

***“A Place of Excellence”***

**DRAKENSTEIN MUNICIPALITY**

**APPOINTMENT OF TEMPORARY STAFF**  
**POLICY**

<b>DATE APPROVED / REVIEWED</b>	<b>COUNCIL MEETING DATE</b>
<b>20 SEPTEMBER 2013</b>	<b>20 SEPTEMBER 2013</b>

## **APPOINTMENT OF TEMPORARY STAFF POLICY**

### **1. PURPOSE**

The purpose of the policy is to provide principles and methodology for the recruitment and selection of temporary employees taking into account that the operational needs for temporary employment differs from filling vacancies on a longer term/permanent on the approved organizational structure.

### **2. POLICY OBJECTIVES**

The objectives of this policy are:

- 2.1. To ensure a fair process that ensures consistency in the recruitment and selection of temporary staff.
- 2.2. To recognize the operational requirements for the temporary employment contracts.
- 2.3. To ensure that unemployed low-skilled or semi-skilled members of the community have fair access to temporary employment as part of the municipality's contribution to job creation.
- 2.4. To ensure applicants are protected from both corruption and nepotism during the processes of accessing job opportunities.

### **3. POLICY STATEMENT**

The temporary recruitment and selection policy is aimed at creating capacity to enhance effective and efficient service delivery.

The request for a temporary appointment must be motivated by the employer department in terms of operational needs.

Changes to the Basic Conditions of Employment Act, 75 of 1997 (as amended) may lead to changes of this policy and the policy must be revised after approval of the proposed bill.

### **4. SCOPE OF THE POLICY**

This policy applies to all unemployed job seekers appointed in the municipality on a temporary basis for contracts of less than twelve (12) months and excludes employees from the Extended Public Works Programme, specific job creation projects, or any other Provincial or National government driven projects.

## **5. LEGISLATIVE FRAMEWORK**

- 5.1. Amended Systems Act No. 7 of 2011
- 5.2. Employment Equity Act 55 of 1998
- 5.3. Basic Conditions of Employment Act No. 75 of 1997 (Updated 2008)

## **6. DEFINITIONS**

- 6.1. HR – Human Resources Section
- 6.2. Nepotism – displaying favoritism towards close friends and family during the recruitment process.
- 6.3. The Municipality – Drakenstein Municipality as established in 5 December 2000.
- 6.4. Suitably qualified – a person who has a combination of formal qualifications, prior learning, relevant experience or capacity to acquire, within a reasonable time, the ability to do the job.
- 6.5. Local Labour Forum (LLF) – as defined in the SALGBC Main collective agreement.
- 6.6. Electronic Data Base – Electronic system containing personal information, qualifications, skills and experience of potential candidates for appointment on a temporary basis.

## **7. TEMPORARY RECRUITMENT AND SELECTION PROCESS**

- 7.1. The Municipality shall establish a central electronic data base, of jobseekers that are eligible to perform work for the Municipality.
- 7.2. Eligibility for inclusion on the data base shall be:
  - 7.2.1. The person must be unemployed at the time of inclusion on the data base and when the opportunity becomes available;
  - 7.2.2. The person must be a South African citizen;
  - 7.2.3. The person must be a resident of the Drakenstein Municipal area;
  - 7.2.4. The person must be of a legal employable age;
  - 7.2.5. The person must be physically fit to work in relation to requirements of position;
  - 7.2.6. Registration on the database is not a guarantee of employment
  - 7.2.7. People who applies for a position, has the minimum qualifications, is unemployed and is not appointed may be included in the database. All candidates that were invited to interviews and not appointed, but are possible candidates for appointments may be put on the database.
  - 7.2.8. The application forms can be obtained from the Human Resources Management section or downloaded from the website.

- 7.3. Selection from the data base for a position will be based on random electronic selection from a specific skills group. When selection is done in terms of item 7.7 below.
- 7.4. The department who request a temporary appointment must provide a written motivation indicating the operational reasons for the temporary appointment. The motivation must indicate the post on the organogram as well as the cost center from which the appointment will be financed. The motivation must be signed by the relevant Executive Manager of the directorate in which the appointment is requested and must be submitted to HR. HR must obtain the input from the Executive Manager: Corporate Services before submitting it to the Municipal Manager for approval.
- 7.5. In circumstances where no post exists on the organogram, the Municipal Manager must approve the post(s) in writing and the period of the appointment.
- 7.6. Temporary appointments for less than three (3) months will be done by appointing the first person(s) selected from the database provided they meet the minimum requirements for appointment and are unemployed at that date.
- 7.7. When making temporary appointments for more than three (3) months a shortlist of at least three (3) qualifying candidates will be compiled and the candidates will be interviewed before appointing the preferred candidate(s).
- 7.7.1. The Human Resources section will contact the candidates selected by the department to enquire on their availability and invite them for a departmental interview.
- 7.7.2. A member of HR will oversee the process and keep record of the proceedings.
- 7.7.3. HR will inform the recommended candidate and offer him/her the temporary position and ensure that the necessary paperwork is completed after approval of appointment by the Municipal Manager.
- 7.7.4. No person may start work without the written approval of the Municipal Manager and at least an appointment letter containing the terms and conditions of employment.
- 7.8. HR will rotate the names of candidates that were already granted an opportunity to the bottom of the list when their term of contract has come to an end. Employees will not be granted a further contract after the termination of his/her contract, unless they have reached the top of the database list again. The Municipal Manager may approve the deviation from this principal on good cause shown.

**7.8.1.** In exceptional circumstances the department may motivate committee, for the renewal or extension of the temporary employment contract of a specific temporary employee.

**7.8.2.** A recommendation will be provided by the Executive Manager to the Municipal Manager for approval.

**7.9.** No employee may make any changes to the order of the names on the list, other than the relevant recruitment clerk. Changes made illegally will be viewed as serious misconduct and the appropriate disciplinary action will be taken against such employees.

**7.10.** HR must report on a monthly basis to the LLF and the Corporate Services Portfolio Committee on the temporary appointments.

**7.11.** The chairperson of the Corporate Services Portfolio committee must be informed of all recruitment processes and may attend the interviews in person or assign a member of the portfolio committee to attend on his/her behalf. The councilor may not be involved in the process and will only play the role of an observer.

**7.12.** The trade unions must be informed of the recruitment process five (5) days prior to the interviews and a representative of each union may attend the process as an observer.

## **8. AUTHORIZATION**

The Municipal Manager/assignee will authorize these appointments.

## **9. FREQUENCY OF PAYMENTS**

Employees will be remunerated on a monthly basis after submission of attendance registers by line managers to the Finance department unless the appointment is not for a full month

## **10. NEPOTISM**

**10.1.** No municipal employee may show favoritism towards any applicant.

**10.2.** A representative/line manager/panel from the department that indicated a need for a temporary worker will sign a declaration form which declaration will confirm that they do not have any family members on the schedule to curb nepotism.

**10.3.** Members of departments/panel must recuse themselves when there is a possibility of a conflict of interest.

**11. TEMPORARY EMPLOYMENT CONTRACTS**

**11.1. All contracts for temporary employees will include a clause stating that there will be no expectation of permanent employment.**

**Policy adopted by Council on.....2013**