

UMSOBOMVU MUNICIPALITY

RECRUITMENT,

SELECTION

AND

APPOINTMENT

POLICY

1. Objectives

- 1.1 The overall aim of the recruitment, selection and appointment process is to attract, obtain and retain people with required competencies at minimum cost in order to satisfy the human resources needs of the Council.
- 1.2 Recruitment is attuned to establishing a positive image of the municipality as an employer in the labour market.
- 1.3 To give effect to the affirmative action policy principles and adhere to the Employment Equity act and the Labour Relations Act 66 of 1995.
- 1.4 To provide a tool in recruitment and appointment for all managers.
- 1.5 To ensure that candidates are selected and appointed in terms of the municipality's policy priorities.

2. Fair and equitable recruitment

- 2.1 All posts on the establishment of the Council shall be equal opportunity positions.
- 2.2 Candidates should be employed purely on the basis of job related requirements, deployments, personal attributes. Competencies and abilities, and that individuals must be given equal opportunities to be recruited i.e. recruitment actions should be extended to all communities.
- 2.3 Affirmative action strategies and targets must be taken into consideration when recruiting candidates.
- 2.4 Vacancies should preferably be filled by the promotion of existing employees through internal advertisements. When no suitable candidate is available internally, vacancies should be filled through external advertisements. The internal and external advertisement of posts could be done simultaneously to avoid delay in filling crucial positions.
- 2.5 Respective supervisors or line managers should be encouraged to participate in the recruitment and filling of positions within their departments.
- 2.6 The Municipal Manager is responsible for fair and consistent recruitment and selection practice throughout Municipality.
- 2.7 Request to fill vacancies should be made by the line supervisor/manager to the human resources after satisfying themselves that budgets and municipal priorities demand the filling of the post.

- 2.8 Advertisements for posts will be placed in identified and recognizable notice boards of the municipality.

3. Recruitment process

- 3.1 Recruitment activities should be dependent on the Council's human resource requirements as identified through human resource business plans.
- 3.2 Internal sources of recruitment, where possible should be considered, since it is cost effective and serves as motivation for existing employees. External recruitment may be undertaken by means of advertisements.
- 3.3 Career exhibitions and visits to schools, universities, etc. can also be considered for certain target groups.
- 3.4 Effort should be made to access information on advertisements to local communities within the district ~~municipality~~.
- 3.5 Advertisements should target South Africans, unless the position requires specialized skills not immediately available in South Africa. Foreign citizens can only be appointed on a fixed term contract to train and mentor South Africans into the applicable position(s).
- 3.6 Application forms and enquiries should be handled by the human resources.
- 3.7 All advertisements in national media should be approved by the Municipal Manager.
- 3.8 Advertisement for positions in Grade 10 – 14 should be restricted to the local media.
- 3.9 There will be no lobbying and canvassing for positions. Any candidate who is found lobbying and canvassing for positions will be disqualified or disciplined.
- 3.10 It is the responsibility of the Municipal Manager to establish short listing and interviewing panels for various categories of posts.

4. Recruitment Procedure

4.1 Determine need to fill vacancy

When a vacancy is identified, the following factors should be taken into consideration:

- 4.1.1 Budget availability;
- 4.1.2 Reservation of vacancy for a candidate still in training;
- 4.1.3 Redeployment possibilities.

5. Selection and appointment process

5.1 Gathering applicants data

Applicants information must include all relevant data, such as:

- 5.1.1 CV;
- 5.1.2 Certified personal documentation;
- 5.1.3 Certified educational certification;
- 5.1.4 References from previous employees.

False information furnished by an applicant in his/her application for a vacancy, shall disqualify him/her and make him/her liable to summary dismissal, should he/she be appointed.

6. Screening

6.1 Employee and applicants for vacant positions shall undergo any screening tests (relevant to the inherent job requirements) required by the Municipality. Those being screened take part in all tests at their own responsibility. The result of any screening test is strictly confidential.

6.2 A person shall not be considered for appointment, unless he/she has reached the age of sixteen (16) years and complies with the required qualifying requirements as stipulated in the advertisement. The appointment or retention of the services of any employee older than the compulsory retirement age of 65 shall be approved annually by the Municipal Manager, subject to the submission of a satisfactory medical report and a recommendation by the relevant Head of Department.

7. Short-listing

- 7.1 When compiling the short list, a healthy balance should be struck between the data provided by the applicant and the job requirements. In the absence of imperative documentation (e.g. Senior Certificate), careful consideration should be given to the short-listing of such candidates.
- 7.2 It is unethical to promise a job prior to the finalization of the recruitment and selection process. Under no circumstances should a job offer be made at this stage.

8. Undertake selection (assessment and pane interviews)

- 8.1 The assessment results should not be the only tool used to decide on the best candidate for a position, but should form part of the selection process and be utilized during the final decision-making phase.
- 8.2 The Municipal Manager will establish assessment and interview panels for various categories of posts. Such committees should develop criteria to be considered in the assessment and appointment of candidates. It will assist service delivery if supervisors and line managers could be involved in such committees.
- 8.3 Impressions gained during the interview should be clearly documented and stored for future reference.

9. Competence for appointment

- 9.1 Prior to appointment, a successful applicant shall furnish satisfactory proof (certified copies) of his/her date of birth, marital status, academic or educational qualifications, identity, training, and any other relevant documentation as may be required.
- 9.2 Employment of family members of the Umsobomvu Municipality is prohibited, except where the following conditions are met:
 - 9.2.1 The candidate possesses the necessary skills and expertise not immediately available within the municipality, province or the applied candidates.
 - 9.2.2 The Municipal Manager has satisfied himself that no other persons could be approached to apply for the vacancy.
 - 9.2.3 It will serve the interests of the municipality well if the family member is employed.

- 9.2.4 That all the above three conditions are individually assessed and considered by the Municipal Manager.
- 9.3 Nobody should be appointed to the service of the municipality unless he/she complies with the legal requirements applicable to such appointment. In terms of section 15(3)(a) of the Municipal Accountants Act, 1988 (Act No.21 of 1988), no one shall be appointed to the Directorate: Finance, subject to the stipulation of section 13(3) of the said Act. (The above requirements may change based on the requirements of the Municipal finance Bill (soon to be enacted))
- 9.4 Appointment on acting capacity will not be considered in assessing the competence of a candidate for appointment to the said post.
- 9.5 All interviewed candidates should be informed in writing about the outcome of the interviews.

10. Appointment

- 10.1 A writer offer of employment (including conditions of service) must be made to the successful candidate and his/her formal (written) acceptance thereof, obtained, ensuring that all logistical arrangements regarding date, time and place of assumption of duty are clear.
- 10.2 All employees shall be issued with an identity and/or access card, which shall be carried at all times. The identity and access card shall remain the property of the municipality, and should an employee lose the card, he/she shall be held responsible for paying the cost for its replacement.
- 10.3 An employee shall furnish his/her permanent residential address, as well as that of his/her next of kin, to the human resources on writing and any changes thereof.
- 10.4 Appointment shall be made according to the qualifications and experience of the applicant, at a notch within the prescribed salary scale, provided that, if a successful applicant claims a higher notch than the starting notch of a particular salary scale, the salary notches of the existing employees occupying similar positions in the relevant department, shall be taken into consideration.
- 10.5 If an existing employee is promoted, his/her salary shall be adjusted to the minimum notch of the salary scale applicable to the position of promotion, provided that such salary adjustment shall be equal in salary to at least one notch of the scale applicable to him/her prior to the promotion.

- 10.6 Successful external applicants shall be appointed at the starting notch of the salary scale attached to a particular position, without any further advancement on the scale, until such applicant complies with the minimum requirements. The promotion of employees in the service, who do not comply with the minimum qualifications, shall be dealt with according to the same principles as above.
- 10.7 An employee who complies with the approved qualification requirements, but less than twelve (12) months have expired since the date of appointment to the relevant post, the advancement on the salary scale shall occur after a period of twelve (12) months, calculated from the date of appointment to the relevant post.
- 10.8 All appointments made should be confirmed in writing with an employment contracts. All appointments for manager's positions should be followed by a performance contracts.

11. Cost of moving

- 11.1 The cost of transfer on appointment shall be subsidized to a maximum of 75% after submission of a receipt in respect of expenditure incurred.
- 11.2 Three (3) written quotations shall be provided. Irrespective of which quotation is accepted by the employee, the subsidy shall be calculated on the amount of the lowest quotation which included insurance, or the amount indicated on the receipt, whichever is the lowest. The amount thus paid shall be fully repaid by the employee if he/she leaves the service within one (1) year. If he/she leaves the service after completion of one (1) year, but before two (2) years, the employee shall repay 75% of the subsidized amount.

UMSOBOMVU MUNICIPALITY

RETRENCHMENT POLICY

1. Umsobomvu Municipality will at all material times attempt to ensure that a continued employment is maintained.

However it may not at all times be possible to ensure the above objectives are met.

In such circumstances the provision of efficient service delivery may require the reduction of certain posts through retrenchment.

2. **CONSULTATION**

When Council contemplates termination of services of one or more of its employees for reasons based on operational grounds, Council has an obligation to consult with the Unions as well as affected employees.

The consultation shall focus on reaching consensus about the need for retrenchment any possible alternative, if any, as well as the manner in which will be effected.

During consultation process Council will :

1. Afford the employee party the opportunity to make representation regarding any matter regarding which consultation takes place.
2. Allow the employee party sufficient time to formulate and present their proposal.
3. Consider and respond to the representation made by the employee and if Council does not agree state the reasons for disagreement.

Parties should be reasonable and should not frustrate the consultation process by unreasonable delays.

Council will at all material times make a sincere attempt to reach consensus, however, should consensus not be reached, Council may implement its proposal unilaterally.

3. **AUTHORITY TO CONSULT**

The authority to consult shall be vested with the Municipal Manager acting in consultation with the Manager Corporate Services.

Where the Manager Corporate Services or any Section 57 manager will be affected by retrenchment the Municipal Manager shall lead the process of consultation.

4. **PARTIES TO BE CONSULTED**

Council will consult the following parties for the purpose of retrenchment :

- Any person when the Council is required to consult in terms of collective agreement
- Any recognized trade union whose members are likely to be affected by the proposed retrenchment.
- Where the employees affected are not members of the Trade Union and do not fall within the ambit of a collective agreement, the employees themselves or their representative nominated for this purpose.

5. **COMMENCEMENT OF CONSULTATION**

When faced with operational problems, Council will determine whether the desired result can be achieved without the reduction of staff.

Should it be evident that it cannot, Council will commence consultation regarding the reasons for the possible retrenchment.

Consultation must commence timeously in order to provide the affected employees with sufficient prior notice of possible retrenchment, and to allow consultation process to influence the final outcome.

6. **ISSUES FOR CONSULTATION**

During consultation the parties must attempt to reach consensus regarding :

- Appropriate measures to avoid minimize or delay retrenchment.

The following measures may be considered in consultation with employees :

- Moratorium on the recruitment of new employees
- Transfer of employees to vacant position within Council
- Provide training to enable employees to take up vacant positions where reasonable possible.
- Retirement of employees over the retirement age
- Early retirement
- Reduction or elimination of use of temporary workers.
- Voluntary retrenchment
- Reduction or elimination of overtime.

7. **SEVERANCE PAY**

Severance payment will be calculated as follows :

Where an employee either accept or unreasonably refuses to accept an offer of alternative employment, the employee's right to severance pay is forfeited.

8. **DISCLOSURE OF INFORMATION**

The Council has an obligation to disclose to an employee openly all relevant information but not limited to :

- The reasons for the proposed dismissal
- The alternative that Council considered before proposing the retrenchment
- The number of employees likely to be affected and job categories in which they are employed
- The proposed method of selecting employees to be retrenched
- The severance package proposed.

Council may where necessary refuse to disclose the following :

- Legally privileged information
- Confidential information likely to cause harm
- Private and personal information relating to an employee unless the employee agrees to the disclosure.

9. **COMMUNICATION REGARDING RETRENCHMENT PROCEEDINGS**

- 9.1 The Human Resource Director should be appraised of the situation before retrenchment consultations commence, save where they may be affected by the retrenchment.

- 9.2 Retrenchment proceedings should be handled in a transparent manner to avoid unnecessary insecurity and unfounded rumors.
- 9.3 Employees must be advised of how decisions taken in terms of the consultation process affect them as soon as possible throughout the proceedings.
- 9.4 Continued expectations regarding current work and the maintenance of discipline must be clearly communicated.
- 9.5 All consultation meetings must be accurately recorded and minuted, and copies of the minutes must be sent to the Human Resources Department for reference in the event of a dispute.

10. **PAYMENT UPON TERMINATION**

10.1 An employee who is retrenched will receive the following payment upon termination of employment or any prior date he leaves the service of the Council provided that the date was agreed in advance:

- All monies due for the period worked until the date of termination
- Payment in lieu of the agreed notice period where notice is not worked;
- Payment in lieu of accrued leave;
- Accumulated pro-rata bonus;
- Severance pay.

10.2 Provident/Pension Fund withdrawal benefits will be paid in terms of the rules of the fund.

11. **DISPUTES**

11.2 Disputes regarding the retrenchment of employees should be resolved by way of the procedure provided for in any applicable recognition agreement. If no such agreement exists the dispute should be resolved in terms of the provisions of the Labour Relations Act of 1995.

UMSOBOMVU MUNICIPALITY

RISK MANAGEMENT POLICY

INTRODUCTION

The Risk Management Committee has been requested to draw up policy guidelines.

These guidelines are not exhaustive and may be improved on in order to ensure efficiency.

MOTOR VEHICLE ACCIDENT

Where any municipal vehicle is involved in an accident the driver of the municipal vehicle must take the opposing drivers detail (drivers licence number, I.D. number, car registration number) and briefly describe the extent of damage.

The accident must be reported to the Police within 24 hours and the necessary case number must be available.

At the same time the driver must notify his/her supervisor who shall in turn inform the Traffic Department and if necessary the Engineers Department.

Where there are injured person the vehicle must not be removed from the scene of accident.

No person shall admit responsibility and liability under any circumstances regarding any cost to council.

The involved department must file an accident report with (Dept. of Finance) within 24 hours.

It shall be misconduct for any person charged with compiling a report to fail to do so.

VEHICLE SUBSIDISED BY COUNCIL

Where a manager essential user or any person driving a subsidized vehicle endangers his or her vehicle to the value not payable by insurance (excess) Council will have to institute an investigation whether or not such driver has exercised due diligence in the circumstance.

In case of negligence the Council will repudiate the claim.

Where any vehicle as described above is seriously damaged, the driver must consult the Traffic Department, Legal Department or Engineers before continuing with his journey.

CELL PHONES

No cell phone shall be replaced if it is damaged or lost as a result of its owner's failure to exercise necessary due care.

If the employee of Council is placed by virtue of his call of duty in a risky situation (repair to manhole) it is incumbent upon such employee to take extra measures to safeguard his and Council's belongings.

Where the cell phone, land line phone or any other Council's movable property (except cars) is damaged, the damaged property, chargers, and other accompanying material must be returned to Human Resources. All the excess for cellphone claims will be payable by employee.

ROAD REPAIR AND GRASS CUTTING

Any employee who cuts the grass and whilst doing so a stone spring towards a moving vehicle must report such an incident immediately to his foreman who shall take details of such a driver.

If there is an incident that occurred during the day the foreman must report such incident to the supervisor.

No payment will be made unless the incident report is filed. [incident report form]

SPEED HUMPS

It is the duty of the Protection Services department that all hazardous areas are clearly demarcated and warning signs placed.

Where the department is undertaking any repair work or painting of humps job card must be completed and submitted to the relevant official.

FIRE PROTECTION

Council must ensure that a 100 meter strip is ensured between the vegetation and the boundary fence.