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UMZIMVUBU
LOCAL MUNICIPALITY

UPHUHLISO KUMNTU WONKE

UMZIMVUBU
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EMPLOYMENT POLICY

16

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DEFINITIONS

1.1 **AFFIRMATIVE ACTION** – A programme by which previously disadvantaged groups are provided with opportunities for advancement, even it entails elements of discrimination based on fairness.

1.2 **AFFIRMATIVE ACTION MEASURES** - tools to ensure the suitably qualified people from designated group have equal employment opportunities and are suitably represented in all occupational categories and levels in the workplace of a designated employer.

1.3 **APPLICANT** – is any person who enquires about, applies for or has applied for employment in the Municipality.

1.4 **APPROPRIATE QUALIFICATION-** A qualification that the candidate has that is related to the required specific post.

1.5 **ASSIGNEE** – is a Municipal functionary or any person designated to act in a particular capacity.

1.6 **BOARDING** – is termination of services of an employee on grounds of ill health or disability.

1.7 **BASELINE** – is a basic framework of an exercise which serves as a point of departure.

1.8 **BURSARY HOLDERS** – a student offered a bursary by the Municipality or its associate.

1.9 **CANDIDATE** – A person who is in the process of being selected for a position or who is in process of being assessed as successful or not successful in meeting certain standards.

1.10 **CHIEF SHOP STEWARD** - is a senior shop steward by virtue of being a Chairperson of the Shop Steward Council or holding any top position within the Shop Steward Council.

1.11 **DESIGNATED MUNICIPAL FUNCTIONARY/DESIGNEE** – is a person or employee of the Municipality authorised to act in a particular capacity.

1.12 **DESIGNATED GROUP** – this refers to all previously disadvantaged groups such as African (Black, Coloured, Indian and Chinees); women; people with Disability (PWD's) as per Employment Equity Act of 1998 (amended)

1.13 **DISMISSAL** – termination of employment on grounds of misconduct.

1.14 **EMPLOYMENT EQUITY PLAN** – is a policy framework designed for advancing and managing representatives in terms of the Employment Equity Act, 1998.

1.15 **ESTABLISHED POST** – is a position established as part of the establishment plan of the Municipality.

1.16 **EMPLOYEE** – a synonym for the term "staff member". A person who is employed by an organisation to perform specific functions, on the staff of the organisation

1.17 EQUIVALENT QUALIFICATION – Any qualifications that has a national qualification framework (NQF-level

1.18 EXTERNAL ADVETISEMENT-post that are advertised outside the Public Services either nationwide or locally e.g. in the media for which candidates who are not In the employ of the Public Services can also apply.

1.19 **FAIRNESS DESCRIMINATION-** a process of objective differentiation where a candidate is chosen in an objective selection process based on fair evaluation using appropriate criteria.

1.20 **INTERNAL ADVERTISEMENT** – Posts that are advertised internally will only be limited for internal candidates.

1.21 INTERNAL CANDIDATES – are candidates that are within the employ of Umzumvubu Local Municipality (permanent, contract, interns, in-service trainee EPWP, employee host programme) and candidates whom contracts have been terminated within a 12 month period shall be considered as internal candidate.

1.22 **HEAD-HUNTING** –means to seek and identify suitable candidates for positions where difficult is experienced to recruit suitable qualified candidates as well candidates from historical disadvantaged groups and normally follows after the post has been advertised for the second time without success.

1.23 **HUMAN RESOURCES PRACTITIONER** – is an employee in the Corporate Services Department assigned to perform recruitment-related activities.

1.24 **IMMEDIATE FAMILY MEMBERS** – are considered to be mother, father, husband, wife, child, brother, sister or any of the preceding as a family member by marriage (in-laws).

1.25 **JOB SPECIFICATION** – is a list of job requirements for the post.

1.26 **LEARNER** – is a person who is attached to the Municipality for job learnership purposes.

1.27 **LABOUR BROKER- is a service provider providing labour**

1.28 **NATURE OF PAY** – refers to either basic pay or inclusive pay.

1.29 **NATURE OF THE POST** – refers to whether a post is a permanent, contract or temporary post.

1.30 **NON-ESTABLISHED POST** – is a post which does not form part of the establishment plan of the Municipality.

1.31 **OUTSOURCING REQUEST** – refers to an act of instructing a labour broker / Recruitment Agency or any other person to supply the Municipality with labour.

4.3 to all formally established and non-established posts of the Municipality;

4.4 to all formal posts of non-Municipal programmes, functions or Municipality's associates in respect of which the Municipality is defined by law as the employer.

This policy shall not apply to:

4.5 employment of casual labourers and skilled employees who are required to work for not longer than three (3) consecutive months;

4.6 The employment of a job learner or experiential trainee; unless the learnership stipulates otherwise.

4.7 The employment of the Municipality's bursary holders who are required to work for the Municipality as per their respective contracts with the Municipality;

4.8 The **experiential trainees/ interns**/In – service trainees who receive a training stipend.

4.9 Notwithstanding the above, an employment contract for employee mentioned in 5.5 may be extended or renewed beyond the three month - period depending on the prevailing circumstances.

5. UNDERPINNING PRINCIPLES OF EMPLOYMENT

5.1 The Municipality's Integrated Development Plan (IDP) shall inform Human Resources plan and strategy.

5.2 Human Resources needs analysis shall precede creation of any post within the Municipality.

5.3 Existence of each post shall be underpinned by the service delivery requirements embodied in the IDP and establishment plan of the Municipality.

5.4 An approved staff establishment or structure of posts shall form a basis for employment in respect of all established posts.

5.5 The zero-based approach shall apply in the filling of all vacant posts.

5.6 Descriptions of a job content and job specification shall constitute fundamental components of a job description for any post.

5.7 The job description and specification shall be used for determining the content of any advertisement of a vacancy, outsourcing request or any document for a similar purpose.

5.8 The nature/method of recruitment shall be decided in accordance with the recruitment procedure set out in this policy.

5.9 Canvassing by a candidate for support in respect of a particular recruitment exercise shall lead to the disqualification of the candidate.

5.10 The Corporate Services Department shall, in implementing this policy, uphold the norms and values enshrined in this policy.

5.11 Human resources shall bear the recruitment costs.

5.12 No person may be employed in a municipality unless the post to which he or she is provided for in the staff establishment of the Municipality.

5.13 A decision to employ a person in a municipality, and any contract concluded between the municipality and that person in consequence of the decision; is null and void if the appointment was made in contravention with 6.12.

5.14 Any person who takes a decision contemplated in 6.13 knowing that the decision is in contravention with 6.12; may be held personally liable for any irregular or fruitless and wasteful expenditure that the municipality may incur as a result of the invalid decision.

6. PREFERENTIAL EMPLOYMENT FRAMEWORK FOR LOCAL PEOPLE

6.1 Notwithstanding the equal employment opportunity principles entrenched in this policy; there shall be a concerted effort to use the municipality's employment programme to fight the highest levels of unemployment within the municipality's area of jurisdiction.

6.2 In order to give effect to the above principles, advertisements for positions ranging from post at task grade 1 to 8 or equivalent based on any applicable job grading system shall target employment of local people through a special recruitment mechanism.

6.3 Notwithstanding the job requirements and specifications of the posts mentioned above, minimum requirements in terms of qualifications and work experience shall range as follows: (Excluding Contractual Positions)

Municipal Grade	Required experience	Required minimum Qualification
1-3	12-24 months	Grade 10
4-6	12 -24 months	Grade 12
7-8	12- 24 months	Diploma / National Certificate
9-10	18-24 months	Diploma /National Higher certificate
11-13	2-3 Years	National Diploma/ Bachelors Degree
14-17	3-5 years	National Diploma/Bachelors Degree/Post Graduate Diploma/ Honors Degree
18-19	5 years +	National Diploma/Bachelors Degree/Honors Degree/Masters Degree

And shall be determined as per the approved Job Description

6.4 The Municipal Manager and the relevant Manager (Head of Department in which the vacancy exists) shall be assigned in terms of this policy an ultimate responsibility to see to it that the targeted employment of local people is given effect to.

6.5 Managers or immediate Superiors for employees appointed in terms of the above criteria shall be required to provide the necessary on-the-job training.

7. RECRUITMENT PROCEDURE

The recruitment procedure, which shall give effect to the objects and principles of this policy, shall be anchored on the following action areas of recruitment:

7.1 OCCURRENCE OF A VACANCY

7.1.1 A long term vacancy shall occur as a result of the following:

a. Dismissal/retrenchment/boarding;
b. Voluntary resignation;
c. Death;
d. Approval of a creation of a new post

7.1.2 A short term vacancy shall occur as a result of the following:

a. Sickness/injury;
b. Leave of absence;
c. Suspension;
d. Secondment;
e. Arising of special temporary work.
f. Any other causes

7.2 REQUISITION AND AUTHORISATION FOR FILLING OF A VACANT POST

7.2.1 The Manager/Designee in respect of which a vacant post exists shall assess the situation of the vacancy in accordance with clauses 3.4 and 5.5 of this policy and sign the requisition for filling a vacant post.

7.2.2 The Manager shall, inter alia, evaluate the continued need of the vacant post.

7.2.3 The Manager shall also apply his/her mind to whether the vacant post cannot be merged with another post or abolished.

7.2.4 Upon establishing the facts about the need for filling a vacant post as is, the Manager shall solicit authorization for filling a vacant post from the Municipal Manager or Designee.

7.2.5 An approval for filling a vacant post shall be forwarded to the Corporate Services Department for actioning.

7.2.6 Prior to proceeding with the filling of a vacant post, the Corporate Services Department shall verify the following about a vacant post:

a. Post establishment;
b. Funding for the post;
c. Nature of the post;
d. ~~Applicable terms of employment;~~
e. Nature of pay.

7.3 FILLING OF A VACANT POST

7.3.1 The following shall constitute modes of filling a vacant post:

a. Recruitment;
b. Secondment from another employer;
c. Head-hunting.
d. Use of employment equity plan

7.3.2 The Corporate Services Department shall exercise its due diligence and caution in checking whether modes other than recruitment may be used for filling a vacant post.

7.3.3 If a vacant post shall be filled through any mode other than recruitment, the Corporate Services Department shall facilitate filling of a vacant post through invoking the appropriate mode.

7.3.4 If a vacant post shall be filled through recruitment, the following sub-procedures shall apply:

7.3.4.1 **Advertisement of a Vacant Post**

a. The Corporate Services Department shall draw up an advert for a vacant post which shall, inter alia, manifest the following vital components of the advert:

(i) Name of the Municipality;
(ii) Job Title;
(iii) Post at level/grade; (Excluding Contractual Positions)
(iv) Nature and size of remuneration;
(v) Term of employment, if the post shall be filled on a fixed term basis.

b. The recruitment process for section post at task grade 18 or equivalent grading is initiated by the decision by the Municipal Council to fill a vacancy and a Council resolution is required in this regard.

c. Following the resolution to fill the vacancy, the post shall be advertised in a National newspaper circulating in all nine (9) provinces within 14 working days in line with the amendments of the Systems Act and Council shall ensure that these posts are to be advertised in regional or local newspapers at the same time for at least 05 consecutive working days.

d. The job specifications for section post at task grade 18 or equivalent grading shall be in line with the competency levels by National Treasury and Corporative Governance and Traditional Affairs as amended whichever will be applicable.

e. The finalized copy of an advert for post at task grade 9 to 14 or equivalent grading will be presented to the respective Manager or designee for endorsement prior to advertising.

f. The job specifications for post at task grade 9 to 14 or equivalent grading will be in line with the competency levels by South African Bargaining Council as published/equivalent grading system.

g. Post at task grade 4 to 8 or equivalent grading will be advertised both internally and externally at the same time for at least 5 consecutive working days.

h. The finalised copy of an advert for post at task grade 4 to 8 or equivalent grading shall be presented to the respective Manager or designee for endorsement prior to advertising.

i. Post at task grade 1 to 4 or equivalent grading shall be advertised internally first for at least 5 working days. Post at task grade 5 to 7, be advertised on local paper for 7 working days.

j. Notwithstanding the above, posts with critical and scarce skills shall be advertised both externally and internally on a simultaneous basis without advertising internally first.

k. If there is no applicant or candidate for the internally advertised post, the post shall be advertised externally for at least 5 consecutive working days;

l. Post at task grade 6 or equivalent grading shall be advertised on both local and provincial media simultaneously.

m. If there is no suitably qualified candidate found after a vacant post has been advertised externally, the post shall either be re-advertised for not less than 12 consecutive working days or headhunting proceedings shall be instituted.

n. Post at levels 4 or equivalent grading shall be advertised on the local media first.

o. Post at task grades 9 to 14 shall be advertised on local and provincial paper for the first time, then national media when the post is advertised for the second time.

p. Advertisement of section post at task grade 18 or equivalent grading shall be advertised on local, provincial and national media.

q. Notwithstanding the above, posts with critical and scarce skills shall be advertised in Provincial newspapers instantly.

r. Notice boards of various work stations shall be used for placement of internal job adverts.

s. Ward-based recruitment exercise shall be implemented with regard to employment of General assistants and unskilled casual workers.

t. Advertisement of a post on the National News papers may be done before head hunting.

7.3.4.2 **Procedure for Applying for an Advertised Vacant Post**

a. All Employees of the Municipality and members of the public who meet both quantitative and qualitative requirements of an advertised post shall be encouraged to apply for the post;

b. All prospective applicants shall apply strictly according to the procedures set out in the advert;

c. Enquiries about any advertised post shall be directed to the Corporate Services Department;

d. No late applications shall be considered;

e. No applicant shall canvass for a post;

f. No employment application forms shall be issued to applicants, only a covering application letter, a copy of a CV and certificates shall be submitted by applicants; Employment application forms are only issued for the positions of Section 57

g. All applications shall be received and registered by the Corporate Services Department.

h. Only Original certified copies of documents like Identity Document, Driver's License and certificates shall be accepted from applicants and also as requested from the advert and the documents must be certified within three (3) months from the date of application

i. All received applications shall be stamped with a date stamp and captured in the master list of applicants by the Corporate Services Department.

j. The Municipality shall not be held liable for the custody of application documents submitted by an applicant except as official Municipal records;

k. The master list of applicants shall be used as a baseline for screening and selection of the suitable candidates by the shortlisting committee.

l. Applicants received on a date after the closing date shall be accepted on condition that the date stamped by the post office is not later than the closing date.

m. posted applications will be recorded for two days after the closing of the advert subject to the compliance with the condition as stated on l. above

n. The Recruitment process plan must be done before selection process, which consists of the panel members to conduct shortlisting and interviews and be approved by the Accounting Officer

8.3.4.3. Roles and Responsibilities of Panel members and Union Representative during Recruitment and selection process

8.3.4.3.1 Panel Responsibilities

8.3.4.3.1.1 To safeguard the integrity of and shortlisting interviewing Process by adhering to a declaration on confidentiality.

8.3.4.3.1.2 To respect candidate's privacy and maintain confidentiality all the time

8.3.4.3.2 Union Observer Responsibilities

8.3.4.3.2.1 To observe fairness of the process
8.3.4.3.2.2 To ensure that the EEP is followed to the latter
8.3.4.3.2.3 To guard against favoritism

7.3.4.3 Shortlisting of Candidates

a) Council must resolve to constitute a shortlisting and interview panel or for task grade 18 and above or equivalent grade. Should Council resolve to appoint a shortlisting and interviewing panel it should be noted that Section 160(8) of the Republic of South Africa Act is complied with, and in accordance with the principle of fair representation. An accurate record of the shortlisting and interview processes, proper minutes should be kept as these will be required in the assessments conducted by the MEC.

b) Where the shortlisting and interviewing panel is not the Executive Committee, the recommendations of the appointed panel should be submitted to the Executive Committee for consideration. The Executive Committee should then submit recommendations on the appointment and terms and conditions of employment to the Council. The recommendations of the Executive Council should be in terms of Section 30(5)(c) of the Municipal Structures Act.

c) Shortlisting of candidates shall be made by a shortlisting panel approved by the Municipal Manager, as per the Recruitment Plan, for post at task grade 14 to 1 or equivalent grading, and HR must keep the approved Recruitment Plan.

d) The shortlisting panel shall be established on a basis of a post and on an ad hoc basis;

e) The Managers or the Municipal Manager shall be consulted with regard to the line departmental representatives in the shortlisting panel

f) The shortlisting panel for post at task grade 14 to 1 shall consist of:

1 x line department representative (as and when);
1 x representative per Union (Observes);
2 x Corporate Services Department representatives.

g) An outside with relevant expertise may be invited to the Shortlisting with the approval of the Municipal Manager.

h) The shortlisting panel for task grade 18 shall be set up by the Municipal Manager and/or by the Mayor, depending on the post to be filled.

i) Trade Unions shall be invited to the shortlisting meeting via the issue of the agenda to the Chief Shop Steward.

j) Trade unions act as an observer to ensure fairness & Transparency in the recruitment and selection process.

k) Trade unions do not actively participate in actual recruitment process but are entitled to note all anomalities observed during the process and raised them with the panel chairperson.

l) The master list of applicants and the copy of the advert shall be presented to the shortlisting panel by the Corporate Services Department; and shall be returned to the Corporate Services Department after use.

m) The shortlisting panel shall be selected not less than three (3) and not more than six (6) applicants for shortlisting per post;

n) The shortlisting panel shall select primarily from those applicants who meet the qualitative and quantitative requirements of the post;

o) In the event of recruiting for more than one position for the same post, Clause (m) shall be waived by the shortlisting panel and this may be Apportioned as per (n). in terms of number of posts to filled.

p) Notwithstanding clause (o) when there is only one applicant meeting the quantitative requirements of the post, such applicant shall be shortlisted and interviewed accordingly;

q) Due regard shall be given to the requirements of the employment equity plan when shortlisting is conducted;

r) The shortlisting panel shall decide on which of the types of employment tests and checks to be conducted on the shortlisted applicants.

s) Notwithstanding clause (r) above PPA test and intelligence test shall be confined to relatively strategic positions as determined by the shortlisting panel.

t) An HIV test can only be conducted on the applicant with the permission of the Labour Court;

u) Notwithstanding clause (r) above typing speed, computer literacy and driving tests shall be conducted only if they are the main and inherent requirements of the job.

v) The shortlisting panel shall decide on whether the job requirement is inherent or main in accordance within the definitions of a main or inherent requirement of a job.

w) In spite of clause (r) compulsory reference checks shall be conducted on all external candidates with not less than two referees from the candidate's previous/current employment or former teachers, if his /her work referees are not available, one verbal and be conducted by HR Official, and the other one written, failing which the candidate will be contacted to facilitate the process of obtaining reference checks feedback.

x) For internal candidates an internal referee form shall be completed by HR Official utilising information filed in the employees personnel file to scrutinized and know more about the applicant.

y) The Corporate Services Department shall facilitate conducting of the agreed-upon employment tests and checks in a given situation.

z) The results of the tests or checks conducted shall be presented to the interviewing panel for consideration prior to making a recommendation.

aa) No employee shall participate in a shortlisting process for a post that is above or equivalent to his/her post at level except in giving logistical support to the process.

bb) A written recommendation with all the profiles of the shortlisted candidates collated to the job specifications shall be submitted to Manager: Corporate Services for approval, prior to arrangement of interviews.

cc) Scores or points may be awarded to candidates for other assessment methods like reference check, test, etc in addition to the interview, at the discretion of the interviewing panel in respect of a particular post.

7.3.4.4 **Arranging of Interviews**

a) The interviewing panel shall be appointed by the Municipal Manager, preferably the interviewing panel shall be comprised of the same people who constituted the shortlisting panel of the same position.

b) The Corporate Services Department shall facilitate the makeup of a panel for interviews on an ad hoc basis; the interviewing panel and preferably be made up of the same people who constituted the shortlisting panel for the same post, and shall be approved by the Municipal Manager;

c). The interviewing panel for post at task grade 18 shall be set up as per the Regulations for appointment of Senior Managers, whilst interviewing panel for post at task grade 14 to 1 shall consist of:
1 x Line Department representative (and the Line Department Representatives may be from Post at task grade 14 to 9 or equivalent grading).
1 x Representative per union (observers)

1.3 If the recommendation from this process is not employing, the recruitment process shall progress to the Headhunting process.

7.3.4.7 Headhunting

1. If the position cannot be filled through the recruitment and or secondment process, headhunting process shall take place
2. The Panel that was responsible for other processes shall be responsible for the headhunting process.

7.3.4.8 **Induction of a New Employee**

a. A new appointed employee shall be introduced to different access measures to the municipal offices on the first day of assumption and on the induction day by the Corporate Services Department considering the circumstances on that particular time or adhering to the declared regulations of the country (e.g. biometric, attendance register, screening test, sanitizing etc.)

b. A newly appointed employee shall be formally introduced to the staff members within his/her immediate work environment and adjacent work stations, preferably on the first day of assumption of duty, by the Corporate Services Department;

c. A new employee shall be taken through the main conditions of service upon commencement of duty, preferably on the first day, by the Corporate Services Department;

d. It shall be incumbent upon the employing department to make all necessary logistical preparations for the professional and decent welcome of a new employee;

e. Fully fledged orientation and induction shall be conducted with the employee at a later stage by the Human Resources Division.

7.3.4.9 **Management of Employee Probation**

a. A newly employed person shall be put on a six or twelve month - probation;

b. The Corporate Services Department shall issue probation management tools to the department concerned for kick-starting and managing a newly appointed staff member's probation within 7 working days after commencement of duty.

c. Probation shall be monitored by the Manager or immediate superior of an employee through doing the following:

(i) On-the-job training;
(ii) Performance monitoring;
(iii) Mentoring;
(iv) Coaching;
(v) Guidance;
(vi) Corrective action;

d. The probation based performance reviews shall be conducted by the Manager or Assignee at the end of each two month period of the six or twelve month – period.

e. The Manager may invoke intervention of the Corporate Services Department for assistance during the period of probation.

f. The Corporate Services Department shall issue performance review forms to the Manager or Assignee towards the end of each two month - period of the probation period.

g. The end results of probation shall be either recommendation for continued employment, extension of the probation by not longer than 3 months or recommendation for institution of in capacity proceedings on grounds of poor performance.

h. The Corporate Services Department shall implement the negative outcome of probation with due regard to the requirements of fairness and reasonableness;

i. Recommendations for continued employment for post at task grade 18 or equivalent grading shall be made to the Council for ratification and for information respectively.

j. Approval of continued employment shall be made by the Municipal Manager for post at levels 14 to 1 or equivalent grading.

k. An employee shall be informed by the Human Resources Department about the outcome of his/her probation once it has been finalised.

8. PROVISIONS FOR EMPLOYMENT OF SECTION 56/57 MANAGERS AND MIDDLE MANAGERS

8.1 Employment of Section 56/57 Managers shall be transacted on a fixed term contract basis for a period determined by the Council.

8.2 Employment of Middle Managers shall be transacted on a fixed term basis for a minimum period of five years.

8.3 Both Section 56/57 Managers and Middle Managers shall be required to enter into an annual performance agreement.

8.4 The Conditions of Service for the middle Managers shall be improved in comparative terms with what is generally applicable to the general employees as determined by the South African Local Government Bargaining Council for better attraction, retention and maintenance purposes.

8.5 In the event of the employment of Sec 56/57 employee; the following provisions shall be observed:

8.5.1 The panel/Executive Committee's recommendation to the Council should include the name of the successful candidate, period of appointment and remuneration payable.

8.5.2 Council should take a resolution to appoint a successful candidate and the resolution should contain the name of the successful candidate, period of appointment and remuneration payable.

8.5.3 It is imperative that the Executive Committee recommendations' and Council resolutions elucidate all relevant information related to the appointment in order to obviate any challenges.

8.5.4 The employment contract should be signed by the Municipality and the successful appointee before the assumption of duty.

8.5.5 The Performance Agreement should be concluded within sixty (60) days of the appointment, failing which the appointment will lapse, unless otherwise, proved that the contract was not signed upon good cause shown by such person to the satisfaction of the municipality, the appointment shall not lapse.

8.5.6 Copies of the employment contract and performance agreements should be provided to the MEC for Local Government in the Province within fourteen (14) days of finalization.

8.5.7 The Municipality should inform the MEC of the appointment process and the outcome within fourteen (14) days and submit all documentation relevant to the recruitment process in line with the Departmental Circular No 37 of 2011.

8.5.8 Should the appointment be in contravention with the Act, the MEC for Local Government will take appropriate steps to enforce compliance by the Municipality within fourteen (14) days of receipt of information.

8.5.9 The Municipality undertakes that there should be no employment contract concluded or assumption of duties until the MEC has endorsed the appointment.

9. EMPLOYMENT OF FAMILY MEMBERS OF EMPLOYEES AND COUNCILLORS

9.1 AIMS

9.1.1 To establish a consistent set of guidelines by which recruitment decisions can be made in terms of employment of immediate family members of employees.

9.1.2 Where a family member or relative of a panel member is one of the applicants, the panel member shall recuse himself/ herself from the process.

9.1.3 To ensure that there is no nepotism and/or favouritism are practised in selection decisions.

9.2 PRINCIPLES

9.2.1 With reference to 10.1.2 above, employment of immediate family members is not encouraged.

9.2.2 Only the interviewing panel can recommend the appointment of family members in positions where they can not be directly influenced by the decision of a family member.

9.2.3 Any Municipal employee shall excuse himself/herself from a recruitment exercise where his/her family member is involved.

9.3 **PROCEDURE**

9.3.1 The Corporate Services Department must ensure that the correct recruitment and selection procedure is followed.

9.3.2 In the situation where a family member applies for a vacant position, the Human Resources practitioner must point out the content of this policy to the parties involved.

9.3.3 In exceptional situations, for example where there is no other suitable candidate available to fill the vacancy, the matter should be referred in writing to the interviewing panel with a motivation.

9.3.4 The interviewing panel must recommend the appointment of family members.

9.3.5 The Corporate Services Department must be informed of all engagements of immediate family members indicating relationships, position appointed to, names and the position of already employed family members.

9.3.6 Line managers should be aware of family relationships when transferring employees and should bear the requirements of this policy in mind.

10. Employment of Personal Assistant to Mayor and Speaker, the contract shall be attached to the Political Office Bearer

11. Employment of Driver for Mayor and Speaker, the contract shall be attached to the Political Office Bearer

12. Employment of Part-time Ward Clerks, the contract shall be attached to the Political Office Bearer

13. VETTING AND SCREENING

The Corporate Services Department shall conduct its own vetting or screening of the recommended candidates. The vetting or screening may be done internally and by utilizing services of a credible service provider. The vetting or screening will cover the following but not limited to, depending on the requirements of the position:-

a) Qualification Verification (matric and post matric certificates)

b) Employment Verification

c) Credit check

d) Criminal Record Check

e) Fraud listing

f) Driving Licence Check

g) Identity Check

The outcome of the vetting or screening will have an impact on the appointment of a candidate.

14 COMMENCEMENT OF THIS POLICY

15.1 This policy shall come into effect on the date of adoption by Council and all the previous adopted policies in this regard shall be repealed.

15 INTERPRETATION OF THIS POLICY

15.1. All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.

15.2. Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

15.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

15.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council/ or Arbitration.

16 PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

16.1 This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation with Management and Trade Unions.

16.2 Notwithstanding clause No. 14.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

17. AMENDMENT AND/OR ABOLITION OF THIS POLICY

17.1 This policy may be amended or repealed by the Council after consultation with Management and Trade Unions.

18. COMPLIANCE AND ENFORCEMENT

18.1. Violation of or non-compliance with this policy shall give a just cause for disciplinary steps to be taken.

18.2. It shall be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

APPROVAL OF THE POLICY

The Municipal Council has approved this policy and amendments thereof.

AUTHENTICATION

The amendments of the policy and or the new policy was adopted by the Council on the 27-05-2022

As per Council Resolution number ULMC: 091

Signed off

Mr. G.P.T. Nota

Municipal Manager

Cllr. H.M. Ngqasa

Speaker of the Council