





021 361 7109 info@zibonelefm.co.za

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Policy on Employment of Family members

Policy Group(s):	Employment of staff			
Zibonele FM Statute and/or	To Follow			
Regulation Reference No:				
Relevant Government	Labour Relations Act			
Legislation and/or policy:	Basic Conditions of Employment Act			
	Employment Equity Act			
Policy Reference and Version	To Follow			
No:				
Approval Date:	23 September 2013 (Proposed)			
Commencement Date:	01 October	Review Date		
	2013			
	(Proposed)			
Key Words for Search Engine:	Family members			







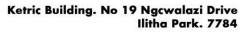
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ibonele FM is committed to fair and equitable policies and rocedure in respect of its recruitment and selection procedures. The astitution however has to take cognizance of issues and activities nat may have negative effects on management and administration. The appointment of family members is one such issue and it must be nanaged. All employees appointed in permanent or contract positions within ibonele FM.
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o provide guidelines for the appointment of family members of aff employed by Zibonele FM.
Definition In immediate family member of staff is defined as a husband, wife, biological sons and daughters, son-in-law, daughter-in-law, ather-in-law, mother-in-law, brother and sister. Guidelines As a means to address some of the problems with regard to the management and administration in departments, the following colicy/procedure shall be followed in future in respect of the appointment of family members.
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Supporting Procedures and Guidelines	Recruitment and Selection Procedure.
Supporting/ related Documents	Appointment Recommendation Form Profile of Recommended Candidates (attach CV) Assessment Report Job Advert Summary of applicants
	Request to Fill a Vacancy Form ACCOUNTABILITY
Implementation:	Human Resources Department
Compliance:	Human Resources Department and Line Management
Monitoring and Evaluation:	Human Resources Department
Development/Review:	Human Resources Department
Review and Recommendation:	Human Resources Committee of Council
Approval Authority:	Council
Interpretation and Advice:	Human Resources Department



Ketric	Building.	No	19	Ngcv	valazi	Drive
				Ilitha	Park.	7784

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WHO SHOULD KNOW THIS POLICY?						
Human Resources Department						
All staff						
EFFECTIVENESS OF THE POLICY						
Performance Indicator(s): Application of Recruitment and Selection Procedure						
REVISION HISTORY						
Revision Ref	Approved/	Rescinded	Date	Authority	Minutes Ref	
No.						