

SECTION HR 03

AMAHLATHI
MUNICIPALITY

RECRUITMENT AND
SELECTION:

POLICY
AND
PROCEDURE

SECTION HR 03

RECRUITMENT AND SELECTION: POLICY AND PROCEDURE

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SECTION HR 03

RECRUITMENT AND SELECTION: POLICY AND PROCEDURE

1. Introduction

In the appointment of any staff member, it is impossible to ensure with absolute certainty that the most suitable person will be appointed to the post. However, should the principles set out hereunder be followed, the chances of the wrong person being appointed will be radically reduced.

The Amahlathi Municipality is an equal opportunity employer and thus in terms of its approved Employment Equity Plan persons from previously disadvantaged groups will be given preference and every effort will be made to remedy any gender imbalances.

2. Definitions

Councillor means a member of a Municipal Council.

District Municipality means a Category 'C' Municipality established in terms of the Municipal Structures Act, 1998 (Act No. 117 of 1998).

Employment Equity Plan means Employment Equity Plan as produced for in the Employment Equity Act, 1998 (Act No. 55 of 1998).

Executive Committee means an executive committee established in terms of section 43 of the Municipal Structures Act, 1998 (act No. 117 of 1998).

Manager means the Municipal Manager of Amahlathi Municipality.

Mayor means a Mayor elected in terms of section 55 of the Municipal Structures Act 1998 (Act No. 117 of 1998).

Municipality means the Municipality of Amahlathi.

Organised Local Government means the South African Local Government Association.

Provincial Government means the Provincial Government of the Eastern Cape.

3. Planning, Organising and Advertising the Position

Once a position becomes vacant, it will be necessary to advertise the post both internally and externally.

3.1 Job Requirements

The details of the job requirements, duties, required character traits, key performance areas, salary and fringe benefits for the post will have to be obtained from the personnel

files. If necessary, information of specific personality requirements for the post can also be obtained from the Head of Department within which the post is situated.

3.2 Where to Advertise

Once these details have been obtained, it must be determined which levels of posts will be advertised locally and which should be advertised nationally. The general rule is that for posts wherein specific skills are required and where there is a national shortage of such skills, these posts should be advertised in the national press. For general clerical positions or unskilled posts, it is probably quite acceptable to advertise these in the local press only.

3.3 The Advertisement Itself

The advertisement should be headed with the job title, e.g. Chief Finance Officer. This should be followed by a brief description of the **job requirements**, e.g. qualifications, management and other experience, competency sought, specific skills, communication ability, interpersonal skills and technical knowledge.

The **duties** of the appointees should then be briefly set out. This should be followed by a **brief statement** confirming that the Municipality is an equal opportunity, affirmative action employer. **Salary details** should also be included as well as some of the **major fringe benefits** applicable, e.g. car allowance, etc. Incumbents should be required to complete an application form as well as forward their CV's, certified copies of qualifications and testimonials.

Details should also be given of the **contact person** (with telephone number) within the Municipality from who the applicant can obtain further information, application forms and a copy of the job description for the post.

A **closing date** should also be included which should be at least 2 weeks after the date of advertisement. The **address** to which the applications must be forwarded must also be included. The advertisement should include the name of the Municipal Manager.

3.4 General Hints on Advertising

3.4.1 Wherever possible, 2 or more posts should be advertised at the same time to reduce advertising costs.

3.4.2 The advertisement must state that should any applicant not hear from the Municipality within one month of the closing date, they must regard themselves as being unsuccessful. The reason for this is that it is quite common for firms to receive several hundred applications for a post and it is extremely costly to type, print and send out hundreds of letters of regret, each with a postage cost implication.

3.4.3 The advertisement should be drafted in such a way that the least amount of space necessary is used in the newspaper. External advertising agents should be avoided as they place the largest advertisements possible, with icons and emblems in the advertisements, in order to increase their commission costs.

3.4.4 In today's labour market, there are so many applicants for posts that one insertion in a newspaper is sufficient to attract more than enough candidates.

The attached application forms (Annexure A), or one drafted in a similar manner, should be handed to all applicants for the position, together with a copy of the job description for the post.

4. Processing of Application Forms Received

The day after the closing date for the applications, the forms must be examined by the employee responsible for the Human Resources function who must ascertain, in the first instance, which employee's meet the minimum requirements for the post and which do not. Only employees who meet the minimum requirements can be considered for the post.

The staff member responsible for Personnel must then prepare a schedule for the short-listing process. This schedule must include details of all applicants who meet the minimum requirements. This schedule includes details of the applicants' names, gender, age, race (for employment equity purposes), qualification, experience and current position.

A further schedule must be drafted providing a summary of applicants who do not meet the minimum requirements. This schedule must be placed in a separate file with the application forms and CV's, put on one side and not considered any further.

The schedule of the applicants who meet the minimum requirements (i.e. the schedule for short-listing) must be submitted to the relevant head of Department and where necessary, to the Municipal Manager for his attention.

The schedule for short-listing must then be perused by a committee comprised of as follows:

The Short-Listing Panel in respect of the post of Municipal Manager (Section 57 Employee) shall be comprised of as follows:

- a) The Mayor
- b) Executive Committee
- c) Human Resources Manager
- d) Soliciting outside technical support such as a District Municipality, Organised Local Government and Provincial Government.
- e) In the event whereby the entire Executive Committee applies for the post of Municipal Manager the Council will then determine the short-listing panel.

The Short-Listing Panel in respect of the post of Managers reporting directly to the Municipal Manager (Section 57 Employee) shall be comprised of as follows:

- a) The Mayor
- b) Executive Committee
- c) The Municipal Manager or his/her nominee (confirmed in writing)
- d) Human Resources Manager
- e) Outside Technical Support, where necessary, and at the discretion of the Council

The Short-Listing Panel in respect of the Post Level 0 – 3 shall be comprised of as follows:

- a) The Mayor
- b) Portfolio Councillor of Administration and Human Resources or his/her nominee (confirmed in writing)
- c) Portfolio Councillor of Respective Department in which the vacancy exists or his/her nominee (confirmed in writing)
- d) The Municipal Manager or his/her nominee (confirmed in writing)
- e) The Human Resources Manager
- f) The Manager of the Department in which the vacancy exists or his/her nominee (confirmed in writing)

The Short-Listing Panel in respect of the Post Level 4 – 12 shall be comprised of as follows:

- a) Portfolio Councillor of Administration and Human Resources or his/her nominee (confirmed in writing)
- b) Portfolio Councillor of Respective Department in which the vacancy exists or his/her nominee (confirmed in writing)
- c) The Municipal Manager or his/her nominee (confirmed in writing)
- d) The Human Resources Manager
- e) The Manager of the Department in which the vacancy exists or his/her nominee (confirmed in writing)

A short-list should then be drafted of 6 to 8 applicants bearing in mind the qualifications and requirements as set out in the advertisement. The process of establishing a short-list should be done in conjunction with the person to whom the post reports. Cost implication must be borne in mind at all times as air flights for applicants are extremely expensive. For this reason only very promising applicants from other centres should be short-listed and invited for interviews.

5. Checking of References and Other Personal Information

Once it has been determined which applicants should be interviewed, it will then be necessary for the following checks to be made:

- 5.1 All qualifications must be verified as being authentic. In today's labour market many applicants are forging qualifications and the authenticity of qualifications can be checked either by using external specialist organisations who do this type of work, or by contacting the educational institutions themselves.
- 5.2 If the position is required to handle money or be responsible for a budget, it is important that the short-listed candidates have sound credit records, have no judgements against them in their personal capacities or have ever been insolvent.
- 5.3 If the successful candidate is required to drive a municipal vehicle or if they will receive a car allowance of any type, the authenticity of their driver's license must be established.

- 5.4 A check should also be done on whether or not candidates have criminal records. This is to be clearly indicated in the advert.
- 5.5 It is also a good idea to verify that the candidate's identity documents are authentic.
- 5.6 Thorough reference checks must be made with **all** previous employers other than their current employer unless the candidate has given permission for his current employer to be contacted. Information required in this reference check includes the candidate's drinking habits, timekeeping and sick leave records, interpersonal skills, previous disciplinary records, quality of work, leadership qualities and ability to use own initiative. A copy of an Employment Reference Check Form is attached as Annexure B.
- 5.7 Any employees who have had unfavourable reports as a result of the abovementioned checks must be excluded from the interviewing process. If any qualifications, ID documents or driver's licenses are found to be fraudulent, the latter must be reported to the police and to the relevant educational institutions.
- 5.8 The results of Data Checking in respect of all short-listed candidates to be submitted to the Standing Committee of Administration and Human Resources prior to interviews.

6. Interviewing Process

Interviews will then have to be arranged with the short-listed candidates, allowing half an hour for each interview. For more senior positions 45 minutes to an hour is a reasonable period.

Candidates should be briefed prior to interviews on the salary details, conditions of service and the full range of benefits applicable to the post.

It is absolutely essential that confidentiality be maintained throughout the entire process by all parties involved in the interviewing, reference checking or appointment of the successful candidate.

For all appointments, full details of the employee including copies of his application forms and qualifications must be handed to each member of the Interviewing Committee/Panel.

The Interviewing Committee / Panel must be determined by the Council, but it is practise for there to be different Interviewing Committees / Panels depending on the seniority of the posts being filled.

The Interview Committee / Panel, after having been endorsed by Council, in respect of the post of Municipal Manager (Section 57 Employee) shall be composed of as follows:

- a) The Mayor
- b) Executive Committee
- c) Human Resources Manager
- d) Soliciting outside technical support such as a District Municipality, Organised Local Government and Provincial Government.
- e) In the event whereby the entire Executive Committee applies for the post of Municipal Manager the Council will then determine the short-listing panel.

The Interview Committee / Panel, after having been endorsed by Council, in respect of the post of Managers reporting directly to the Municipal Manager (Section 57 Employee) shall be composed of as follows:

- a) The Mayor
- b) Executive Committee
- c) The Municipal Manager or his/her nominee (confirmed in writing)
- d) Human Resources Manager
- f) Outside Technical Support, where necessary, and at the discretion of Council

The Interview Committee / Panel in respect of the Post Level 0 – 3 shall be composed of as follows:

- a) The Mayor
- b) Portfolio Councillor of Administration and Human Resources or his/her nominee (confirmed in writing)
- c) Portfolio Councillor of Respective Department in which the vacancy exists or his/her nominee (confirmed in writing)
- d) The Municipal Manager or his/her nominee (confirmed in writing)
- e) The Human Resources Manager
- g) The Manager of the Department in which the vacancy exists or his/her nominee (confirmed in writing)

The Interview Committee / Panel in respect of the Post Level 4 – 11 shall be composed of as follows:

- a) Portfolio Councillor of Human Resources and Administration or his/her nominee (confirmed in writing)
- b) Portfolio Councillor of Respective Department in which the vacancy exists or his/her nominee (confirmed in writing)
- c) The Municipal Manager or his/her nominee (confirmed in writing)
- d) The Human Resources Manager
- e) The Manager of the Department in which the vacancy exists or his/her nominee (confirmed in writing)

The procedure to be followed in respect of Level 12 employees shall be as follows:

- a) Posts falling within a Level 12 category are not to be advertised in future.
- b) The respective Head of Department in consultation with the Portfolio Head (Councillor) must make a recommendation to the Municipal Manager with regard to the appointment of candidates falling within the Level 12 category.
- c) The respective Head of Department must prove to the Municipal Manager that a vacancy has been declared or occurred in a Departmental Staff Meeting.
- d) The Human Resources Department must be involved in the appointment of Level 12 employees and Union representatives must be present as observers.

The Head of Department should commence by asking technical questions of the respective applicants in order to ascertain the level of competence and knowledge of the post.

Thereafter, depending on the wishes of the Chairman, the other members of the Interviewing Committee / Panel may ask questions. It is advisable for the personnel representative at the meeting to attempt to ascertain the interpersonal relations / abilities of the candidate.

Some interviewers like to allocate points for different aspects of the candidates' appearance, conduct, etc. This process is optional but it should be used with caution as there are no easily measurable criteria and it can be regarded as being subjective. However, in the final analysis, any appointment would require a large degree of subjectivity from the interviewers.

The Interview Panel / Committee will decide amongst themselves who will score or allocate points for different aspects of the candidates ability to respond to Interview questions posed.

It is of utmost importance that the interviewing process is recorded on an Electronic device.

Once all the applicants have been interviewed, the Interviewing Committee / Panel will then determine which applicant is the most suitable.

In cases where disputes arise which are not related to the implementation of affirmative action, it is advisable that the final say be placed within the hands of the Municipal Manager in consultation with the head of Department in which this post falls. The reason for this is that the Head of Department would have to be responsible for the staff member and it is not a good idea to appoint employees with whom Departmental Heads are unhappy.

It is, however, advisable that as far as is possible, consensus should be reached by all members of the Interviewing Committee / Panel.

7. Appointment of Employees, Letters of Appointment and Contracts of Employment

Once the Interviewing Committee / Panel has determined which applicant is the most suitable and should be appointed, the decision must, in the case of Municipal Manager and Managers reporting directly to the Municipal Manager, be submitted to the Council for approval prior to any applicant being informed that he/she is successful or not and, in the case of post levels 0 – 11 to the executive Committee for approval prior to any applicant being informed that he/she is successful or not. It is also essential that total confidentiality be maintained throughout this process.

7.1 Letter of Appointment for Staff other than Municipal Manager and Heads of Department (Permanent & Temporary)

A letter of appointment, which complies with the provisions of the Basic Conditions of Employment Act 1997 must be sent to the employee concerned. Section 29 of the Basic Conditions of Employment Act sets out all the written details, which an employer must supply to an employee when he commences employment.

Pro-forma letters of appointment are set out hereunder as attachments:

- Annexure C - Letter of Appointment for a Senior Staff Member (Permanent)
- Annexure D - Letter of Appointment for Unskilled Workers

- (Permanent)
- Annexure E - Letter of Appointment (for Seasonal Staff)
Annexure F - Letter of Appointment (for Temporary Staff)

The employee must be given two copies of the letter of appointment, one which he is required to sign and return as acceptance of the post, including the conditions of service applicable. This signed letter of appointment then becomes the employment contract.

7.2 Contracts of Employment for Municipal Managers and Managers reporting to Municipal Managers (i.e. Heads of Department)

In terms of the Municipal System Act (Section 57), a person appointed as a Municipal manager and a person appointed as a Manager directly accountable to the Municipal Manager may only be appointed in terms of a written employment contract with the Municipality, and also subject to a separate performance agreement concluded annually.

8. Conclusion

It is essential that any newly appointed employee be required to undertake induction training, preferably on the first working day in the Municipal service. The purpose of this is to ensure that he is properly orientated in this new working environment. Induction training is also dealt with under a separate section in this Manual.

ANNEXURE A

AM AHLATHI MUNICIPALITY

APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES DEPARTMENT

043 – 683 1100

POSITION APPLIED FOR: _____

NEWSPAPER IN WHICH ADVERT WAS SEEN: _____

DIRECTIONS:

- a) This form must be completed in your own handwriting. Any false statements made will render a successful candidate liable to instant dismissal.
- b) Any person canvassing with a view to being appointed to a post in the Council's Service shall not be considered for an appointment.
- c) Certified copies of all qualifications (certificates, diplomas or degrees) must accompany all application forms in order to be considered.
- d) Please attach copies of testimonials and/or covering letter for further details.

PERSONAL PARTICULARS

MR/MRS/MISS : _____ SURNAME : _____

FULL NAME(S) : _____

ADDRESS : _____

_____ POSTAL CODE : _____

TELEPHONE : _____ HOME _____ WORK _____

OTHER MEANS OF CONTACT IF NO TELEPHONE : _____

No. OF DEPENDANTS : _____ AGES : _____

ARE YOU A SA CITIZEN : _____ I.D. No. : _____

ARE YOU AT PRESENT STUDYING FURTHER?

YES		NO	
-----	--	----	--

COURSE : _____

SUBJECTS COMPLETED : _____

FOR AFFIRMATIVE ACTION PURPOSES:

RACE GROUP : _____

ANY PHYSICAL DISABILITIES?

YES		NO	
-----	--	----	--

IF YES, SPECIFY : _____

QUALIFICATIONS

1. SCHOOL EDUCATION

HIGHEST STD PASSED : _____ YEAR : _____

NAME OF SCHOOL (S) : _____

SUBJECTS PASSED : _____

2. UNIVERSITY AND/OR POST MARTIC TRAINING

NAME OF INSTITUTION	FROM	TO	SUBJECTS PASSED

DEGREE AND/OR DIPLOMA ATTAINED : _____

3. APPRENTICESHIP

TRADE : _____

PERIOD OF APPRENTICESHIP : FROM _____ TO _____

AT WHICH FIRM DID YOU COMPLETE YOUR APPRENTICESHIP? _____

4. OTHER QUALIFICATIONS

SHORTHAND / SPEEDWRITING : _____ WPM TYPING : _____ WPM

DICTAPHONE

YES		NO	
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OTHER QUALIFICATIONS : _____

EXPERIENCE

PRESENT AND PREVIOUS POSITIONS HELD (Start with your present / latest position)					
Name & Address of Employer	Position Held	Immediate Supervisor	Period of Service	Wage / Salary per Annum	Reason for Termination of Service
1.		Tel:	From: To:		
2.		Tel:	From: To:		
3.		Tel:	From: To:		
4.		Tel:	From: To:		
5.		Tel:	From: To:		
6.		Tel:	From: To:		
7.		Tel:	From: To:		
8.		Tel:	From: To:		

MENTION ANY SPECIAL EXPERIENCE INDICATING SUITABILITY FOR THE POSITION YOU ARE APPLYING FOR:

LANGUAGE PROFICIENCY

ANSWER YES OR NO

	SPEAK	READ	WRITE
ENGLISH			
AFRIKAANS			
XHOSA			
OTHER			

GENERAL

WHAT IS YOUR PRESENT OCCUPATION? _____

NAME OF COMPANY : _____

WHAT IS YOUR PRESENT SALARY : _____ PER ANNUM

WHY DO YOU WISH TO LEAVE YOUR PRESENT EMPLOYMENT? _____

HAVE YOU BEEN CONVICTED OF A CRIMINAL OFFENCE OR DISMISSED FROM ANY EMPLOYMENT? IF SO, FURNISH FULL PARTICULARS :

HAVE YOU ANY PHYSICAL OR MENTAL DEFECTS THAT WOULD PREVENT YOU FROM PERFORMING THE FUNCTIONS ATTACHED TO THIS POSITION? IF SO, FURNISH FULL PARTICULARS :

DO YOU HAVE A DRIVER'S LICENCE?

YES		NO	
------------	--	-----------	--

IF YES, INDICATE WHETHER LIGHT, MEDIUM OR HEAVY DUTY : _____

CODE : _____ ISSUED AT : _____ DATE : _____

IF APPOINTED, WHEN CAN YOU COMMENCE DUTY? _____

GIVE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF TWO PERSONS TO WHOM REFERENCE CAN BE MADE, OTHER THAN RELATIONS OR EMPLOYERS :

1. _____

2. _____

HAVE YOU READ / BEEN ADVISED, AND UNDERSTAND AND ACCEPT THE CONDITIONS RELATED TO THE APPOINTMENT TO THE POST FOR WHICH YOU HAVE APPLIED? _____

I DECLARE THAT THE INFORMATION GIVEN BY ME IS TRUE AND CORRECT. I FURTHER AUTHORISE THE AMAHLATHI MUNICIPALITY, OR ITS REPRESENTATIVES, TO VERIFY THE INFORMATION AND QUALIFICATION STATED ON THIS FORM, AS WELL AS MY CREDIT STATUS, SHOULD SUCH INFORMATION BE REQUIRED.

SIGNATURE

DATE

FOR OFFICE USE ONLY

UNSUCCESSFUL	APPOINTMENT	PROMOTION	TRANSFER	TEMPORARY	PERMANENT
---------------------	--------------------	------------------	-----------------	------------------	------------------

WITH EFFECT FROM _____ POST LEVEL _____ NOTCH _____

SPECIAL CONDITIONS RELATING TO THIS APPOINTMENT _____

ANNEXURE B

AM AHLATHI MUNICIPALITY

EMPLOYMENT REFERENCE CHECK FORM

NOTE: To be completed by a Human Resources Department Staff member when telephonically obtaining information from a former employer of a Job Applicant.

NAME OF JOB APPLICANT: _____

POST APPLIED FOR: _____

NAME OF PREVIOUS EMPLOYER (COMPANY): _____

PARTICULARS OF PERSON SUPPLYING INFORMATION:

NAME: _____

POSITION: _____ TEL. No.: _____

REASON FOR RESIGNATION / DISMISSAL: _____

WORK RATING OF APPLICANT BY FORMER EMPLOYER: (SCALE OF 1 – 4)

1 – VERY GOOD 2 – GOOD 3 – INCONSISTENCE/UNCO-OPERATIVE 4 – POOR

JOB KNOWLEDGE _____ STANDARD OF WORK _____

CO-OPERATION _____ FINANCIAL STATUS _____

DRINKING HABITS _____ DEPENDABILITY AND RESPONSIBILITY _____

WORK ATTENDANCE AND TIMEKEEPING _____

ADDITIONAL COMMENTS: _____

WOULD THIS PERSON BE RE-EMPLOYED? (If NO, state reasons) _____

THE INFORMATION ABOVE WAS OBTAINED BY:

NAME: _____ SIGANTURE: _____

DATE: _____

NOTE: This form must be completed in respect of all former employers of any job applicant.

ANNEXURE C

AM AHLATHI MUNICIPALITY

LETTER OF APPOINTMENT FOR SENIOR STAFF (PERMANENT)

DATE: _____

I have pleasure in confirming that you have been appointed to the permanent position of _____ in the _____ Department upon the following conditions:

1. The appointment will be effective from _____.
2. The appointment is on a permanent basis and is subject to a probationary period of 6 months from date of appointment, whereafter it shall be confirmed dependent on satisfactory service.
3. Your commencing salary will be at a rate of R_____ per month, on **Post Level** _____: R_____ per annum of the Council's Salary Grading Scheme.
4. You will be required to work _____ hours per week (5 day week, Monday to Friday).
5. Your salary will be paid directly into your bank on 25th of each month.
6. You will, from time to time and when required, work overtime for which you shall be remunerated in accordance with the Basic Conditions of Employment Act (Act 75, 1997).
7. You will be entitled to the following leave conditions:
 - 7.1 Annual Leave – 23 working days per annum for a 5 day week.
 - 7.2 Annual Leave – 25 working days per annum for a 6 day week.
 - 7.3 Sick Leave – 75 working days in a three year cycle.
 - 7.4 Maternity Leave – 3 month period with no limit to the number of confinements.
 - 7.5 Family Responsibility Leave – as per the provisions of the Restructured Conditions of Service applicable to the Local Government Sector.
 - 7.6 Study Leave – 3 days in respect of each examination course of module for a university or equivalent and 1 days leave in respect of other fields of study with a maximum of 15 days per annum including 1 day for writing examinations.
8. You shall be entitled to a fixed locomotion allowance based on 850 km per month and to a car loan subject to the rules of the Motor Vehicle Scheme as approved by the former Board for the Remuneration of Town Clerks.
9. You shall be entitled to a thirteenth cheque (annual bonus) which shall be the equivalent of your monthly basic salary and payable at the end of November each year.
10. You shall be required to join a Council approved Pension / Provident Fund.
11. You shall be required to join a Council approved Group Life Assurance Scheme if applicable.

12. You shall be entitled to be a member of a Council approved Medical Aid Scheme.
13. You shall be entitled to a Housing Subsidy subject to the conditions of the Housing Subsidy Scheme.
14. Further compulsory deductions will be as follows: UIF, SITE, PAYE and a Bargaining Council Levy.
15. It is further recorded that the employee expressly agrees to and authorises the deduction of any arrear amount owing to the _____ Council for electricity/water, rates, fire charges or any other amounts due by the employee to the _____ Council for services received. These arrear amounts are to be deducted from the employee's salary in terms of the _____ Council's laid down policy.
16. In all other respects, the Council's general Conditions of Service and Job Description shall apply.
17. You are required to peruse the policies containing your Conditions of Service as well as the Disciplinary and Grievance Codes / Procedures. Copies of these documents are valuable from your department and should you require any information and/or explanation as to the contents, please contact the Human Resources Manager.
18. The _____ Council is a member of the South African Local Government Association (SALGA) which is an affiliate of the South African Local Government Bargaining Council (SALGBC).
19. You will be required to affix your signature to the attached copy of this letter whereby you confirm that you accept this post and undertake to abide by the stipulations of such policies.
20. The appointment is terminable by one calendar month's notice from either side.

I trust that your term of employment will be long and fruitful in the service of the _____ Council.

HUMAN RESOURCES MANAGER

DATE

I, _____ (name) accept this offer. I confirm undertaking to read all the policies referred to in this letter and irrevocably undertake to abide by the stipulations, terms and conditions contained in such policies.

SIGNATURE: APPLICANT

DATE

ANNEXURE D

AM AHLATHI MUNICIPALITY

LETTER OF APPOINTMENT FOR UNSKILLED STAFF (PERMANENT)

DATE: _____

I have pleasure in confirming that you have been appointed to the permanent position of

_____ in the _____ Department upon the following conditions:

1. The appointment will be effective from _____.
2. The appointment is on a permanent basis and is subject to a probationary period of 6 months from date of appointment, whereafter it shall be confirmed dependent on satisfactory service.
3. Your commencing salary will be at a rate of R_____ per month, on **Post Level** _____: R_____ per annum of the Council's Salary Grading Scheme.
4. You will be required to work _____ hours per week (5 day week, Monday to Friday).
5. Your salary will be paid directly into your bank on 25th of each month.
6. You will, from time to time and when required, work overtime for which you shall be remunerated in accordance with the Basic Conditions of Employment Act (Act 75, 1997).
7. You will be entitled to the following leave conditions:
 - 7.1 Annual Leave – 23 working days per annum for a 5 day week.
 - 7.2 Annual Leave – 25 working days per annum for a 6 day week.
 - 7.3 Sick Leave – 75 working days in a three year cycle.
 - 7.4 Maternity Leave – 3 month period with no limit to the number of confinements.
 - 7.5 Family Responsibility Leave – as per the provisions of the Restructured Conditions of Service applicable to the Local Government Sector.
 - 7.6 Study Leave – 3 days in respect of each examination course of module for a university or equivalent and 1 days leave in respect of other fields of study with a maximum of 15 days per annum including 1 day for writing examinations.
8. You shall be entitled to a thirteenth cheque (annual bonus) which shall be the equivalent of your monthly basic salary and payable at the end of November each year.
9. You shall be required to join a Council approved Pension / Provident Fund.
10. You shall be required to join a Council approved Group Life Assurance Scheme if applicable.
11. You shall be entitled to be a member of a Council approved Medical Aid Scheme.
12. You shall be entitled to a Housing Subsidy subject to the conditions of the Housing Subsidy Scheme.

13. Further compulsory deductions will be as follows: UIF, SITE, PAYE and a Bargaining Council Levy.
14. It is further recorded that the employee expressly agrees to and authorises the deduction of any arrear amount owing to the _____ Council for electricity/water, rates, fire charges or any other amounts due by the employee to the _____ Council for services received. These arrear amounts are to be deducted from the employee's salary in terms of the _____ Council's laid down policy.
15. In all other respects, the Council's general Conditions of Service and Job Description shall apply.
16. You are required to peruse the policies containing your Conditions of Service as well as the Disciplinary and Grievance Codes / Procedures. Copies of these documents are valuable from your department and should you require any information and/or explanation as to the contents, please contact the Human Resources Manager.
17. The _____ Council is a member of the South African Local Government Association (SALGA) which is an affiliate of the South African Local Government Bargaining Council (SALGBC).
18. You will be required to affix your signature to the attached copy of this letter whereby you confirm that you accept this post and undertake to abide by the stipulations of such policies.
19. The appointment is terminable by one calendar month's notice from either side.

I trust that your term of employment will be long and fruitful in the service of the _____ Council.

HUMAN RESOURCES MANAGER

DATE

I, _____ (name) accept this offer. I confirm undertaking to read all the policies referred to in this letter and irrevocably undertake to abide by the stipulations, terms and conditions contained in such policies.

SIGNATURE: APPLICANT

DATE

ANNEXURE E

AMAHLATHI MUNICIPALITY

LETTER OF APPOINTMENT FOR SEASONAL STAFF

DATE: _____

I have pleasure in confirming that you have been appointed to the seasonal position of

_____ with effect from _____ to _____ in

the _____ Department upon the following conditions:

1. Your commencing salary will be at a rate of R_____ **per month, on Post Level _____: R_____ per annum** of the Council's Salary Grading Scheme.
2. You will be required to work _____ hours per week (5 day week, Monday to Friday).
3. Your salary will be paid by cheque on the last day of your contract or on the last working day of each month.
6. You may be required to work overtime for which you shall be remunerated in accordance with the Basic Conditions of Employment Act (Act 75, 1997).

Please note that your are not appointed to the permanent staff of the _____

Council and will not qualify for participation in any _____ Council Funds, Schemes and Benefits. You will, however, be entitled to those benefits laid down in the Basic Conditions of Employment Act.

Renewal of this contract will be at the sole discretion of the _____ Council.

Your last working day will be _____.

Notwithstanding any stipulation in this agreement constituting the contract, no expectation, rights, claims for appointments are created in terms of this agreement and the contractual relationship between parties hereto expires in its entirety upon termination thereof. The termination of the parties' relationship at such time will not constitute a dismissal of the employee, but rather a termination of the employment relationship due to expiry of this contract.

The appointment is otherwise subject to satisfactory service and to _____ weeks notice from either side. Kindly confirm that you accept these Conditions of Service by signing the enclosed copy of this letter and returning it to us within seven (7) days.

Yours faithfully

HUMAN RESOURCES MANAGER

DATE

I, _____ (name) accept this offer. I confirm undertaking to read all the policies referred to in this letter and irrevocably undertake to abide by the stipulations, terms and conditions contained in such policies.

SIGNATURE: APPLICANT

DATE

ANNEXURE F

AMAHLATHI MUNICIPALITY

LETTER OF APPOINTMENT FOR TEMPORARY STAFF

DATE: _____

I have pleasure in confirming that you have been appointed to the seasonal position of

_____ with effect from _____ to _____ in

the _____ Department upon the following conditions:

1. Your commencing salary will be at a rate of R_____ **per month, on Post Level _____: R_____ per annum** of the Council's Salary Grading Scheme.
2. You will be required to work _____ hours per week (5 day week, Monday to Friday).
3. Your salary will be paid by cheque on the last day of your contract or on the last working day of each month.
6. You may be required to work overtime for which you shall be remunerated in accordance with the Basic Conditions of Employment Act (Act 75, 1997).

Please note that you are not appointed to the permanent staff of the _____

Council and will not qualify for participation in any _____ Council Funds, Schemes and Benefits. You will, however, be entitled to those benefits laid down in the Basic Conditions of Employment Act.

Renewal of this contract will be at the sole discretion of the _____ Council.

Your last working day will be _____.

Notwithstanding any stipulation in this agreement constituting the contract, no expectation, rights, claims for appointments are created in terms of this agreement and the contractual relationship between parties hereto expires in its entirety upon termination thereof. The termination of the parties' relationship at such time will not constitute a dismissal of the employee, but rather a termination of the employment relationship due to expiry of this contract.

There will be compulsory deductions from your salary of: UIF and SITE / PAYE.

The appointment is otherwise subject to satisfactory service and to _____ weeks notice from either side. Kindly confirm that you accept these Conditions of Service by signing the enclosed copy of this letter and returning it to us within seven (7) days.

Yours faithfully

HUMAN RESOURCES MANAGER

DATE

APPROVED BY:

HEAD OF DEPARTMENT

DATE

MUNICIPAL MANAGER

DATE

I, _____ (name) accept this offer. I confirm undertaking to read all the policies referred to in this letter and irrevocably undertake to abide by the stipulations, terms and conditions contained in such policies.

SIGNATURE: APPLICANT

DATE