

Employment Manual

EMPLOYEE INDUCTION POLICY

This document applies to all Council employees.

Notes:

- This policy is advisory only for all school based employees

This document may not be applicable to employees who transferred into LCC under TUPE legislation and remain on the terms and conditions of their previous organisation.

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INTRODUCTION

This document sets out the Council's employee induction policy and it is designed to help managers support employees joining the Council or moving from one service area to another.

WHY IS INDUCTION IMPORTANT?

- The employee induction is an important component under the umbrella of employee development and performance management within the Council.
- It makes good business sense – the new employee will have the opportunity to better understand the business of the Council and where they fit and the purpose of their role.
- The employee will know what they will be expected to achieve and how this links to the work of their Director Areas.
- It sets the standard for performance and welcomes the employee and helps them feel part of the team.
- It ties in with the probation period, so that at the end of the probation period their employment can be confirmed.

PRINCIPLES

The employee induction programme covers all new employees to the Council and employees transferring to new posts, functions and Director Areas. This policy covers the minimum standards for the employee induction programme and it is designed to support and sit alongside Local Service Area induction.

Employees must take part in the Council's employee induction programme as well as Local Service Area induction. Both the Council's employee induction programme and Local Service Area induction must pay particular attention to:

- Health and Safety
- Conduct
- Performance and Development Appraisal
- Entitlements
- Equality and Diversity
- The Council's Purpose, Vision, Values, Culture.
- Safeguarding Children, Young People and Adults
- Information Governance

All employees will be encouraged to ask questions before their induction is concluded and to identify any reasonable adjustments they may have. All new employees should be offered a post induction interview with their line manager where they will have the opportunity to identify any further needs.

Local Service Area induction should be tailored to meet the needs of the service and the employee and this may include briefings, individual or group discussions.

The employee induction policy is part of the management process and is sufficiently flexible to merge with the performance and development appraisal policy, personal review meetings, learning and development opportunities, and any probationary procedures.

Equality of opportunity in induction arrangements will apply, irrespective of hours or status, and will be entirely consistent with the Council's Equal Opportunities Policy, refer to [Equality and Diversity](#).

OBJECTIVES

This employee induction policy is written to give flexibility to managers to meet the needs of different employee groups and to allow for the employee induction programme to be integrated with their Local Service Area induction. However there are some minimum standards for the employee induction programme and to ensure these standards are met managers' commitment to the induction process is critical to its success.

The employee induction programme is designed to help employees become effective quickly and easily by:

- Familiarising them with the Vision, Values, Purpose of the Council
- Integrating them into the Council and their individual teams
- Helping them to develop the required skills and knowledge needed to do their job
- Being clear about their roles and responsibilities
- Aware of the importance of achieving objectives set in their initial performance and development appraisal which will be monitored over the first 6 months of their employment through the Probation Procedure
- Helping them understand how their job relates to the rest of the organisation
- Ensuring they are aware of the Council's Employment and Health Manuals which include key policies.

The employee induction programme is designed to support the manager in inducting the employee into team by:

- Improving morale, motivation and performance
- Allowing managers to delegate, freeing time for key management activities
- Acting as a control measure in reducing the likelihood of accidents, preventing injuries and associated costs.

The process of induction should be integrated as far as possible with the management of probationary procedures, supervision, appraisal and learning and development activities.

MINIMUM STANDARDS

Managers are responsible for ensuring the minimum standards are met, by supporting their new employees to take part in the Council's employee induction programme. Although other colleagues will be involved in the process, (s) he must ensure that relevant information is provided and any questions or concerns raised by the employee are addressed. Director Areas may wish to identify induction co-ordinators to work with line managers and be responsible for devising and delivering induction programmes for employees. Mentors or nominated peers (buddies) may also be identified to help the inductee to become familiar with the work and their new environment. First impressions count, so managers should plan for the arrival of new employees and make them feel welcome.

The following minimum standards for the employee induction programme that managers are responsible for:

- To provide an initial induction at appointment/return to work using the policy and checklists to ensure all essential elements are covered.
- To ensure all new employees receive a Local Service Areas induction.
- Help them to gain an overview of the Council by ensuring all new employees attend an induction event or equivalent thereof.
- To ensure they have achieved a satisfactory level of compliance of how the Council works by ensuring new employees work through induction e-learning modules.
- To ensure all new employees have the chance to assess and review their induction experience and progress with their line manager through a post induction interview.

FURTHER INFORMATION

For further information and guidance managers should contact their Principal HR Adviser.

ADDITIONAL RELEVANT POLICIES

[Performance and Development Appraisal Policy](#)
[Core Values and Behaviours Framework](#)
[Learning and Development Policy](#)
[Probation Policy](#)

APPENDIX 1

EMPLOYEE INDUCTION PROGRAMME PROCESS

The employee induction programme process is comprised of the following:

Prior to Appointment

- Appropriate pre-employment information sent to applicants.
- Ensuring access card, essential IT passwords and user IDs will be available for the employee's first day.

First Day

- Complete the Day One Induction Checklist.

Within Two Weeks

- Complete the Within Two Weeks Checklist which covers; key manuals, policies, procedures and information.
- Employee to attend an employee induction event (to book onto events log on to [Lincs2Learn](#)).
- Employee to start their induction e-learning modules (to access the e-learning log onto [Lincs2Learn](#)).

Within Two Months

- Employee informed about the Performance and Development Appraisal Policy and Procedure in use in their department
- Review, evaluate and identify any further needs through joint discussion.
- Evaluate the employee's induction experience and progress through a post induction interview.

Purpose of Checklists

The checklists are a tool for the employee and the manager to ensure that all relevant information is covered thus avoiding the chance of overlooking an important item.

It also provides a progress against the induction plan that can be easily seen and monitored.

They also provide the opportunity for the employee and the manager to review, evaluate and identify any development needs through joint discussion.

The checklists also provide a framework for the manager and the employee to evaluate the induction process, through a post induction interview.

The Manager and Employee should complete the induction checklists.