orientation activities as described in your induction file; and
- Discuss the activities with your manager to check your understanding and progress before the end of your probation period.

The role of your manager:

During your induction and orientation programme, you will often have to ask for relevant information. It is your manager's role to help you in your learning. However, there may be other people who will help you. Your manager will put you in touch with those people.

Your responsibilities:

It is your responsibility to take equal partnership and actively participate during your induction and job training, to ensure that you fully understand your terms and conditions of employment as well as the standards of performance expected in your job. We expect you to ask for information as required.

To fully appreciate the size and scope of Cape Agulhas Municipality, of which you are now part, it is necessary that you have an overview of the Municipality as a whole. Furthermore, to ensure that you adhere to the Municipality's procedures and meet all basic health and safety standards, it is necessary that you fully understand your terms and conditions of employment and the policies and procedures governing your employment.

You will learn about our vision and mission for the future, the values that we subscribe to, and the services we provide to our customers. You also need to understand all the benefits that are available as well as the policies and procedures relevant to your job.

**Induction Activities Checklist:**

Overview of Cape Agulhas Municipality

1	Discuss the Municipality as a whole with your manager.	
2	Arrange for discussions with your team members	
3	Ensure that you: <ul style="list-style-type: none"><li>➤ Know what services we provide;</li><li>➤ Understand your terms and conditions of employment;</li><li>➤ Understand the benefits of the health care scheme of which you are a member;</li><li>➤ Understand the benefits of the retirement fund to which you are a member;</li><li>➤ Fully understand all the policies and procedures governing your employment and discuss any queries with your manager;</li><li>➤ Know all the safety procedures relevant to your job;</li><li>➤ Know what to do in case of an emergency and where the escape routes and assembly points are; and</li><li>➤ Know the name of the Safety representative and the First Aider responsible for your area of work.</li></ul>	

## ORIENTATION

To ensure that you contribute to your section in accordance with your job requirements, it is necessary that you fully understand the purpose of your job, the areas in which you are expected to perform and the standards of performance against which your work will be evaluated. Below you will find information on your job and the training and development you will receive to ensure you provide excellent customer service.

### Orientation Activities Checklist

1	Discuss your job with your manager (Key Performance Indicators, Standards of Performance and safety procedures).	
2	Arrange to meet with key contact people	
3	Ask your manager to complete your monthly performance/ probationary interviews	
4	Ensure that you: <ul style="list-style-type: none"><li>➤ Understand the core purpose of your job, key performance indicators and standards of performance.</li><li>➤ Fully understand the critical safety procedures relevant to your job as contained in the Written Safe Work Procedures or as explained by your manager. (where applicable)</li><li>➤ Agree a training and development plan for yourself for the next 12 months</li></ul>	

**CAPE AGULHAS  
MUNICIPALITY  
PROBATIONARY REPORT**

NAME:		DATE OF ENGAGEMENT:		PERIOD OF PROBATION					
POSITION:		MANAGER:		PERIOD OF REVIEW:					
PROBATIONARY REPORT NO:									
KPI	PERFORMANCE STANDARD	PERFORMANCE INDICATORS (TANGIBLE EVIDENCE)	WEIGHTING %	RATING					
				1	2	3	4	5	
			100%						
OVERALL PERFORMANCE:									
RECOMMENDATIONS/ INTERVENTIONS									
RESPONSIBLE PERSON:		TARGET DATE:	TO BE PLACED ON PERMANENT EMPLOYMENT:		YES/ NO				

**MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EMPLOYEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RATING SCALE:**

5 = OUTSTANDING	4 = COMMENDABLE	3 = COMPETENT	2 = IMPROVEMENT NEEDED	1 = UNSATISFACTORY
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