

Molemole Municipality

**STANDARD OPERATING
PROCEDURE
(EMPLOYEE ASSISTANCE
PROGRAM)**

STANDARD OPERATING PROCEDURE: EMPLOYEE ASSISTANCE
PROGRAM

1. SCOPE

- 1.1. This procedure applies to all Municipal officials and Councilors.
- 1.2. This procedure is underpinned by the vision statement of the Municipality which is "A developmental people driven organization that serves its community and its mission which is "To provide essential and sustainable services in an efficient and effective manner

2. PURPOSE

- 2.1. The purpose of this standard operating procedure is to provide guidelines to be followed to provide assistance to Municipal officials and Councilors in need.

3. EMPLOYEE ASSISTANCE PROGRAM

3.1. PROCEDURE FOR THE PROVISION OF EMPLOYEE ASSISTANCE PROGRAM

- 3.1.1. Municipal Councilor and official submit request for assistance to person responsible for Employee wellness.
- 3.1.2. Person responsible for EAP coordinate appointment with service provider or Inter Governmental Relations partners.
- 3.1.3. Once the dates are confirmed, notify the affected Councilor or official detailing the venue, time and date.
- 3.1.4. Person responsible for coordination must follow up and confirm if the consultation took place.

3.2. EMPLOYEE ASSISTANCE PROGRAM RECORDS

- 3.2.1. Records of consultation to be kept in the officials or Councilor's files.
- 3.2.2. Such records to be treated with the confidentiality they deserve.

4. RESPONSIBILITY

- 4.1. It is the responsibility of all stakeholders to observe the standard operating procedure.
- 4.2. Human Resource Department shall take full responsibility of facilitating the employee assistance program.

5. IMPLEMENTATION

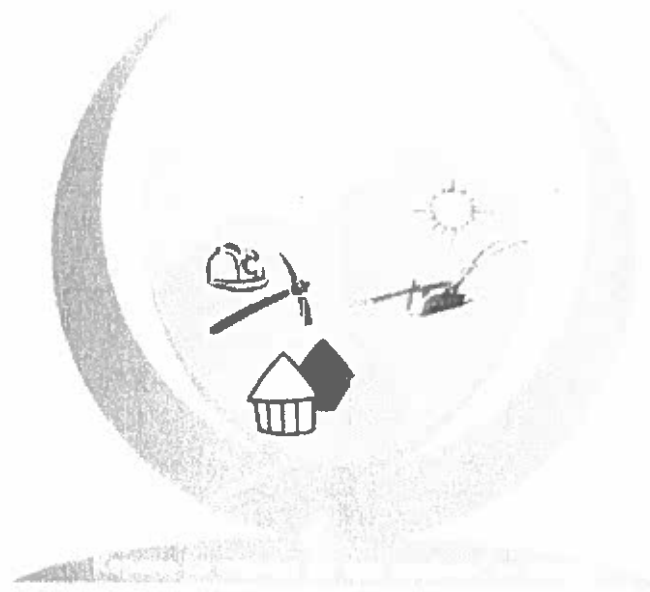
STANDARD OPERATING PROCEDURE: EMPLOYEE ASSISTANCE PROGRAM

- 5.1. The standard operating procedure shall come into operation after it has been approved by the Council of the Municipality
- 5.2. The standard operating procedure shall be reviewed annually.

6. APPROVAL

- 6.1. The standard operating procedure shall be approved through a Council resolution

Signature:	
Initials and Surname:	M. E PAJA
Designation:	MAYOR
Council Resolution Number:	DC/7.1.2/27/05/22
Council Date:	27/05/2022



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INDUCTION PROCEDURE MANUAL

STANDARD OPERATING PROCEDURE: INDUCTION PROCEDURE MANUAL

1. SCOPE

- 1.1. This procedure manual applies to all newly appointed Municipal officials.
- 1.2. This procedure is underpinned by the vision statement of the Municipality which is “A developmental people driven organization that serves its community and its mission which is “To provide essential and sustainable services in an efficient and effective manner

2. PURPOSE

- 2.1. The purpose of this standard operating procedure is to afford newly appointed officials with key information they require to be able to adjust and fit in the value chain of the Municipality

3. FOCUS OF THE PROCEDURE MANUAL

3.1. STRATEGIC FOCUS

3.1.1. Vision and Mission statement

Vision “A developmental people driven organization that serves its community”

Mission “To provide essential and sustainable services in an efficient and effective manner”

3.1.2. Municipal Key Performance Areas

Spatial Rationale

- To promote orderly development by implementing integrated development planning and spatial rationale principles

Basic Services and Infrastructure Development

- To improve provision and development of reliable & affordable municipal basic services.
- To facilitate access to housing
- To facilitate access to educational facilities
- To ensure compliance with relevant environmental legislation
- To facilitate access to health facilities in collaboration with the Department of Health & Social Welfare
- To collaborate with SAPS in promoting community safety
- To promote and coordinate sports, Arts & Culture activities

Local Economic Development

- To unlock economic potential by creating a suitable environment for investment to facilitate economic growth.

- To create and promote Local Economic Development Initiatives in the SMME Sector

Financial Viability

- To ensure sound financial management and self-sustainable organization.

Good Governance and Public Participation

- To ensure that institutional arrangements are transparent, efficient and effective and
- To ensure that good governance and public participation is sustained and enhances transparency and accountability.

Municipal Transformation and organizational development

- To ensure that institutional structures and plans are properly resourced to respond to transformational objectives.

3.1.3. Integrated Development Planning and Budget

The importance of aligning IDP and Budget

3.1.4. Service Delivery Budget Implementation Plan

The importance of tracking service delivery projects implementation plans and the Municipal performance

3.2. OPERATIONAL FOCUS

3.2.1. Know your Leaders

Ensure all newly appointed officials know Political and Administrative leaders

3.2.2. Code of conduct

Ensure officials are familiar with and sign the code on conduct and declaration of interests

3.2.3. Institutional policies

Ensure officials are familiar with relevant institutional policies

3.2.4. Clarification of benefits associated with the Job they are appointed

Provide clarity and afford officials to choose medical scheme and pension fund administrators of their choice.

3.2.5. Contract of employment and Job description

Signing of the contract of employment detailing terms and conditions of the employment contract and clear description of the job

3.2.6. Municipal Building Orientation

Walk around the building with the newly appointed officials

3.2.7. Official welcoming

Human Resource department to coordinate an official welcoming of the newly appointed official

4. RESPONSIBILITY

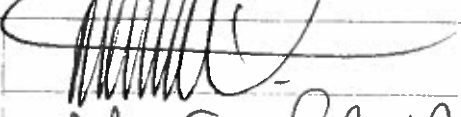
- 4.1. It is the responsibility of all stakeholders to observe the standard operating procedure.
- 4.2. Human Resource Department shall take full responsibility of facilitating the experiential training.

5. IMPLEMENTATION

- 5.1. The standard operating procedure shall come into operation after it has been approved by the Council of the Municipality
- 5.2. The standard operating procedure shall be reviewed annually.

6. APPROVAL

- 6.1. The standard operating procedure shall be approved through a Council resolution

Signature:	
Initials and Surname:	M.E. PAYA
Designation:	MAYOR
Council Resolution Number	OC/7.1.2/27/05/22
Council Date:	27/05/2022