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Longford and Westmeath Education and Training Board

New Starter Policy

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1. Purpose

This policy creates a working procedure which allows for new staff members or those moving into new roles within the organisation of Longford and Westmeath Education and Training Board's (LWETB) essential HR and ICT requirements to be identified, allocated and documented accordingly prior to the commencement of their employment with LWETB. This policy should form part of the starter process, to be completed by line managers, HR and ICT support.

2 Scope

This policy applies to all categories of LWETB staff and establishes guidelines on new starter/mover procedures for Line Managers, HR, ICT support and staff in relation to all full-time staff (see [Starter/Mover Checklist - Fulltime Staff](#) for further details) and all temporary staff (see [Starter/Mover Checklist - Temporary Staff](#) for further details), commencing employment or moving to new roles with LWETB.

It ensures that staff clearly understands their contractual obligations to LWETB when commencing employment, allows the Line Manager to ensure that the terms of the employment contract are met, that the starting process is implemented fairly and consistently, and that the starter information reaches all those who need to know. Responsibility for ensuring that the onboarding process is sufficiently implemented across LWETB lies directly with Line Managers.

This policy applies to all staff who join/rejoin LWETB including those:

- (a) Commencing employment
- (b) Moving into a new role
- (c) Returning from prolonged periods of scheduled absences

Whilst the majority of the information contained in this policy is relevant in other circumstances, specific details regarding ICT acceptable usage and asset management, redundancy, retirement, end of contract and dismissals are contained in other ICT and HR policies which should be read in conjunction with this policy.

3. Probation Period

Staff in the first instance should refer to their contract of employment or appropriate policy for additional information (HR). Equity, effectiveness, and accountability underpin the probationary process. It is important for line managers to provide new joiners with feedback on their performance throughout the probationary process and explain the standards of job performance and behaviour required. The probationary process should be operated in an open, clear and supportive manner.

3.1 Probation Review

The purpose of a review meeting is for the staff member and their manager to discuss the work since the commencement of the employment, answer queries and highlight any areas that may need to be addressed. A series of meetings should take place over the course of the probationary period. An initial meeting on the first week to include Induction/Orientation etc. and three review meetings scheduled throughout the duration of the probationary period, (e.g. in the example of a six-month probation, meetings would be scheduled at six weeks, twelve weeks, and twenty weeks' employment.) Additional meetings can be scheduled if required.

4. LWETB Property/Systems

4.1 General

Dependent on the new starter role, ICT equipment and work related ICT systems may need to be allocated accordingly to allow the new staff member to function within their assigned role and conduct their duties with LWETB.

It is policy for each centre/school/department to keep an inventory of ICT assets along with any other LWETB property as defined in LWETB's Asset Protection Policy. This procedure is of importance when a new staff member enters the organisation and is allocated various ICT assets. Responsibility lies with the Asset Owner to ensure changes in inventory and allocation are logged in the Asset Register. Appropriate security checks on ICT assets are to be conducted prior to the new staff member receiving their equipment. LWETB's ICT support will act to ensure that employees are connected to work related ICT systems utilised by LWETB.

Further information about allocation of ICT equipment, property and systems is outlined below together with a summary checklist ([Link to Microsoft forms](#)).

4.2 Starter/Mover Procedure

The New Starter/Mover ICT Process for all full-time and temporary staff (see appendix A) is for completion by the line manager prior to the starter commencing or moving employment in LWETB. This checklist covers insofar as possible LWETB equipment, property, and systems that the employee may require assigned to them, over the course of their employment. Line managers or appropriate person in the centre/school/department should arrange for the completed check list, for the new staff member, to be returned to the appropriate person. Ideally one month before commencing of employment or as soon as start date is confirmed to ensure this is available as part of onboarding of new starter.

4.3 ICT Equipment

Line Managers must confirm to the appropriate designated person in centres/schools/departments all necessary LWETB equipment which is required to be allocated to the new staff member by returning the completed checklist one month before commencing of employment or as soon as start date is confirmed.

All such equipment procured with LWETB funds belongs to LWETB. Throughout the duration of the employees' contract, LWETB retains responsibility for the equipment, its usage (including complying with software licenses) and its proper disposal.

4.4 Systems

Line Managers must confirm to ICT support all additional necessary LWETB systems which are required to be allocated to the new staff member. The manager will list the access and usage permissions to systems and programs required for the staff member, and schedule these to be functional on the day their contract commences.

It is the responsibility of the manager to ensure a request to introduce any system access provided by third parties is notified to that party, with effect from the staff member's first day of employment.

4.5 Intellectual Property

LWETB will own all rights, title and interests in perpetuity to intellectual properties which are, in whole or in part, created, developed or produced by you during the course of your employment and which are suggested by or related to your employment or any activities to which you are assigned, and you will not have any claim to have any right, title or interest herein of any kind or nature.

4.6 Documentation/Files

Organisational documents must not be stored on computer hard drives. Personal files should not be retained on LWETB devices, storage or network. LWETB holds no responsibility for any loss of personal data.

4.7 Passwords

Should a staff member over the course of employment with LWETB will be required to use social media and other external service passwords they must be disclosed and documented in discussion with line manager. If there is a need for LWETB work documentation to be password protected, these passwords should be disclosed to the Manager, along with confirmation of the location of the files.

4.8 Keys / Fobs

If applicable the new employee is to be provided with an access key/fob by the relevant person in the centre/school/department to allow for the new staff member to access their work premise on their own accord. All access keys/fobs allocated are to be monitored and logged by each LWETB centre/school/ department and are subject to internal audits.

4.9 Staff Moving Internally

In the event that a staff member is to be reassigned to another department or location or enter into a position where ICT equipment, property and systems are necessary for the function of their role, the same onboarding procedures and ICT requirements are to be followed by relevant Line Managers.

5. Starter Arrangements and Communications

Staff in the first instance should refer to their contract of employment or appropriate policy for additional information (HR).

5.1 LWETB Email Account

All new entrants will be assigned an email username and password by Recruitment and Pre-Employment. All email usernames are to be created using the @lwetb.ie username standard. New staff are to be initially provided with a password to access IT systems however staff must change passwords in line with LWETB Password Policy. Staff should be aware of the acceptable e-mail usage and all relevant ICT Policies available on LWETB website.

Records retention periods to be applied to all mailboxes and records associated with the staff member.

5.2 Core Portal

New Staff Members will be given access to Core Portal as soon as reasonably practical following start date (details issued by email). Core portal is LWETB HR System which is used by employees for a number of reasons i.e. receiving payslips, applying for all leave types, making travel claims where required, Flexi time (where applicable). Training on Core Portal will be given by HR during induction.

5.3 Access to payslips

Employees will have access to LWETB CORE Portal in order to download payslips. In the event the employee is leaving LWETB access is available for 30 days following date of leaving. It will be the employee's responsibility to download all required payslips before the 30 day cut-off.

5.4 Annual leave (if applicable)

Incoming LWETB staff will be given access to the LWETB CORE Portal system as soon as is reasonably practical post commencement date. This is intended to allow the employee to exercise statutory entitlements such as requesting leave and availing of flexible working arrangements.

5.5 Pensions

Details of Superannuation schemes are available on LWETB website

5.6 Travel

Any Travel and Subsistence Procedure in place should be read in conjunction with this Policy.

6. Data Protection / GDPR Awareness

An understanding of relevant legislation surrounding data protection will be made known to the employee upon entry into LWETB to reduce the likelihood of a data breach occurring during the employee's initial work period.

Necessary and relevant training of procedures and good practice as outlined in LWETB's Clean Desk Policy and Data Protection Guidance Notes for LWETB Staff will be provided to the new staff member to ensure compliancy with the Data Protection Acts 1998-2018 and General Data Protection and Regulation EU 2016/679. Responsibility for all matters regarding employee awareness of data protection lies with LWETB's Data Protection Officer.

7. Enforcement

Individuals found to be in breach of this policy may be subject to disciplinary action, up to and including dismissal. Should an investigation regarding compliance with this policy determine that there is a case to answer by a User, the matter will be referred to the appropriate stage of the relevant disciplinary procedure as appropriate to that User.

8. Policy Review, Implementation and Continuous Improvement

In line with best practice, this policy has been approved by senior management, who are committed to continually improving the protection of all LWETB Information Assets and the protection of personal data where LWETB is a controller or processor. This document will be reviewed at least annually by senior management in light of changes in legislation and guidance from sources such as Internal Audit, C&AG, the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Department of Public Expenditure & Reform, or on the issuing of circular letter or by the Chief Executive in response to business needs. The date of implementation is the date of Chief Executive approval.

9. Ownership and Authorisation

OWNER	DATE	SIGNATURE
Organisation Support & Development Director	Mar 4, 2024	<u>Charlie Mitchell</u> Charlie Mitchell (Mar 4, 2024 13:20 GMT)
AUTHORISED BY	DATE	SIGNATURE
Chief Executive	Mar 4, 2024	<u>Liz Lavery</u> Liz Lavery (Mar 4, 2024 13:22 GMT)

Appendix A

- New Starter/Mover for Full-time Staff link - [Starter/Mover Checklist - Fulltime Staff](#)
- New Starter/Mover for Temporary Staff link - [Starter/Mover Checklist - Temporary Staff](#)