

*Controlled Document – refer to Intranet for latest version*

Category: Employment Relations	Date Created: April 2001
Responsibility: Employment Services Manager	Date Last Reviewed: March 2012
Approval: Chief Financial Officer	Version: 12.1

## Purpose

UCOL acknowledges that a comprehensive induction process is required to assist new employees to integrate and fully participate in its environment and culture. The induction process also ensures that new employees receive all necessary information at the commencement, and within the early stages of their employment.

## Scope

UCOL's induction process consists of four (4) stages. Each stage of induction is completed in accordance with the following:

- Stage 1 The Induction Booklet 'A Good Move – Your Guide to Working at UCOL' is sent by Staff Services Administration on confirmation of appointment, to;
- All permanent appointments
  - All fixed term appointments greater than six (6) months in duration
- Stage 2 The 'School/Section Induction Checklist' is completed within 2 weeks of employment and returned to Staff Services, by;
- All permanent, fixed term and casual appointments
- Stage 3 The 'Employment Conditions Overview' session (presented by Staff Services) is attended on the appointed day, by;
- All permanent appointments
  - All fixed term appointments greater than six (6) months in duration
- All other employees are encouraged but not required to attend.
- Stage 4 'Celebrating UCOL' is attended during the first year of employment, by;
- All permanent appointments
  - All fixed term appointments greater than 12 months in duration

## Responsibility

The Staff Services Manager has overall responsibility for the management of this policy.

'Managers' have a responsibility for ensuring that;

- The 'School/Section Induction Checklist' is completed with new employees within two weeks of employment and returned to Staff Services.
- New employees attend the 'Employment Conditions Overview' session on the appointed day.

- New employees attend the 'Celebrating UCOL' event within their first 12 months of employment.

## **Policy Statements**

UCOL will provide an informative and supportive induction process to assist new staff to integrate and fully participate in its environment and culture.

UCOL acknowledges the importance of the Treaty of Waitangi in the induction of new staff through; discussion of its significance to UCOL's mission and values in UCOL's Induction Booklet, provided to new staff upon confirmation of their appointment; acknowledgement of the Maori and Pacifica Staff Group at the 'Employment Conditions Overview' session; presentation of the strategic role of the Maori Directorate at the 'Celebrating UCOL' event.

## **Relevant Legislation**

- Employment Relations Act 2000
- Employment Relations Amendment Act 2004
- Health and Safety in Employment Act 1993 and subsequent amendments
- Human Rights Act 1993
- Human Rights Amendment Act 2004
- State Sector Act 1988

## **Related Documentation**

- [Induction Procedure](#)
- Induction Booklet 'A Good Move – Your Guide to Working at UCOL' available from staff services
- School/Section Induction Checklist