

# Policy Document

## Staff Recruitment

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### Background

Southern New England Landcare Ltd endeavours to have open and transparent decision making process when recruiting new staff. An openly advertised recruitment process is generally preferred for filling Permanent Fixed Term Positions. In some cases, it is fairer and more practical to fill positions internally and in the case of recruiting staff for a short period of casual work it may be appropriate to recruit new staff from our database of casual employees without advertising the position.

### Policy

The objectives of this policy are to provide decision processes and procedures for the recruitment of staff. The policy:

1. Defines Casual and Permanent Fixed Term Positions and
2. Describes the procedures required for each.

### Classification of positions

A position will be classed as a Permanent Fixed Term Position if:

1. It is a major position under a contract where advertising is required or,
2. The employment is more than 25 days, for example one day per week for six months.
3. All other positions will be classed as casual.

### Procedures for Permanent Fixed Term Positions

Unless a contract states otherwise, a Permanent Fixed Term Position may be advertised internally first among Permanent Fixed Term Staff and recruited internally providing the applicant has demonstrated they have the necessary skills.

If 3 above does not apply, all Permanent Fixed Term Positions will be advertised using the appropriate media.

### Procedures for Casual Positions

Staff for Casual Positions may be recruited without advertising.

A casual employee may be appointed at the discretion of the project officer. This appointment is to be approved and ratified by the Board.

Any employee is encouraged to consult the Casual Employee Database before appointing a casual employee.

### New Staff Induction

We induct new staff into our organisation through a formal induction procedure during the first days and weeks of their employment. Staff inductions should follow but are not limited to the guidelines below:

1. Outline contract arrangements, pay arrangements, and obtain signatures for various taxation forms. This may or may not happen on the new staff member's first day.
2. Provide an office key and demonstrate how to ensure the office is secured in case they are first in or last to leave.
3. Introduce the new staff member to other staff members present and outline their roles. Include the CMA person in the front office and the weeds officers next door.

4. Do a guided 'tour' of the office, pointing out key areas such as tea/coffee making facilities, library/storeroom, toilet, and what kinds of information are stored in some of the shelves and cupboards.
5. Overview the main computer/server and how information should be stored there. Outline any computer or office equipment sharing arrangements.
6. Set up an email account and show them our website.
7. Review the office whiteboard calendar and explain it's use.
8. Ask if they have any questions and find answers for them. Encourage them that if they are unsure of anything, to ask any other staff member as someone will usually have an answer or be able to help.
9. Schedule a later meeting to discuss their work plan and a strategy to get them going.
10. Provide a printed set of Southern New England Landcare's policy documents (and show where to find them on the server). Include a 30 minute discussion of the content of all policy documents providing examples where appropriate. Encourage them to read these and ask questions if they have any.

Final