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Approved on 30 May 2025 under Resolution C/3/299/05/25

## **1. INTRODUCTION**

The Recruitment and Selection policy and its implementation will be fundamentally aimed at matching human resources to the strategic and operational needs of the Municipality, ensuring the full utilisation and continued development of these employees.

## **2. PURPOSE**

2.1 The Municipality recognises that its employment policies, practices and procedures must comply with the principle of the rule of law. The principle of the rule of law includes the principle of legality, which requires the Municipality, its political structures and political office-bearers as well as its employees, to comply at all times and without exception with the relevant legal provisions governing the situation concerned.

2.2 This policy is further based on the principles set out below. Human resources in the Municipality must

2.2.1 Be characterised by a high standard of professional ethics.

2.2.2 Promote the efficient, effective and economic utilisation of employees.

2.2.3 Be conducted in an accountable manner.

2.2.4 Be transparent.

2.2.5 Promote good human resource management and career development practices, to maximise human potential.

2.2.6 Ensure that the Municipality's administration is aligned with the Employment Equity Framework Policy of the Bitou Municipality, and that human resource management practices are based on ability, objectivity and fairness.

2.3 All aspects of the staffing, structuring, recruitment, selection, interviewing and appointment of employees will be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions. This policy must however be read in conjunction with the Municipality's Employment Equity Framework Policy and Employment Equity Plan.

### 3. SCOPE AND APPLICATION

To ensure a fair and equitable employment process, this policy shall apply to all permanent and contract appointments made within the Municipality, but not to the recruitment and selection of student appointees, seasonal and Expanded Public Works Program beneficiaries.

### 4. DEFINITIONS

**"Candidate"** means an applicant for a post.

**"Contract appointments"** means employees appointed in terms of a fixed term or part time contract.

**"Council"** means the Bitou Municipality.

**"Employee"** means any person, excluding an independent contractor, who works for the Bitou Municipality and who receives, or is entitled to receive any remuneration.

**"Employer"** means the Bitou Municipality.

**“Executive Management”** shall mean the Municipal Manager and Directors.

**“Full-time employee”** means someone who is in the employ of the Municipality and who is working 40 hours per week.

**“Directors”** shall mean all appointees in terms of section 56 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000).

**“Human Resource Need”** means the organisation’s forecast of needed staff size and skill mix for the designated planning period.

**“IDP”-** means Integrated Development Plan, as contemplated in the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

**“Induction”** shall mean initiation: a formal entry into the organisation or position or office;

**“Labour Organisations”** means Bitou Municipality recognised Unions.

**“Municipal Manager”** shall mean a person appointed by the Municipal Council as the Municipal Manager for the municipality in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

**“Municipality”** means the Bitou Municipality.

**“Nepotism”** means favouritism based on family relationship or friendship;

**“Part-time employee”** means someone who is in the employ of the Municipality and who is working less than 40 hours per week.

**"Permanent Employee"** means an employee, excluding a contract employee and a temporary employee, occupying a post on the approved staff establishment of the Council in a permanent capacity, whether full-time or part-time, and includes an apprentice and a person appointed in such post for a probationary period.

**"PMS"** means Performance Management System as contemplated in the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), and relevant Regulations.

**"Recruitment"** means the activities undertaken in the human resource management to attract sufficient a competent job candidates who have the necessary potential, skills, experience and qualifications to fill job requirements to assist the Municipality in achieving its objectives.

**"Reference check"** means the gathering of information about a candidate's history from people with whom such candidate has been associated.

**"Selection"** means the process of making decisions about the matching of candidates considering individual differences and the requirements of the job.

**"Staff establishment"** means the approved posts created for the normal and regular requirements of the Bitou Municipality.

**"Staff member"** shall mean the employees of the Bitou Municipality, including the Municipal Manager.

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

**“Workforce planning”** means a process that ensures people with the appropriate skills are in the right place, at the right location, at the right time to meet the community’s changing needs. It examines what an organisation needs to accomplish in a given period of time; what knowledge, skills, and experience are required to get the job done; and how large and what type of workforce is required to provide that mix of skills, knowledge, and experience.

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

All terminology not defined under paragraph 4 of this policy shall bear the same meaning as in the applicable legislation.

## **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 The Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998) as amended.
- 5.3 The Labour Relations Act, 1995 (Act No. 66 of 1995) as amended.
- 5.4 The Skills Development Act, 1998 (Act No. 97 of 1998) as amended.
- 5.5 The Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) as amended.

- 5.6 The Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997) as amended.
- 5.7 The Occupational Health and Safety Act, 1993 (Act No. 58 of 1993) as amended
- 5.8 Employment Equity Act, Act no.55 of 1998 as amended
- 5.9 Government Gazette, Gazette No.: 45181:- Municipal Staff Regulations dated 20 September 2021
- 5.10 All relevant Collective Agreements.

## **6. POLICY CONTENT**

- 6.1 The appointment of a Municipal Manager and other Senior Managers will be made in terms of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers No. 37245 of 17 January 2014.
- 6.2 The responsibility for the appointment of all other personnel rests with the Municipal Manager or his/her delegate in terms of section 55(1)(e) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

## **7. DETERMINING RECRUITMENT NEEDS**

Prior to filling a post, the necessity for filling shall be assessed and motivated in writing by the relevant Director to the Municipal Manager or his/her delegate, taking into account the following criteria:

- 7.1 Approved staff establishment. (The Municipality must develop the strategy to fill vacant funded post and reduce turnaround times for filling the approved posts).

**7.2 Job Description of the position (A Task Evaluated Job Description must be on file and be used for drafting the advertisement).**

7.3 Funding for the post. (that all budgeted vacant positions be filled within 6 months after becoming vacant)

7.4 Nature of the post.

7.5 Applicable terms of employment.

7.6 Nature of pay.

## **8. VALIDATION OF INHERENT REQUIREMENTS**

8.1 The inherent requirements of a job must reflect the needs of the Municipality and must be appropriate to achieve the service delivery interests of the Municipality.

8.2 Prior to the recruitment process commencing, the outputs, skills, knowledge and competencies and stated educational requirements as contained in the competency/job profile or job description are to be scrutinised as to relevance and applicability.

8.3 No person may be appointed as a staff member on a fixed-term contract, permanent basis, or probation to any post on the approved staff establishment unless he or she is a South African citizen, permanent resident and ii)

possesses the relevant competencies, qualification and experience.

## 9. RECRUITMENT ADVERTISEMENT

9.1 The validated inherent job requirements and key performance areas shall form the basis for the advertisement and all advertisements shall clearly state:

9.1.1 The name and location of the Municipality.

9.1.2 A statement that the Municipality subscribes to the principles of employment equity.

9.1.3 The designation of the position that is advertised.

9.1.4 The minimum requirements in terms of qualification, skills, expertise and other requirements for appointment.

9.1.5 A summary of the key performance areas/primary duties of the position.

9.1.6 A statement that the appointment will be permanent or for a fixed term and the term (if applicable).

9.1.7 In the case of the Municipal Manager and a Senior Manager, a statement that the continued employment of the successful candidate will be subject to the annual conclusion of a performance agreement with the Municipality.

9.1.8 The name and contact details of the person to whom enquiries may be directed.

9.1.9 A statement that canvassing will disqualify any candidate from being considered for appointment.

- 9.1.10 An indication of the remuneration offered.
- 9.1.11 The format and content of applications.
- 9.1.12 The address where, and person to whom, applications must be delivered.
- 9.1.13 The closing date and time for the submission of applications.
- 9.1.14 A statement that applications received after the closing date will not be accepted or considered.
- 9.1.15 A statement that if an applicant does not hear from the municipality within 90 days his/her application was unsuccessful.

9.2 Vacancies from T-level 12 and below must be advertised internally (one attempt) and only as and when no suitably qualified, experienced and competent candidate(s) can be found; may the position be advertised externally.

9.3 Bitou Local Municipality commits itself to give preference to local suitably qualified; experienced and competent candidates in all positions.

9.4 Vacancies from T-level 13 and above must be advertised internally and may at the same time be advertised externally.

9.5 Where there is no capacity to manage recruitment processes the Municipality may appoint a recruitment agency to undertake the recruitment processes. This will only be applicable for the recruitment and selection of Senior Managers including Municipal Manager and Directors.

9.6 An advertisement may be utilised to create a pool of potential candidates valid for a period not exceeding six months from the date of advertisement to fill any other vacancy if job title, core functions, inherent requirements of the job and salary level of the other vacancy is the same as post advertised amongst other.

9.7 An applicant for the post must disclose his or her qualifications and experience (originally certified copies), contactable references, registration with relevant professional body if applicable, full details of any dismissal for misconduct or substandard performance and any disciplinary actions whether pending or finalised, instituted against the applicant in his current or previous employment.

## **10. UNSOLICITED APPLICATIONS**

10.1 Unsolicited applications received during the course of the Municipality's operations must be returned forthwith to the applicant stating that the Municipality did not have any vacancies at the time when the application was submitted and that should any vacancy arise, the Municipality would advertise such vacancy.

10.2 Nobody may promise or undertake to accept an unsolicited application for appointment and to submit it when a vacancy is advertised.

## **11. HEAD HUNTING**

11.1 Head hunting will always be applied with caution, and it may only be applied with the explicit approval of the Municipal Manager and only after the selection panel, in consultation with the relevant Director, if applicable, is of the opinion that the assessed candidates are not suitable and/or do not meet the requirements of the position advertised.

- 11.2 Normally targeted persons will be provided with a copy of the recruitment advertisement and allowing them to apply of their own accord.

## **12. APPLICATION PROCEDURE**

- 12.1 Enquiries about any advertised post shall be directed to the Division: Human Resources Management Services.
- 12.2 All applications shall be received by the Division: Human Resources Management Services.
- 12.3 All applicants must complete the official prescribed application form.
- 12.4 Application forms must be accompanied by certified true copies of original qualification certificates and Curriculum Vitae (i.e. degrees, diplomas, certificates, school certificates, etc.), as well as required driver's licences, professional driver's permits and registration certificates from professional bodies, where applicable.

## **13. GENERAL PRINCIPLES GOVERNING SELECTION**

- 13.1 Selection criteria shall be objective and related to the inherent requirements of the job and realistic future needs of the Municipality.
- 13.2 The central guiding principle for selection shall be competence in relation to the inherent requirements of the job considering the protection or advancement of persons or categories of persons disadvantaged by unfair discrimination.
- 13.3 Unless formal or statutory qualifications are clearly justified as essential for the job, relevant experience/performance, training (internal/external) as reflected

and measured through competencies, and potential for the prospective vacancy shall be an important criterion.

- 13.4 Canvassing, i.e. attempting to solicit the influence of any person who could substantially influence the selection process by job applicants, or any other person on behalf of job applicants, for posts within the Municipality's service is prohibited and evidence thereof will disqualify the applicant's application for consideration for appointment.

#### **14. NEPOTISM**

- 14.1 It is the policy of the Municipality to seek competent applicants for positions and to further the careers of those employed regardless of whether they have close relatives already employed at the Municipality.
- 14.2 The basic criteria for appointment and retention are appropriate qualifications, experience and performance as set out in the policies of the Municipality.
- 14.3 Family relationships shall constitute neither an advantage nor a deterrent to appointment and retention at the Municipality provided the individual meets and fulfils the appropriate appointment standards and requirements of the post.
- 14.4 For the purpose of this policy "close relative" is defined as spouse, domestic partner, parent, mother-in-law, father-in-law, step-parent, child, son-in-law, daughter-in-law, step-child, brother, step-brother, brother-in-law, sister, stepsister, sister-in-law, grandchild, aunt, uncle, nephew, niece and first cousin.
- 14.5 Employment of "close relatives" is therefore limited only where necessary to provide reasonable assurance that each employee can carry out the responsibilities of his/her particular position as objectively as possible.

14.6 Subject to adherence to the following provisions hereunder, there is to be no discrimination against the employment or continued employment of any person because of his/her relationship to a member of the Municipality staff:

14.6.1 "Close relatives" may not be employed in positions where such employment will result in the existence of a supervisor/subordinate relationship.

14.6.2 "Close relatives" may not be employed in positions where one will have responsibility for reviewing and approving financial/budget/purchase transactions or in recommendations and/or decision making in any matter concerning appointment, promotion, salary, retention or termination of employment of a "close relative".

14.6.3 No staff member may be appointed as the supervisor in respect of any "close relative".

14.7 If a situation arises to deviate from the above provisions, a detailed motivation must be submitted to the Municipal Manager to consider the individual case. Where relationship is compromised, it should be declared and recusal from process is encouraged.

## **15. SELECTION PROCESS**

15.1 The purpose of selection is to identify the most suitable candidates from all the persons who applied and to eliminate unsuitable candidates in the fairest way possible.

15.2 The selection process for the position of Municipal Manager and other Senior Managers will be made in terms of the Local Government: Regulations on

Appointment and Conditions of Employment of Senior Managers No. 37245 of 17 January 2014.

15.3 The selection process for all other staff shall be conducted by a Selection Panel recommended by the applicable Director and approved by the Municipal Manager in writing, and shall –

15.3.1.1 Consist of not less than three and not more than five persons. And chairperson must be supervisor or staff member employed at least one job grade higher than advertised post.

15.3.2 Ensures that it be representative in terms of race and gender.

15.3.3 Include one representative from the Division: Human Resources Management Services.

15.3.4 Include labour representatives as observers.

15.3.5 All members and observers of the selection panel must complete the prescribed Pledge of Confidentiality and Declaration of Interest form, attached as Annexure “A” to this policy.

15.3.6 Members of the panel including observers (Union Representatives) must disclose any interest or relationship with shortlisted candidates during shortlisting process, recuse themselves from the panel if any relationship exists.

## **16. COMPILING OF MASTER LISTS**

16.1 After the pre-screening of all the applications received for every specific position, only applications which adhered to the pre-screening requirements is

to be captured on the master list compiled by the Division: Human Resources Management Services.

16.2 The master list must contain, in table form, the following particulars in respect of each candidate:

16.2.1 The applicant's surname followed by her/his initials.

16.2.2 The applicant's area of residence.

16.2.3 The applicant's gender.

16.2.4 The applicant's population group.

16.2.5 The applicant's qualifications.

16.2.6 The applicant's employment history and experience relevant to the job description and job specification.

16.2.7 If applicable, the nature of the applicant's disability.

16.3 The Division: Human Resources Management Services must submit the master list to the relevant selection panel.

## **17. COMPILING SHORTLISTS**

17.1 The selection panel must be selected from the master list, with due regard for the numerical goals set in the Municipality's Employment Equity Plan not more than six (6) applicants, subject to discretion of the selection panel, who in their opinion would be the most suitable candidates to be subjected to the selection process.

- 17.2 The Division: Human Resources Management Services must, during the compilation of the short list, take all reasonable steps and actions to establish the validity and accuracy of any qualification certificates and other information supplied by an applicant.
- 17.3 For the purpose of verifying the authenticity of qualification certificates, conducting a police clearance, the Council may appoint an external service provider, subject to the Supply Chain Management policy of the Council.
- 17.4 If any candidate submitted or claimed that he/she had some or other certificate or diploma, qualification, experience or disability that is disproved, such candidate must be disqualified.

## **18. NOTIFYING SHORTLISTED CANDIDATES OF SELECTION PROCEEDINGS**

The Division: Human Resources Management Services must notify every candidate whose name has been short listed of the venue, date and time and nature of the selection proceedings he/she must attend using the most reliable communications methods available.

## **19. INTERVIEWING IN RESPECT OF VACANCIES**

- 19.1 Except for appointments that must be made by the Council, the interview process of all other staff shall be conducted by a selection panel constituted in terms of paragraph 15.3 of this policy.
- 19.2 Officials and representatives of labour unions attending interviews shall complete the prescribed Pledge of Confidentiality and Declaration of Interest form, attached as Annexure "A" to this policy.

19.3 The Municipal Manager or his/her designated representative may attend and participate in any interview for appointing of an employee.

19.4 The Selection Panel shall consider and approve the Structured Interview Questions two hours before the Interview Process commence.

19.5 After having assessed the applicants, the selection panel shall submit its motivated proposal to the applicable Director for his/her recommendation and then to the Municipal Manager for his/her consideration and an appointment decision in terms of section 55(1)(e) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

19.6 Completed score sheets must be kept in safe storage for a period of at least six months after an appointment decision has been made.

## **20. CONDUCTING PROFICIENCY, MEDICAL AND FITNESS TESTS**

20.1 One or more relevant proficiency tests (e.g. typing tests, operating a grader etc.) may be required to be conducted before or after an interview is conducted.

20.2 A proficiency test is required on certain positions if the outcome thereof is relevant to the expected job standards that would be expected of the employee and it relates to the job description.

20.3 Candidates will be subjected to competency tests for the operating and handling of civil construction machines, where applicable.

20.4 If the daily working environment is of a physical nature, candidates may be subjected to a physical fitness test.

- 20.5 Successful candidates will be subjected to a medical assessment in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993), where applicable.

## **21. REFERENCE CHECKING**

- 21.1 Reference checks must only be carried out for applicants recommended by an interviewing panel.
- 21.2 Reference checks must be conducted by the Division: Human Resources Management Services.
- 21.3 The person performing the reference check must obtain, but not limited to, the following information during the reference check:
- 22.3.1 Confirmation of the applicant's employment history, including date of commencement with service at the previous employer and any past or pending disciplinary actions regarding the employee.
  - 22.3.2 The applicant's position and remuneration details.
  - 22.3.3 The job requirements and key performance areas of the applicant's current position.

## **22. APPOINTMENT OF MUNICIPAL MANAGER AND SENIOR MANAGERS**

The appointment of a Municipal Manager and other Senior Managers will be made in terms of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers No. 37245 of 17 January 2014.

## **23. APPOINTMENT OF SUPPORT STAFF TO OFFICES OF THE PUBLIC OFFICE BEARERS**

23.1 A person must be appointed to a post on the approved staff establishment in order to support the office of the public office bearer and must either:

23.1.1 *seconded from a post on approved staff establishment or*

23.1.2 *appointed on a fixed term contract of employment linked to the term of office of the public office bearer.*

23.2 The duration of the secondment or fixed-term employment contract may not be longer than 30 days after the public office bearer vacates office.

## **24. RE-EMPLOYMENT OF DISMISSED STAFF**

24.1 A person who was dismissed from a municipality for any reason stated in the relevant Regulations may not be employed in any municipality before the prescribed period as set out in the outcome has expired.

24.2 A person who has lodged a dispute in terms of the applicable legislation may be appointed subject to the outcome of the dispute.

24.3 The Municipality must maintain a record of staff dismissed for misconduct and staff who resigned prior to the finalisations of any disciplinary proceedings.

## **25. APPOINTMENT LETTER**

25.1 The Manager: Human Resources Management must present every newly appointed employee with a letter of appointment as provided for in section 29 of the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997) not later than the day on which he/she starts working.

- 25.2 Whenever any of the details contained in such a letter change the Manager: Human Resources Management must inform the employee in writing of such changes.
- 25.3 In the event of an employee that cannot read the relevant Manager or his/her delegate must explain the content of such letter and any amendment thereof to every such employee in a language that he/she understands.
- 25.4 The appointment letters of employees to whom the Municipal Regulations on Minimum Competency Levels, 2007 apply, must stipulate that, if the required minimum competency levels in the unit standards for each competency area are not attained within at 18 months' period from date of appointment, the employment contract will terminate automatically within one month after the applicable period.

## **26. PROBATION**

- 26.1 A newly appointed employee in a position on the staff establishment of the Municipality must serve a period of probation to the minimum of three (3) month and maximum of 12 months before the appointment of the employee is confirmed.
- 26.2 The Director or his/her nominee concerned must evaluate the progress and performance of an employee appointed on probation on a monthly basis per such factors, objectives and criteria as may be prescribed in terms of the Municipality's employee performance appraisal system.
- 26.3 An employee must be given reasonable evaluation, instruction, training, guidance or counselling to allow the employee to render a satisfactory service

in terms of the Schedule 8 of the Labour Relations Act, 1995 (Act No. 66 of 1995).

- 26.4 If it is determined that the employee's performance is below standard, the relevant Director or his/her nominee should advise the employee of any aspects in which he/she considers the employee to be failing to meet the required performance standards.
- 26.5 If the relevant Director or his/her nominee believe that the employee is incompetent, the Director or his/her nominee must advise the employee of the respects in which the employee is not competent.
- 26.6 The relevant Director or his/her nominee may either extend the probationary period for a further maximum period of 6 (six) months or recommend the dismissal of the employee to the Municipal Manager only after complying with the following:
- 26.6.1 The period of probation may only be extended for a period not exceeding 6 month for a reason that relates to the probation.
  - 26.6.2 The relevant Director or his/her nominee may only decide to extend the probationary period or to recommend the dismissal of an employee after he/she has invited the employee to make representations and has considered any representations made.
  - 26.6.3 A trade union representative or fellow employee may make the representations on behalf of the employee.
- 26.7 If the Municipal Manager decides to dismiss the employee or the relevant Director or his/her nominee decide to extend the probationary period, the

employee must be advised of his/her right to dispute such decision in terms of Schedule 8 of the Labour Relations Act, 1995 (Act No. 66 of 1995).

## **27. INDUCTION**

27.1 The Manager: Human Resources Management or delegate will take full responsibility for the induction of employees.

27.1.1 The new incumbent will be introduced to his/her immediate staff/colleagues by the Manager: Human Resources or his/her delegate.

27.1.2 The Manager: Human Resources Management shall ensure, in conjunction with the incumbent, that all appointment documentation has been completed and processed.

27.1.3 The Manager: Human Resources Management will explain and provide a copy of the job description relating to the new employee's specific position/job function whilst the respective line managers are expected to conduct a full job orientation.

27.1.4 The Manager: Human Resources Management will also explain and make available copies of the Municipality's Human Resources Policies and the Code of Conduct of Municipal Staff Members as provided for in Schedule 2 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

27.2 The relevant Manager is responsible for the induction of each employee in his/her department to familiarise the employee with the department in which he/she has been appointed.

**28. APPOINTMENT OF EMPLOYEES AS CONTRACT OR “SPECIALISED” CONTRACT WORKERS, SEASONAL WORKERS OR TEMPORARY RELIEF STAFF**

Persons appointed to the above temporary positions –

- 28.1 Is appointed at a salary as determined by the approved TASK evaluation process.
- 28.2 May not receive any housing and travelling benefits.
- 28.3 May not become a member of a retirement fund, medical aid scheme or group life scheme to which the Municipality must contribute.
- 28.4 Earns leave and sick leave in accordance with the provisions of the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997), applicable statutory determinations or Collective Agreements.

**29. APPOINTMENT OF REPLACEMENT LABOUR IN THE EVENT OF A STRIKE**

- 29.1 The Municipal Manager may, after consultation with the relevant Directors and the Chief Financial Officer, employ replacement labour during a strike in terms of, and consistent with, section 76 and section 198B of the Labour Relations Act, 1995 (Act No. 66 of 1995).
- 29.2 Every person appointed as replacement labour must receive a letter of appointment that complies with section 29 of the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997). The letter of appointment must clearly stipulate that:

- 29.2.1 The appointment is only for the duration of the strike and that the services of the employee will terminate immediately when the regular employees of the Municipality return to work.
- 29.2.2 Termination of any replacement labour employment shall not constitute a dismissal of the person concerned and that he/she shall not be entitled to any additional remuneration or compensation in respect of the completion of such period.
- 29.2.3 The person's employment with the Municipality will come to an automatic end on expiry of the term and such termination shall not be construed as a termination based on the Municipality's operational requirements, nor as an unfair dismissal.
- 29.2.4 Accordingly, reference in this paragraph to additional remuneration or compensation to which the person shall not be entitled, includes but is not limited to, severance pay, notice pay, retirement and medical aid fund benefits to which an employee may otherwise be entitled to in the event of a termination based on an employer's operational requirements.

## **30. REIMBURSEMENT OF INTERVIEW RELATED COSTS**

- 30.1 Any prospective applicant, who is invited to attend an interview, shall not be remunerated for travelling with his / her own vehicle; which include air travel and accommodation.

## **31. RECORD KEEPING**

- 31.1 Adequate records of the entire selection process need to be maintained, including selection and short-listing criteria: reasons for inclusion/exclusion of candidates; structured interview guide; copies of all other assessments utilised;

comprehensive notes on assessment of each candidate; assessment ratings; reference checks.

31.2 As in the recruitment process, these records need to be maintained for the prescribed period.

## **32. DISPUTE RESOLUTION**

Internal dispute resolution processes shall be followed in the event of any grievances and disputes arising out of the implementation of this policy. For all external candidates, the recognised labour relations mechanisms shall be applied.

## **33. 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.

## **34. EFFECTIVE DATE**

The Recruitment and Selection Policy will become effective upon approval thereof by the Bitou Municipality.

## **35. PRECEDING POLICIES RESCINDED**

Please note that all previous policies in respect of this subject were **RESCINDED** and **REPLACED** with the adoption of the new policy.