



# Archdiocese of Hobart

The Roman Catholic Church Trust Corporation of the Archdiocese of Hobart

## POLICY DOCUMENT

<b>INDUCTION POLICY</b>	Policy identifier: HRPip/11v2.1
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### 1. POLICY

The induction of a new employee is important for legal reasons because it provides an opportunity for an employer to make clear to a new employee the standard of behaviour expected of them at the workplace. It is also important for the morale of new employees. But the importance of induction also goes to the core values of respect, integrity, hospitality, inclusiveness, forgiveness and justice that are key qualities of people who serve in the name of Jesus (Catholic Ethos).

The Archdiocese of Hobart recognises the importance of induction:

1. in helping new employees settle into their workplace;
2. as a forum for informing new employees about the Archdiocese as an employer and the policies that apply to all employees.

The Archdiocese of Hobart requires all new employees to undertake an induction session within the first month of their employment. Induction may be conducted in a group environment or if that is not practical, it may provided on an individual basis.

### 2. SCOPE OF APPLICATION

- a. This Policy applies to all staff of the following agencies within, and at all of the sites of, the Archdiocese of Hobart:
  - The Office of the Archbishop;
  - Parishes;
  - Catholic Education Office (including its schools and colleges);
  - Centacare Tasmania
  - Catholic Development Fund;
  - Church Office
- b. The Policy Handbook for the Archdiocese of Hobart has been developed in consultation with a range of agencies and bodies across the Archdiocese in 2007. The Policy Handbook provides a clear, philosophical direction, as well as guidelines that would assist employees and volunteers to carry out their ministry of service within the Catholic Church in Tasmania.

In broad terms, the Archdiocesan Policy Handbook applies to all agencies and bodies that are directly associated with the Archdiocese and subject to the Governance or Authority of the Archbishop. It is acknowledged that the broad, philosophical intent of the Policy Statements apply to all agencies and bodies associated with the Catholic Church in Tasmania.

Individual agencies may need to develop further policies and guidelines that suit their own particular workplace context and standards. Policies developed by individual agencies should be in alignment with the philosophy and intent of the Archdiocesan Policy, however, it is recognised that variations may need to occur with regards to specific guidelines and details. In terms of the scope of application, when variations do occur between the broader Archdiocesan Policy and the more specific site-based policy, the site-based policy would take precedence in terms of giving direction and guidance to employees and volunteers working in that agency.

It is noted that when individual agencies or organisations develop specific site-based policies there is a need to liaise with the Archdiocesan HR Consultant to ensure a coherence and consistency with any overarching Archdiocesan Policy.

In the event that some inconsistencies may arise between policy statements, the matter should be discussed by the relevant agency heads and if the matter is unresolved it would be referred to the Archdiocesan Co-ordination Team for resolution.

### **3. PRINCIPLES**

Induction supports the values in the Catholic Ethos.  
All employees should participate in induction.

### **4. GUIDELINES**

The induction procedure basically occurs in three parts. The first part covers paperwork so the new employee can be established on the payroll; the second part involves an actual induction session and the third part is about introductions of the new employee to fellow workers and staff more generally.

#### **Phase 1 - Paperwork**

The first part covers the paperwork, so that the new employee can be established on the payroll.

This phase should occur prior to the employee's commencement or on the first day of employment.

The paperwork will include completing:

- Employee Details form;
- Tax File Number declaration;
- Catholic Superannuation Fund membership application form;
- How do I get paid? Form
- Confidentiality Agreement;
- Computer Usage Agreement, and
- Declaration of work and interests in other agencies/organisations form.

#### **Phase 2 - Induction session**

The second part involves an actual induction session to be conducted by an officer from the Human Resources Division or some other appropriate person.

This Phase should ideally occur within the first week of employment but in any case must be completed within the first month of employment.

The induction session is preferably conducted in a small group environment but if that is not practical, and then an individual induction session for one employee will be conducted.

The induction session should take a maximum of one day and is compulsory for all new employees to attend.

The sessions are run on an as-needs-basis however a new employee should be able to attend an induction session within one month of commencing work with the Archdiocese of Hobart.

The induction session will cover:

- A brief history of the Archdiocese of Hobart.
- A general outline of what the Archdiocese of Hobart does, its future directions including an outline of the various units/departments in the organisation.
- Quality procedures (if part of an accredited workplace).
- A 'Discrimination, Harassment and Bullying' training session.
- Occupational health and safety, including the emergency evacuation procedure, workers compensation and rehabilitation as well as safe work and risk assessment.
- Telephone protocol and appropriate use of voicemail.
- Availability of training.
- Archdiocesan policies.
- An outline of the computer network system used and employee obligations.
- General overview of policies with more detail on certain policies [*e.g. email use*].

At the end of the induction session, an employee must sign a specified form stating that they have taken part in the induction session and that the employee understands the various issues covered in the induction session.

### **Phase 3 – Introductions**

The third part involves introducing the new employee to other staff. Introductions should occur on the first day of employment. It is the responsibility of the hiring manager to ensure the new employee is introduced to other employees and managers in the workplace, but particularly those with whom the new employee will be working directly. This introduction step provides a welcoming environment for the employee and can help the employee settle into the work routine and more quickly become part of the team.

## **5. PROTOCOLS**

The following forms are for the use of staff conducting induction for new employees

HRFipc	Induction Process checklist
HRFhdigp	How Do I Get paid? Form
HRFedtl	Employee Details Form
HRFocnf1	Oath of Confidentiality Form
HRFcuag1	Computer Usage Agreement
HRFdioa	Declaration of Work and Interest in Other Organisations Form

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