

# HR1.1 Human Resources

## Purpose

1. To outline the overarching policy for SAVVY's Human Resources approach and expand on topics which are not covered more fully in specific HR policies.

## Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

## Legislative Alignment

1. National Disability Insurance Scheme Act 2013

## Key Responsible Executive

Chief Executive Officer

## For More Support

Your People Manager, People & Culture team

## Policy Statement

1. SAVVY's employees are the most critical element to delivering high quality person centred care, and as such, SAVVY believes that the appropriate time, resources and effort should be invested in recruiting the right employees and supporting, training and developing those employees through their time with SAVVY

## Delegations

Roles	Responsibilities
Board of Directors	<ul style="list-style-type: none"><li>● Endorse and ensure compliance with the HR Policy and Procedure</li><li>● Be familiar with the organisation's legislative requirements regarding Employment Relations</li></ul>
CEO	<ul style="list-style-type: none"><li>● Manage and monitor compliance with this policy</li><li>● Support people manager competence and compliance with this policy and procedure and related policies</li></ul>

People & Culture team	<ul style="list-style-type: none"> <li>● Apply the procedures contained within this policy</li> <li>● Communicate and give advice to people managers and employees in accordance with this policy and procedure and related policies</li> <li>● Provide relevant training and upskilling of people leaders to support competence and compliance with this policy</li> </ul>
Management	<ul style="list-style-type: none"> <li>● Comply with this policy and provide support to direct reports in implementing this policy</li> </ul>
Staff,	<ul style="list-style-type: none"> <li>● Comply with the HR Policy and Procedure, and associated policies</li> </ul>

## Procedures

1. Skills and Knowledge requirements
  - a. SAVVY outlines the skills and requirements needed for each role as part of the recruitment process. The recruitment policy outlines these requirements in more detail.
2. Employee Record Maintenance
  - a. Employee records are maintained in SAVVY's HRIS system Employment Hero
  - b. Employment Hero manages the organisational and regulatory requirements for new employees during the onboarding process including:
    - i. Issuance and acceptance of an employment contract
    - ii. Banking, Tax and Superannuation information and authorisations
    - iii. Certification, licence and checks related to each role (see SAVVY's Employment Screening for details on NDIS worker screening included in this check)
    - iv. National Employment Standards and Fair Work Information Sheet
    - v. NDIS Code of Conduct acknowledgement and Worker Orientation Module
  - c. Employees self-manage their personal information including banking details in the HRIS system post on-boarding
  - d. Controls are in place to maintain privacy and confidentiality for employees with only managers and HR able to access or view an employee's file.
  - e. Performance and management notes are recorded in the HRIS against an employee's file
  - f. The HRIS system ensures a single source of truth for all individual employee records.
3. Orientation and Induction
  - a. The SAVVY Induction and Orientation policy outlines how SAVVY approaches onboarding for new employees.
4. Training and Education
  - a. SAVVY has a Learning and Development Policy which outlines the policy and procedures related to training and education at SAVVY
5. Supervision
  - a. Supervision is incorporated into SAVVY's onboarding plan, the performance management process and through the requirements of the role of People Manager within the organisation.
  - b. Supervision is relevant to the needs of the employee and their level of skill, autonomy and need. This is also in accordance with the relevant industrial instruments which apply to roles within SAVVY

6. Support and resources
  - a. Employees will have access to the right information and resources in order to provide the participant care required. This includes, but is not limited to:
    - i. Organisational policies: the most relevant and up to date version of policies will be available through Employment Hero, which employees can access from any desktop with internet or mobile app.
    - ii. Participant information: is saved in the participant Management System TurnPoint which is also accessible from a desktop with internet or mobile app.
    - iii. Forms (e.g. Incident form and feedback form), information and templates that need to be accessed easily are available through TurnPoint.
    - iv. Other resources and equipment will be issued as needed, based on employee feedback and requests.
  
7. Employee performance management
  - a. SAVVY has a Performance Planning and Review Policy outlining its policy and procedures for managing employee performance.

#### References to other SAVVY policies and external sources

1. HR1.2 Recruitment
2. HR1.3 Induction and Orientation
3. HR1.4 Performance Planning and Review
4. HR1.5 Learning and Development
5. HR1.6 Ceasing Employment

#### Summary of attachments

1. Nil

#### Version Control

1. 1 April 2023 - New Policy Creation