

3. Human Resources

Introduction

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

| Class | Description | Manner |
|---------------------------------------|---|---|
| 3.1 Employment and employee relations | <p>Examples of the type of information in this class include</p> <ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to recruitment • Generic terms and conditions of employment • Salary grades • Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached • Grievance procedures and policies • Disciplinary procedures and policies • Harassment and bullying policy • Health and safety policy and procedures • Public interest disclosure (for compliance with the Public Interest Disclosure Act) • Job vacancies • Any other policies relating to staff not included elsewhere in the PS | <p>Conditions of Service handbooks for Support and Teaching staff</p> <p>Salaries Policies – Support Staff and Teaching Staff</p> <p>Model Grievance Procedure Disciplinary Procedure: Gross Misconduct Disciplinary Procedure: Misconduct See 3.2 Health & Safety Policy</p> <p>Public Interest Disclosure Procedure</p> <p>Recruitment & Selection Absence/leave of absence Annual leave –support staff Car parking Caretaker's overtime Confrontation Contact hours and remission Directed time payments Employment of young persons Funding of further relevant qualifications of staff Inclement weather Induction of new support staff Induction of newly qualified teachers Induction of posts of responsibility Inland revenue dispensation Managing personal safety Occasional and voluntary workers One year leave of absence Parental leave Part-time teaching staff – appointment Part-time teaching staff – employment</p> |

| | | |
|-----------------------------------|--|---|
| | | Relocation Retirement Sabbatical leave Secondments Smoking Stress Support for teachers new to the profession/college |
| 3.2 Equal opportunities/Diversity | Examples of the type of information in this class include <ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability • Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000 | Equal Opportunities Policy Protection from Bullying & Harassment Policy Statement & Procedures Policy Statement on the Promotion of Racial Equality Disability Statement Inclusive Learning Policy Equality & Diversity Data Equal Opportunities/Inclusive Learning Monitoring Report Promotion of Racial Equality Monitoring Report |
| 3.4 Staff development | This class should include information on staff development and training, including induction programmes, probation and appraisal. Examples of the type of information in this class include: <ul style="list-style-type: none"> • Induction – details of areas covered and procedures • Policies and procedures relating to probation • Policies and procedures pertaining to appraisal • Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People • Policies on upgrades and promotions | General Information Induction of New Staff Continuing Professional Development Induction of New Staff Further Professional Qualifications Investors in People Staff Development Committee/Staff Development Management Group Teaching Staff Remuneration Policy Mentoring Programmes Budget |