

Human Resources
Goireasan Daonna

Employee Induction

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Introduction

All employees must receive an induction when they start a new job or change roles within the Highland Council. Induction is the first part of the Council's Employee Review and Development process. An effective induction helps to clarify responsibilities, procedures and work standards; it also supports employees to settle into their post quickly.

Various elements of the induction may be delivered by different people in the organisation as and when appropriate.

Guidance

This guidance applies to Scottish Joint Council (SJC) employees. Teachers and Associated Professionals whose conditions of service are governed by the [Scottish Negotiating Committee for Teachers \(SNCT\)](#) and [Local Negotiating Committee for Teachers \(LNCT\) agreements](#) may be subject to different provisions. However, the general principles outlined in this policy will still apply.


Induction Checklist

The standard [Induction checklist](#) can be used to induct:

- new employees
- employees recruited from other Highland Council Services
- employees promoted or transferred into new posts.

The Induction Checklist is a generic form that can be adapted to suit different circumstances and it should be used in conjunction with the e-learning course '[Employee Induction](#)', the post holders job and person specification and any other related [HR policy and guidance documents](#).

When using the Induction Checklist, each point can be expanded upon within each element. Any points that do not apply should be marked N/A to indicate 'not applicable'.



Service or job-specific Induction Checklists can be created by managers to contain information in addition to the standard topics that are related to the Service or job role. This may be helpful where there are high numbers of employees doing the same job. It may also be helpful to print off any associated information for the employee to keep for their own reference, particularly when employees do not have access to a personal computer as part of their job.

Assistance with creating a modified or Service specific induction is available from People Development people.development@highland.gov.uk.

Record Keeping

Line managers must retain (in accordance with data protection regulations) the signed and dated Induction Checklist to confirm the completion of the induction.

The retained document should be used for Employee Review and Development planning.

The Highland Council

The Highland Council serves over 235,000 residents and employs approximately 10,000 part-time and full-time staff.

Employees undertake work at every level in Highland Council, which contributes to the provision of Council services and the achievement of the corporate aims.

Underpinning the delivery of Council services are a set of [Organisational Values](#). The application of the values should be discussed with each employee during their ERD.

The Council has a 5 year programme outlining its priorities and desired outcomes, as detailed in '[Our Future Highland](#)'. The operational [Delivery Plan](#) denotes a range of workstreams, programmes and projects which state how the Council will deliver these outcomes and also links to the [Highland Outcome Improvement Plan \(HOIP\)](#).

Further information can be found here: [Council's structure](#).

There is a [Code of Conduct](#) for employees of the Highland Council, which is based on a national code of conduct. The purpose of the code of conduct is to provide clear and helpful advice and guidance about rights and duties at work.

Employees must comply with the code when representing the Council. The code of conduct must also be given due regard, if activities outside work may conflict with the interests of the Council. A breach of the code may lead to disciplinary action.

National Conditions of Service

Most Conditions of Service including rates of pay, hours of work, holiday entitlement and sick leave are applied in accordance with agreements made by the [Scottish Joint Council](#), and [Scottish Negotiating Committee for Teachers \(SNCT\)](#). There are different terms and conditions for [Agenda for Change](#) staff.

Payroll

MyView

All members of staff should register with the [MyView](#) portal. This is web-based software and accessible from any online device. MyView is used to access online pay slips and for recording personal information, including both your own and emergency contact details, email address, equalities information and bank details.

It is important to remember to keep your personal information up to date.

Expenses

During the course of your work you may incur [Travel & Subsistence](#) expenses. All travel and subsistence must be authorised by the employee's Line Manager.

The policy details expectations, allowances and limits around:

- arranging travel (car club, hire cars etc.)
- overnight stays
- mileage
- subsistence
- how to claim expenses.

There is also related information on the [Private Use of Council Vans](#).

Pension Scheme

New employees (excluding Teaching & Agenda for Change employees) will be automatically enrolled in the [Local Government Pension Scheme](#) (LGPS).

New teaching staff are automatically enrolled in the [Scottish Public Pensions Agency](#) (SPPA)

Agenda for Change employees may align with either NHS Pension Scheme - [Scottish Public Pensions Agency](#) SPPA (if eligible) or [Local Government Pension Scheme](#) (LGPS).

Annual Leave Entitlement and Time Off

Annual leave entitlement

Employees are entitled to the following [Annual Leave](#) (pro-rata):

- 21 days annual leave
- 7 days 'floating' public holidays
- 7 days 'fixed' public holidays
- an additional 5 days annual leave after completion of 5 years continuous service.

Sick Leave

If an employee cannot attend work due to sickness, they must follow the [Attendance Management Policy](#), which includes the following responsibilities:

- speak to their immediate Line Manager to inform them of their absence. Text messages are not permitted.
- agree how often contact will be made and who will initiate that contact
- complete a self-certification form on return to work for any absence up to 7 calendar days
- provide a medical fit note for any absence in excess of 7 calendar days
- attend undertake a return-to-work meeting with their manager on the 1st day they resume duties.

An employee's sickness allowance or statutory sick pay entitlements may cease if the above requirements are not adhered to.

The [Employee Assistance Programme](#) has a wealth of information and support for all employees including support for mental health.

Special Leave

The Council has a [Special Leave Policy](#) to support employees who experience exceptional circumstances and require time off from work. The provision of Special Leave should not be applied in place of leave already provided by other policies.

Family Friendly Policies

Maternity/Paternity/Shared Parental/Adoption Leave

Employees may be entitled to time off under the [Family Friendly policies](#) which provides guidance for Maternity/Paternity/Shared Parental or Adoption Leave.

Carer Positive

The [Carer Positive Policy](#) outlines the statutory right an employee has to unpaid time off for caring responsibilities. In addition, employees may be entitled to paid time off for caring responsibilities if certain criteria are met.

Grievance and Resolution

All employees have the right to raise employment-related concerns. If it is not possible to resolve any concerns through informal means, a more formal process is available by implementing the [Grievance and Resolution Policy](#).

Equal Opportunities

The Highland Council is committed to [Equal Opportunities](#) both as an employer and in the delivery of the services we provide. The Highland Council will eliminate discrimination and harassment and support good relations between those sharing a protected characteristic and those who do not. There are 9 protected characteristics recognised by the Equality Act 2010:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

All employees are expected to undertake further learning in relation to [Equally Safe at Work \(ESAW\)](#) and [Equality, Diversity and Inclusion](#).

Disability Confident Leader

The Highland Council is a [Disability Confident Leader](#) (level 3) employer. We aim to remove barriers to recruitment that disabled people and those with long-term health conditions may face and aim to ensure that individuals can fulfil their potential.

Under the Equality Act 2010 an employer has a duty to make reasonable adjustments in employment for disabled and arrangements should be carried out in discussion with the new employee. Please see [Disability Confident employer scheme](#) for further guidance.

The Council also offers a [Reasonable Adjustments Disability Passport](#) that provides a documented record of an employee's needs and helps ensure that when an employee changes roles or managers, their new manager is informed of any necessary adjustments or requirements.

Bullying and Harassment

Bullying or harassment in any form is not tolerated.

Although there is no legal definition of bullying, it covers various types of inappropriate, repeated behaviours regardless of whether they are physical, verbal or otherwise. This can be harassment if it relates to a protected characteristic.

Any allegation of bullying or harassment will be taken seriously and investigated in accordance with the [Bullying and Harassment Policy](#).

Sexual Harassment

Sexual Harassment is defined in the Equality Act 2010 as 'unwanted conduct of a sexual nature which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them'. The Highland Council is committed to preventing sexual harassment in the workplace and has a zero-tolerance approach to any unwanted conduct of a sexual nature. Sexual harassment can happen to people of any gender identity or sexual orientation.

Employees who feel they are affected by sexual harassment should seek support and advice as detailed in the [Sexual Harassment Policy](#).

Training and Development

Services have a responsibility to ensure that employees have the knowledge and skills to undertake their duties. All employees should be shown how to access and log on to [Traineasy](#), the e-learning platform where a catalogue of mandatory and optional training courses can be found.

Managers should allow sufficient time for employees to complete any mandatory training.

If an employee requires access to a computer, they should speak to their Line Manager.

Employee Review and Development (ERD)

Additional training and development opportunities will be agreed as part of an [Employee's Review and Development](#).

The ERD process is designed to clarify work responsibilities, discuss skills and identify any future development opportunities and consists of 3 parts (Induction, a 6 monthly review and an annual ERD). Once completed, ERDs should be logged on Traineasy.

Please contact [People Development](#) for further advice.

Job Opportunities with the Election Team

The Chief Executive is appointed as the Returning Officer for the running of elections in the Highland Council local authority area.

During elections or referendums, the election team employ many staff to work as:

- Presiding Officers and Polling Clerks at polling stations
- Postal Votes Assistants for opening and sorting postal packs
- Counting Assistants and other miscellaneous duties at the count.

All council employees are encouraged to apply to work at elections. Please see [Election Employment](#) for further guidance.

Trade Union Membership

The Highland Council promotes partnership working and is committed to supporting effective employee relations by recognising a number of [Trade Unions](#). Trade Unions support the negotiation of pay agreements, representation of its members to support improved work conditions and to protect and advance the interests of its members in the workplace. Each employee has a right to join a Trade Union and take part in its activities.

Occupational Health, Safety and Wellbeing

The Highland Council and all employees have a responsibility to take all reasonable steps to ensure the health, safety and wellbeing of its employees and any other person who they come into contact within the course of their duties.

All new employees must read the [Occupational Health, Safety and Wellbeing Policy](#) as part of the induction process. Your manager will share any additional Service specific information with you relating to health, safety and wellbeing protocols.

Smoke-Free Workplace

The Highland Council is committed to maintaining the health, safety and wellbeing of its employees and recognises the health risks associated with smoking and vaping. The Smoke-Free Workplace Policy prohibits smoking and vaping within all operational buildings, including temporary structures, void premises and the grounds associated with these buildings. The prohibition also extends to modes of transport which includes cars, buses, ferries, boats etc. used in connection with work, including council owned vehicles, hire vehicles and boats and privately owned vehicles used for work.

Mental Health

A positive working environment has a significant impact on reducing stress-related absence and The Council promotes a positive approach to mental health.

The [Mental Health and Wellbeing Toolkit](#) is accessible for further guidance and information and the [Mental Health Representative](#) contact list is available should you wish to speak to someone about any concerns you may have.

Health and Safety Advisers can also be contacted by emailing the [Health, safety and wellbeing team](#).

Display Screen Equipment (DSE)

Any employee who regularly uses a computer, or other equipment which utilises a display screen, must be aware of their responsibilities under the Display Screen Regulations and review and complete the [DSE Guidance](#) and self-assessment on their first day. If an employee requires corrective lenses, specifically to use a display screen, the Council may provide an allowance.

Customer Care

The Highland Council is committed to consistently providing excellent customer care by putting our customers at the centre of everything we do.

Our [Customer Charter](#) sets out our commitment to customers and what we aim to deliver and is applicable to all employees, Councillors and contractors who engage with internal and external customers (service users, stakeholders, advocates, and organisations).

For young people (in an education setting) please see [Promoting Positive Relationships \(2021\)](#).

Finance

Financial Regulations

All Council employees must be aware of their responsibilities under The Highland Council [Financial Regulations](#). It is therefore essential that all employees complete the [mandatory financial regulation training](#) and any other relevant training relating to their job role to enable them to comply. Failure to comply with the regulations may result in disciplinary action.

Please see the [Code of Corporate Governance](#) for further information on how the Highland Council manages its corporate budget, taxation and treasury.

Finance Systems Access

Managers should ensure appropriate systems access and training is provided to employees. Related user request forms can be found on the [Finance System Access](#) page.

Procurement

Those involved in the procurement and management of contracts must follow the guidance on the [Procurement & Contracts page](#) and undertake the relevant [training](#).

Energy and Sustainability

The Highland Climate Change (Scotland) Act 2009, places duties on The Highland Council to reduce greenhouse gas emissions, adapt to the impacts of a changing climate and deliver the Council programme sustainably.

The Council has a [Carbon Management Plan](#) which sets out a clear strategy and action plan to reduce CO2 emissions from Council Services and operations.

Employees are encouraged to complete the e-learning course Climate Change and Sustainable Development in Traineasy and should be aware of the following carbon reduction and sustainability policies which can be found in [Climate Change](#):


- Energy Use Policy
- Business Travel Hierarchy
- Internal Paper Recycling & Confidential Waste Policy
- Waste Minimisation Policy
- Internal Policy on Disposable Cups.

Information Management

The Highland Council holds personal information on customers, commercial details of organisations and other confidential data. The [Information Management Portal](#) provides guidance on data protection, managing records, e-mail, working securely and the use of SharePoint, OneDrive and Teams. All employees should be aware of their responsibilities which are outlined in the [Highland Council Information Management Strategy](#) and the [ICT User and Network Access Control Policy](#) and complete the mandatory Information Management Compliance course on [Traineasy](#).

ICT Equipment

Managers should notify [ICT](#) when any employees start employment, terminate employment or transfer to new duties/responsibilities, including any transfer to



another team within the Council. The necessary ICT training for tasks and/or Service specific systems should be discussed and agreed with the Line Manager. All employees can access Microsoft Learn which is available from [People Development](#).

User login Account

Highland Council employees who use a network “User Login Account” should only be provided with access to the information that they have been specifically authorised to use.

Password Reset

Employees should enrol to The Council’s [Password Reset](#) tool which provides a simple, secure, self-service solution that enables ICT users to reset forgotten passwords and unlock their accounts.

Out of office email protocols

If you have a Highland Council email account and you are going to be out of the office for an extended period of time, please add an out of office message such as:

“I will be away from the office until [return date] with no access to email. If your request is urgent, please contact [name of colleague + their job title] for assistance at [email, phone, etc.]. Otherwise, I will get back to you as soon as I can when I return.
Regards (your name)”

Gaelic

The Highland Council is committed to the principle of equal respect for [Gaelic](#) and English languages and supports and encourages people to develop their Gaelic.

The Highland Council Gaelic Language Plan aims to ‘normalise’ the position of the language in the sense that the Gaelic dimension is considered in the planning and implementation of all Council business.

Quick Links

The Hyperlinks listed here will redirect you to the related guidance, letters, information, and relevant organisations mentioned in this policy.

HR Microsite	Click Here
The Highland Council Website	Click Here
MyView	Click Here
Traineasy	Click Here
People Development Learning Hub	Click Here
Occupational Health, Safety & Wellbeing	Click Here
Disability Confident	Click Here
	Click Here
	Click Here



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