

POLICY & PROCEDURE		Responsible Department	Human Resources
		Original Date of Adoption	01.11.10
		Current Date of Adoption	31.05.13
		Audit Committee Review Date	NA
		Date of Review	31.05.15

TITLE	INDUCTION OF A NEW EMPLOYEE POLICY & PROCEDURE
Related Documents:	Nil
Previous Council Review Dates:	01.11.11, 31.05.13
DATE OF ADOPTION	31.05.13

INDUCTION

1. OBJECTIVE

The Induction Policy and associated procedures are in place to ensure the efficient and thorough introduction of new employees to Council operations, with particular reference to their responsibilities, and to settle them into their job.

To conduct the induction process in a manner that reinforces the individual's decision to work for Council and to encourage a commitment from the employee as they undertake their duties.

2. POLICY STATEMENT

A planned induction program for all employees is an integral part of the recruitment process. Council, recognising that its employees are its most important resource in the provision of services to the residents and ratepayers, Roxby Downs Council has established an induction program for all new employees to complete.

The induction program will start from the time the new employee commences employment and will be conducted over the time of the employee's probationary period.

Note: Many of the procedures for the induction of a new employee are also relevant for an employee who is transferred to a new position, and particularly to a new department within Council.

3. PRINCIPLES

The first impressions of new people joining Council will have a profound affect on the way in which they will embark on a career with us, and embrace our culture, values, standards and ethics.

Induction is the process by which a new employee learns about, and becomes part of Council's team. It provides the necessary information to assist the new employee to adjust as quickly as possible to the Council work and to encourage enthusiasm for that work. It introduces new employees to:

- The organisation and its culture
- Their tasks
- Supervisor(s)
- Workgroup(s)

Council will provide all new employees, regardless of their position or level, or prior experience, with a thorough orientation to Council and to their specific positions.

4. BENEFITS OF INDUCTION

An induction program benefits both the new employee and Council. For the new employee, a well conducted induction program:

- Helps to give the new employee a favourable impression of Council.
- Can assist to overcome doubts about their job, anxiety, insecurity and lack of confidence.
- Gives the opportunity to establish, from the outset, good working relationships.
- Can help define the job requirements.

The benefits to Council include:

- Can reduce labour turnover and employee dissatisfaction with the job and workplace.
- Can assist the new employee to become competent in a short time span.
- Provides the opportunity to promote Council.

5. GUIDELINES

1. The Administrator will be responsible for:
 - The establishment and conduct of the induction program.
 - Notifying and arranging the involvement of other key personnel in the induction program.
 - Undertaking regular review of the employee's work performance.
 - Providing feedback to the employee.
2. The new employee will be properly guided and supported during the induction program and will have ready access to his/her supervisor at all times.
3. Under no circumstances will a new employee be required to undertake a task without having received the appropriate training, and demonstrated an acceptable level of competency to carry out the task.
4. The following is a suggested timetable on what should be covered and by when.

Weeks 1 and 2

- Work through the job and person specification, key objectives and expected task performance outcomes.
- Introduction to all staff and work locations – offices and depots.
- WHS Component of the induction
- Familiarisation of the Council area.
- Explain reporting structures and interrelation of staff and departments.
- Explain records management (paper and electronic system).
- Establish performance standards and measures.
- Arrange any initial training requirements.
- General administrative procedures (as appropriate), including telephones and fax machines, computers and printers, photocopiers, general office equipment, access to stationery and materials.

Weeks 3 and 4

- Review of matters covered/raised during Weeks 1-2.
- Reinforce department role, processes and procedures.
- WHS Job Specific Component of the induction
- Provide feedback on performance to date.

Weeks 5 to 8

- Review matters discussed/raised at previous review.
- Provide feedback on performance to date.

Weeks 8 to 12

- Ongoing provision of support and monitoring of performance.

Week 12 to 24

- Conduct interim probation appraisal of employee (week 12), provide feedback and seek employee comment. Identify any training needs and concerns.

Week 24

- Conduct formal probation appraisal of employee, provide feedback and seek employee comment.

PROCEDURES**6. PRIOR TO COMMENCEMENT**

When a new staff member has been recruited, and prior to their commencement, the relevant Supervisor should ensure that the new employee has a smooth start to their career with Council by ensuring a number of preparatory actions have been undertaken.

These include:

- Checking that the letter of offer of employment, the Job and Person Specification and the Confidentiality Policy have been signed and returned.
- Checking that a medical assessment has been conducted and the documentation provided.
- Preparation of an Induction Pack and provision of this documentation to the person who will be conducting the Induction process.
- Appropriate reporting details provided to the new employee, and ensuring a staff member is available to welcome them on arrival.
- Workstation and equipment has been organised.
- All staff of the immediate work group are aware that a new employee is commencing.
- Payroll staff have been notified.
- Personnel file (paper) has been created.
- Email account established, and profile created on the IT system – if appropriate.
- Safety equipment/protective clothing (where applicable) has been organised.

7. COMMENCEMENT OF EMPLOYMENT

All new employees are to report to their Supervisor on arrival at work on the first day of employment.

The Supervisor will ensure that the new employee:

- Is provided with a copy of the signed letter of appointment, Job and Person Specification and Confidentiality Policy, for their records;
- Has completed the forms and documentation required to place the new employee on the payroll;
- Is introduced to work colleagues and made familiar with the workplace layout, staff amenities, fire exits, and other important locations;
- Understands the conditions and procedures associated with the induction and probation processes;
- Understands the role of the position, based on the requirements of the job and person specification;
- Has a clear understanding of the level of performance expected of them;
- Is given the opportunity to become acquainted with and discuss any issues relating to the terms of condition of employment; and
- At the end of the first day, knows where, what time and to whom they are to report to on the following day.

As part of the induction process the Supervisor and the employee agree and sign off on a schedule of training in Safe Work Procedures (SWP) and tasks to be undertaken during the probation period.

The signed originals of the SWP checklist and schedule of tasks document will be placed on the employee's personnel file, and a copy of each provided to the employee.

Note: The full procedures for conducting the Induction Program are contained in a separate Induction Pack which is provided to the new employee's Supervisor prior to the employee's commencement of duties.

8. AWARENESS OF COUNCIL'S POLICIES AND PROCEDURES

The Supervisor is to ensure that the new employee is made aware of and becomes well acquainted with all Council's Policies and Procedures. If, at the end of the probation period, the employee's appointment is confirmed, the employee will be required to formally acknowledge their familiarity with Council Policies and Procedures.

The signed original of the acknowledgement of Policies and Procedures document will be placed on the employee's personal file, and a copy provided to the employee.

Note: An employee's signature indicating that they have read and become familiar with Council's Policies and Procedures, or subsequently amended or new ones, is not necessary for the terms contained in Council's Policy Manuals to be effective.

9. PROBATION PERIOD

The probation period provides an opportunity for the employee to evaluate the job, and for Council to evaluate the employee's suitability for the position.

A probationary period of time that is considered 'reasonable' having regard to the nature and circumstances of the employment will need to be determined in advance of offering employment to the successful applicant. The period of probation must be advised in writing to the successful applicant in the letter of offer of employment.

The length of the probationary period must be tailored to the position. As a general rule, the probationary periods should not exceed three months in duration, except in exceptional circumstances. It should be noted and clearly understood that employers who extend an employee's period of probation lose the protection of unfair dismissal legislation and are then required to terminate the employee (if required) in the appropriate manner as stipulated by the relevant Award or Legislation. As each probationary period must be set having regard to the complexity of the position, even a three month period should not automatically be considered as a 'reasonable' period.

10. PERFORMANCE ASSESSMENT

Discussions and observations of work performance are an ongoing process in the inducting of a new employee into the workforce. Assessments generally look constructively at performance of duties and tasks, general attitude to work, and training needs.

Prior to expiration of the probationary period a decision is required regarding the new employee's work performance and to formalise the employee's status. During the last week of probation period a meeting is to be arranged between the employee and their Supervisor to discuss the assessment of the employee's progress and any issues that may have arisen during the probation period.

11. ASSESSMENT OUTCOMES – PROCEDURES

The employee is to be formally advised in writing of the assessment and outcome of the probationary period by the Administrator as appropriate.

Payroll staff are to be advised of the outcome.

The outcome could be:

1. To formally appoint the employee.

The employee is to be formally advised in writing and a copy of the letter is to be placed on the employee's personnel file. Refer to Letter of Confirmation

2. To extend the probationary period by a further period.

A recommendation to extend an employee's probationary period must be referred to and endorsed by the Administrator.

The employee will be advised in writing of the specific performance areas that were not satisfactory during the initial probationary period, the requirement that these be improved during the extension of the probation period, and the time period of such extension.

The standard induction assessment and monitoring procedures are to be applied during the extended probationary period, and a final assessment to be made at the end of the period.

3. To terminate the employment.

A recommendation to terminate employment must be referred to and endorsed by the Administrator.

The employee will be advised, in writing, of the specific performance areas that were not satisfactory during the probationary period, and which demonstrated that the employee was not suitable for the position.

12. DOCUMENTATION

The new employee's probationary period (initial and extended) is to be fully and formally documented, and this documentation placed on the employee's personnel file. This is particularly important if the decision is made to extend probation or to terminate employment on the basis of unsatisfactory performance.

There must be documentary evidence to show that, during the probationary period, areas of unsatisfactory work performance were brought to the attention of the new employee, and that the Supervisor and new employee had discussed, and agreed on steps to be taken to rectify the areas of unsatisfactory performance.

NEW EMPLOYEE CHECKLIST

Employee Name	Employee No.	FT Cas	PT
Award	EB Agreement		
Induction	Induction Booklet and Pack prepared Induction Process commenced		
Personnel File	Application for employment Signed letter of Offer of Employment/Contract Signed Job and Person Specification Signed Confidentiality Policy Medical Examination Documentation Emergency Contact Details Copy of all relevant licenses (driver's, plant, machinery) Authorisation to sign (Order Book) Probation Period – confirmation of completion		
Payroll Department	Employment Declaration Form Bank Details Form Credit Check Procedures form Union fees Other staff deductions		
IT	Email address created One system access PC password issued		
Security	Access code / Voice code Entered on Access code database Swipe card issued Entered on Register		
Business Card			
Vehicle Model and Reg No			
Mobile Phone Model & Serial No		
Other – Equipment, PPE, keys		
Signed: /		

The following checklists need to be completed with their Manager, to ensure the new employee has received the appropriate information and guidance to commence employment at the Roxby Downs Council.

Induction checklist:	Staff ✓	Manager ✓	Date
Roxby Council Staff Handbook to be provided			
Introduction to staff and work areas			
Work through the job and person specification, key objectives and expected task performance outcomes.			
WHS General Component of the induction ** (Separate procedure – WHS Co-ordinator)			
Familiarisation of the Council area.			
Explain reporting structures and interrelation of staff and departments			
Council employee code of conduct.			
EA Agreement - explained & electronic link provided			
Explain records management (paper and electronic system).			
Establish performance standards and measures			
Arrange any initial training requirements. (Training Needs Analysis – forward to WHS Coordinator)			
General administrative procedures (as appropriate), including telephones and fax machines, computers and printers, photocopiers, general office equipment, access to stationery and materials			
Corporate Induction (Governance, including risk management, Corporate policies & procedures)			
Probation and performance assessment process explained			

Signed and understood:

staff member: Manager:

**** WHS Induction:**

To be completed by WHS Coordinator

	Staff ✓	WHS Coord ✓	Date
Welcome – explanation of LG WHS legislation/regulations, One System			
Evacuation procedures, responsible officers, fire			
First Aid Kits & Officers			
Workers responsibilities for WHS (job description)			
SWP – relevant to the job (eg manual handling, ergonomics, etc)			
In and Out Board in the office			
WHS Info Board			
Location of WHS system on computers			
Reporting – Corrective action register, Accidents/incidents,			
PPE required: Manager to ID			

Signed and understood:

staff member: WHS Co-ordinator:

Additional Information

Specific Training required: (complete Training Needs Analysis Form)

.....
.....

Completion of training & development database for employee (see Dani)

Tools and keys issued:.....
.....

HR Policies & procedures to be read as part of the Corporate Induction:

- RCP – 1 Children & Vulnerable Persons Safe Environment
- RCP – 3 Children of staff on Council premises
- RCP – 12 Induction of a New Employee
- RCP – 13 Injury Management Policy and Procedure
- RCP – 22 Violence/Bullying in the Workplace
- RCP – 23 Fitness for Work Drugs and Alcohol
- RCP – 44 Council Employee Code of Conduct
- RCP – 46 Discrimination and Harassment
- RCP – 56 IT Policy – Electronic Communication Tools
- RCP – 81 Privacy Policy

In signing this Form I acknowledge that I have undertaken an induction process covering the above issues and that I am aware of and will implement the requirements of the Council's corporate policies and procedures as covered in the induction process.

Employee's signature: _____ **Date** / /

Supervisor's signature: _____ **Date** / /

Administrator's signature: _____ **Date** / /

COMPLETED CHECKLIST TO BE FILED ON EMPLOYEE'S FILE

Induction Reviews

End of the:

* First week	Manager _____	Date / /
* First month	Manager _____	Date / /
* Probationary period	Manager _____	Date / /

Date of commencement:

Employee's signature: _____ **Date** / /

Manager's signature: _____ **Date** / /

COMPLETED CHECKLIST TO BE FILED ON EMPLOYEE'S FILE