Induction

Objective

The purpose of this policy and procedure is to ensure that all new employees are given the information and assistance they need to quickly become productive in the workplace.

Stage 1

Each employee, on the first day of their employment, will be welcomed by their direct manager, who has responsibility for the following aspects of induction.

- Explanation of necessary paperwork. These should be given to employee to take home, complete and return.
- Introduction to colleagues and fellow team members.
- Shown to workstation or office.
- Given tour of workplace including facilities such as toilets, canteen, first aid room, car parking etc.
- Introduced to fellow team member as point of first contact when they have any questions etc.
- Provided with staff identification, keys, passwords etc.
Stage 2

The second stage of the Induction Program should take place no later than three months after commencement of employment and preferably in the first week. It should include information about the following.

- Company history (video/slides if available).
- Company mission statement and values.
- Organisational Structure(where they fit in).
- Overview of policies and procedures.
- Discrimination and sexual harassment.
- Formal performance reviews.
- Remuneration policy and review.
- Occupational health and safety.
- Grievance procedure.

The above is not meant to be a definitive list of all of the contents of an induction program but a guide. It is essential that each new employee is given as much of the above information in a documented form, usually a booklet for future reference.

Training and personal development

Objective

To ensure that everyone in the organisation including owners, managers and staff receive the necessary training and attention to ongoing personal development programs. This is to ensure that the organisation has the necessary skills to achieve its objectives into the foreseeable future in line with its business plan.

Method

On a six monthly basis all personnel in conjunction with their immediate manager meet formally to review performance over the preceding period and develop and agree on a training and PD program for the coming six months based on both organisational and individual needs.

The owners of the business must also follow this same procedure as it is vital to the long term future of their business that they continue to be open to change, keep up with changing technology and management skills necessary to meet the changing world in which the business operates.

Budget

As Training and personal development programs cost money it is essential that a budget for training be included in the organisation’s financial budget.
Procedure

- Agree and set time and date for T and PD meeting.
- Manager and employee bring to meeting a draft plan for next six months including any revised KPI’s.
- Discuss alternatives and agree on most cost and time efficient means of achieving these objectives in terms of cost and time.
- Document agreed plan including dates, time and place plus cost and provider.
- Manager reviews individual and team plans with their Manager and included in T and PD Budget.

Termination of the employment contract

Objective

This policy and procedure has been introduced to ensure that wherever a contract of employment is to be terminated, all parties understand and comply with all relevant legal and industrial awards and termination is carried out in a consistent and mutually respectful manner.

Circumstances

A contract of employment exists between an employer, the business and an employee. It can be terminated in a number of ways:

By the employee

- Resignation.
- Retirement.
- Death.
- Disability.
- Injury.

An employee is required to provide four weeks notice in writing of an intention to terminate their employment. If an employee fails to give notice, an employer may withhold monies from the employee for an amount equal to the ordinary rate of pay for the notice period.
By the employer

• Dismissal with notice.
• Dismissal without notice.
• Changes in the business.
  – Closure.
  – Sale
  – Retrenchments.
  – Redundancies.
  – Restructure.

Payments to be considered

• Payments based on length of service.
• Payments in lieu of notice
• Annual leave.
• Sick leave.
• WorkCover.
• Redundancy pay.
• Long service leave.
• Superannuation.