Induction Policy

1. Purpose

The purpose of the induction is to make new employees to feel at home in their new positions and working environment as quickly as possible so as to allow them to contribute effectively as soon as possible.

2. Application

All employees who have joined the institution and those who have been promoted, transferred, redeployed or demoted.

3. Objectives of induction

The institution embarks on the induction process because it wants to ensure the following:

- To reduce fear and insecurity that comes with the change;
- To enable the participants to settle in the institution or in their new roles quickly so as to become productive and efficient employees;
- To reduce poor work performance and motivate participants so as to reduce turnover and absenteeism;
- To ensure employee retention; and
- To ensure that employees are aware of the institution’s culture, organisational structure and leadership

4. Responsibility

The induction programme is divided into two for non academics and into three for academics. There is an overall institution induction, the departmental induction and the Teaching and Learning Centre induction (TLC).

4.1. Institution induction

Induction is basically the responsibility of Human Resources department. This is an induction that may go concurrently with the other two inductions. This will be done by the HRD section where an employee will be inducted into the University culture, organisational structure, policies and procedures, history of the University, Mission and Vision and so on. This induction is conducted once in a quota. The Human Resources Practitioner has a responsibility to register each participant into the programme. It is the
condition of service of an employee to attend the induction and be committed to finishing the programme. (See Appendix A: General Induction Programme)

4.2. Teaching and Learning Centre induction

This is the induction programme intended only for academics. It focuses on the teaching skills and met. The programme includes the research component of the academic. The Human Resources Practitioner will register the new participant to the programme in the TLC.

The induction is conducted once in every quota. It is the condition of service for all new academic staff to attend this induction programme. (See Appendix B: TLC Induction programme)

4.3 Departmental induction

This is an individual induction programme that takes place within the department. The manager or Head of department is the one responsible for the programme. The programme starts on the first day of appointment. It focuses on the employees job, getting to know the colleagues, explanation of the functions of the department, key performance areas, tools to carry your duties, etc.

The departmental induction will take the minimum of 1 week and the maximum of 1 month.

5. Induction review

The institution recognises the fact that people have different needs, expectations and abilities, it is therefore imperative for the institution to conduct an induction review in order to ensure that the programme has brought the desired outcome. The induction review will be done by the Human Resources department in conjunction with the department. The review will be done after 3 months of employment. The review will basically take two forms

- The meeting between the Human Resources Practitioner, the manager/HOD, and the participant. The meeting is to discuss everything that has happened from the day he/she joined, things that went well and things that did not go well, surprises and more.
- The Human Resources Practitioner will gather statistics on the labour turnover and exit interviews to check the effectiveness of the induction programme.
Statistics on sickness and absenteeism will also assist in terms of reviewing induction programme.
Appendix A
General Induction

About the University

1. Welcoming note from the member of Executive Management Team (EMT)
2. Historical overview of the University
3. Organisational structure and culture
4. Our customers
5. Names of EMT members

What is expected from the University and what is expected from the employee
(Policies and procedures)

1. Code of conduct
2. Conditions of service
3. Employee Relations policy
4. Employee wellness
5. Occupational health and safety
6. Employment equity
7. HRD Policy
8. Sabbatical policy
9. Study subsidy policy

Compensation

1. Why two compensation structures
2. Remuneration policy
3. Allowances
4. Salary increase

Benefits

*Kindly note that the benefits may be determined by the salary structure that his/her grade fall into.*

1. Medical aid;
2. Housing subsidy;
3. Study subsidy
4. HRD development
5. Leave package
6. Group Life  
7. Pensions

Healthy and safety

1. Occupational health and safety Act  
2. Safety standards  
3. Fire drill procedure  
4. Reporting procedure for health hazard areas  
5. Accident procedure

Employee and employer rights

- Nehawu
- Ntesu
- Rights of the parties
- Strike
- Lock out
- Termination of employment
- Confidentiality
Appendix B
Appendix C
Departmental induction form

*Manager/ HOD tick the relevant box*

<table>
<thead>
<tr>
<th>Pre-arrival</th>
<th></th>
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<tbody>
<tr>
<td>Is the office ready?</td>
<td></td>
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<tr>
<td>Is the telephone ready?</td>
<td></td>
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<tr>
<td>Is the computer/ lap top ready?</td>
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<tr>
<td>Is the staff card ready?</td>
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<tr>
<td>Is the employee linked to the printing facility?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>On the arrival date</th>
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<tbody>
<tr>
<td>Is the employee introduced to the Manager?</td>
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<tr>
<td>Is the employee introduced to the colleagues?</td>
<td></td>
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<tr>
<td>Is the employee introduced to the person he/she will report to?</td>
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<tr>
<td>Is the employee shown his/her office?</td>
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<tr>
<td>Is the employee taken through his/her employment contract?</td>
<td></td>
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<tr>
<td>Is the employee taken through his/her key performance areas?</td>
<td></td>
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<tr>
<td>Is the employee taken through the key performance indicators?</td>
<td></td>
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<tr>
<td>Is the employee informed of the probation period and the assessment?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>The first week</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Is the employee taken though the site visits?</td>
<td></td>
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<tr>
<td>Is the employee shown exams and registrations departments?</td>
<td></td>
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<tr>
<td>Is the employee shown transport department?</td>
<td></td>
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<tr>
<td>Is the employee shown printing room?</td>
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<tr>
<td>Does the employee have access to internet and email?</td>
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</tr>
<tr>
<td>Is the employee introduced to the University community through intranet?</td>
<td></td>
</tr>
<tr>
<td>Is the employee introduced to people and or departments that are to work with him/her?</td>
<td></td>
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<tr>
<td>Is the employee taken through the way</td>
<td></td>
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<tr>
<td>things are done in the department?</td>
<td></td>
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<tr>
<td>-----------------------------------</td>
<td></td>
</tr>
<tr>
<td>Is the employee given relevant or enough tools for him/her to perform his/her duty?</td>
<td></td>
</tr>
</tbody>
</table>