

Human Resources Management Policy and Procedure

1. Purpose

This policy is to guide EIA in developing and implementing human resources (HR) systems that are equitable, efficient and communicated effectively to all staff, and comply with relevant government legislation and regulations.

This policy complies with the Higher Education Standards Framework (Threshold Standards) HES 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically to Section 3.2 and 6.1.

2. Scope

This policy applies to the process for recruiting, inducting and managing the working conditions and staff records.

3. Responsibility

The Executive Manager of Operations is responsible for the development, monitoring and ensuring the implementation of this policy and that staff are aware of its application and implement its requirements.

The Board of Directors is responsible for approving this policy.

All staff must follow and implement this policy and its procedures.

4. Definitions

Continuing staff: A staff member with an employment contract that has no fixed end date. It can be on a full or part-time basis.

Casual/Sessional staff: A staff member who is employed and paid on an hourly basis, and has no entitlement such as sick leave and annual leave.

Fixed-term staff: A staff member who is employed for a fixed period, with a start and finish date. It can be full-time or part-time.

Human Resource Management: a series of functions focusing on policies and systems that are designed to ensure consistency in employment practice and to maximising employee performance to meet EIA's strategic and organisational development objectives.

HR system: Employment Hero system used to manage Human Resources management functions.

New staff: A person who has not been employed by the EIA before, or a person who is re-employed by the EIA after a break in service.

5. Requirements

- 5.1 EIA is committed to ensuring and promoting an excellent human resources management culture that benefits EIA and its employees.
- 5.2 EIA will ensure all decisions and actions related to recruitment and management of HR are transparent and fair. All HR-related policies and procedures must be approved and endorsed by the HR and Facility Manager.
- 5.3 EIA designates a staff member as the HR and Facility manager who is responsible for managing all aspects of HR related issues and advising managers and supervisors on matters including identifying position requirements and associated budget, managing HR responsibilities for all employees, and implementing HR systems across EIA.
- 5.4 The HR and Facility Manager must sign off on all employee contracts (and variations).
- 5.5 The work conditions provided to staff must be in accordance with the relevant awards or individual employment contracts and legislation.
- 5.6 All staff are provided with opportunities and support to realise their potential as a EIA employee. All staff should follow the EIA Code of Conduct and the general law.
- 5.7 Experienced academic employees will oversee staff who may not have fully met the standards regarding knowledge, qualifications and skills that are required for the job. However, this only applies to experienced practitioners and teachers undergoing training.
- 5.8 All staff are expected to follow the HR policy and procedures and relevant legislation.
- 5.9 EIA staff with recruitment and management responsibilities are provided with ongoing support and professional development to assist them in addressing staffing needs and implementing effective and transparent HR recruitment processes.
- 5.10 EIA staff, including administrative and academic, with responsible to interact directly with international students are provided with ongoing support and professional development to assist them in understanding EIA's obligations under the ESOS framework and the potential implications for overseas students arising from the exercise of these obligations. This can be implemented through internal or external training.

6 Procedure

6.1 HR Planning

- 6.1.1 All activities and projects undertaken by EIA are planned and considered to determine appropriate requirements of skills, knowledge and experience for roles and responsibilities in EIA.
- 6.1.2 The HR and Facility needs of EIA are critical factors for consideration in developing budget submissions/proposals.
- 6.1.3 EIA has a workforce plan that assists it to achieve its goals and objectives.

6.2 Recruitment, Selection and Professional Development

- 6.2.1 EIA seeks to appoint the best possible candidate for all positions, and as such advertises vacant positions through relevant recruitment websites and agencies. The HR and Facility Manager may make the decision not to advertise a particular vacant position externally if:
 - It is a short-term position;
 - EIA's contracted performance requirements will be affected due to any delay in the commencement/continuation of the position arising from the advertising activities;
 - A suitable candidate from within EIA or its sister company GBCA, is identified.
- 6.2.2 For academic teaching staff, it is required that the candidate must have completed a qualification at an AQF+1 level above what they intend to teach or have equivalent relevant academic and professional or practice-based experience and expertise. E.g. if the course is at an AQF level of 7, suitable candidates will need to qualify for AQF level 8 or above.

- 6.2.3 Staff with responsibilities for academic oversight, teaching and supervision shall have:
- Knowledge of current developments in their discipline and engage in continuous scholarship or research;
 - Expertise and skills in teaching and learning, assessment principles and pedagogical approach that are relevant to their discipline, role, modes of delivery and the needs of student cohorts
- 6.2.4 The recruitment and selection of staff will follow a formal process.
- 6.2.5 The selection and recruitment of staff is based on merit, with the best possible candidate identified through their curriculum vitae, suitability to the position selection criteria, interview process and reference checks.
- 6.2.6 All advertised positions at EIA will have a position description which outlines: job title, reporting relationship, job duties, key result areas and responsibilities, education requirements, experience requirements, the currency of industry skill requirements, professional development requirements and financial and decision-making authorities.
- 6.2.7 All recruitment must be authorised by the HR and Facility Manager. All job advertisements should identify position title, job status, office location, job specifications, essential qualifications and experience required, the currency of industry skill requirements, closing date for applications and only shortlisted applicants will be contacted for an interview.
- 6.2.8 Upon approval, the job advertisement will be posted on the relevant recruitment websites and website of recruitment agencies.
- 6.2.9 Only people who are involved in the recruitment and selection process will have access to the confidential information concerning applicants including position enquiries, applications and interviews details.
- 6.2.10 The interviewer will complete an Applicant Evaluation Form for each applicant and kept a copy on record.
- 6.2.11 An offer letter will be sent to successful applicants.
- 6.2.12 EIA provides training for all staff to develop their understanding through work-related training when it is deemed useful or appropriate. A professional development plan should be recorded and kept by the HR and Facility Manager.
- 6.2.13 All staff undertake an annual performance appraisal using the Staff Appraisal Form with the HR and Facility Manager.

6.3 Induction and Orientation

- 6.3.1 At the point of appointment, new staff will receive a welcome email from the EIA.
- 6.3.2 Induction led by the HR Manager is compulsory for all new employees. The induction will include but not limited to the following topics:
- Responsibilities, duties and obligations
 - Occupational Health and Safety
 - Company culture and workplace practices
 - Key policies and procedures and where to locate them
 - Workstation, emails, phone and computer access
 - Probation
 - Housekeeping
 - Introduction to other colleagues
- 6.3.3 Staff induction should be conducted as soon as possible, and no later than one month after the employment of new staff commence.
- 6.3.4 Both the new employee and the HR and Facility Manager will sign an induction checklist, and the original list will be kept in the employee's personnel file and a copy will be sent to the employee.

6.3.5 At the commencement of employment, the new employee receives an induction pack which includes:

- An induction checklist form
- Signed copies of the position description
- Contract of employment
- Staff Handbook

The new employee is required to complete an online induction through the Employment Hero System.

6.3.6 All permanent or contract based staff have a probationary period at the commencement of employment. This period allows for both EIA and the new employee to determine if the person is appropriate for the position before continuing of the employment contract.

6.3.7 The IT department is responsible for issuing email and computer log-ins for new staff.

6.3.8 The Academic Director/Course Coordinator is responsible for inducting new staff regarding academic responsibilities and expectations.

6.3.9 Other staff may be called upon to join the induction where necessary, for example, a transition of roles and responsibilities, tasks, and explaining tasks.

6.3.10 For academic staff, the induction will include information on academic responsibilities and expectations.

6.3.11 An additional induction checklist for academic staff will need to be completed and signed by both the employee and the HR and Facility Manager. One copy is to be placed in the employee's file.

6.4 Work Conditions

6.4.1 All employees will have a current and signed position description and a signed employment contract.

6.4.2 All employees receive a salary paid monthly by electronic funds transfer to a bank account or accounts nominated by the employee as indicated through the Banking Details on the Employment Hero System.

6.4.3 Employee's salary and remuneration packages are negotiated before the commencement of employment.

6.4.4 Employee's hours of employment are identified in employment contracts. A standard full-time workload consists of 40 hours per week unless otherwise negotiated with their Manager.

6.4.5 EIA complies with the Superannuation Guarantee (Administration) Act 1992 (Commonwealth). Every employee will be asked to select a compliant superannuation fund for payments within the first two weeks of commencing their job; otherwise, the organisation will choose a complying fund on behalf of the employee.

6.4.6 Full-time employees (part-time employee's on pro rata basis), are entitled to a range of leave options as outlined below. For further information, see the Attendance Management in Staff Handbook (Policy 17 Staff Handbook Policy and Procedure).

6.4.7 A negotiable work practice that balances the needs of the employer and the employee can be agreed on between the EIA HR and Facility Manager and an employee. While EIA supports flexible work practices wherever necessary; they are not an employee entitlement. The HR and Facility Manager must approve all requests for flexible work practices.

6.5 Termination Management

- 6.5.1 An employee may receive a termination notice by EIA without any prior notice if the employee:
- has severely breached the provisions of their contract;
 - has deliberately neglected or failed to meet the standards for any performance of duties;
 - becomes bankrupt or makes any arrangement with his/her creditors;
 - becomes of unsound mind;
 - is convicted of any criminal offence.
- 6.5.2 Staff who wish to terminate the contract should notify EIA at least two weeks before the date of termination unless otherwise specified in their contract. If the employee insists on the termination of services without meeting this condition, s/he will have to sacrifice part of his/her end of service benefit for the contract period during which resignation is submitted.
- 6.5.3 Resignation should always be submitted in writing. All resignation letters should be forwarded to the HR and Facility Manager.
- 6.5.4 Leave is not generally taken during the notice period and any outstanding leave balances are paid out as part of the final settlement.
- 6.5.5 Staff may leave EIA upon expiry of the contract.
- 6.5.6 Upon departure, the employee will be asked to complete an Exit Questionnaire, to collect feedback from the employee and identify any areas for improvement for EIA.

7 Feedback

- 7.1 EIA encourages staff to forward any feedback or suggestions of improvement to the HR department.
- 7.2 Personnel Record Keeping
- 7.2.1 EIA maintains individual personnel files for current employees, where information on personal details and qualifications, induction, duties and responsibilities, employment contracts, financial, performance and development is kept. Only HR and Facility Manager has access to those personal files which are securely stored.
- 7.2.2 A secure electronic filing system for HR management is maintained and accessible to authorised staff.
- 7.2.3 The details of unsuccessful applicants are kept in a locked cabinet accessible by the HR and Facility Manager for six months after finalising the appointment. After six months, the documents are destroyed so that no personal information is identified
- 7.2.4 Former employees' files will be securely stored for six years.

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1.1 (Approved on 28/01/2020)	Updated to include reference to sessional.
1.2 (Approved on 19/05/2020)	Add 5.10 to include: - Provide ESOS related PD to staff directly interact with international students
1.3	Change company name to Edvantage Institute Australia (EIA); update responsibility