

HR and Staff Development

Policies , Procedures and Guidance Documents

	Date Approved	Review Date	EIA completed?
Adoption Policy	Revision due May 2010	Original: May 2010	Yes – for original Revision in progress
Age Discrimination	2007	October 2010	Yes
Appraisal Policy	2009	May 2012	Yes
CPD Policy	2007	January 2010	Yes
CRB Policy	2009	December 2012	Yes
Capability and Underperformance Policy	2007	October 10	Yes
Childcare Allowance Policy	2009	January 2012	Yes
Disciplinary Policy for Non Senior Postholders	2008	July 2011	Yes
Disciplinary Policy for Senior Postholders	Revision due May 2010	Original: July 2011	Yes – for original Revision in progress
Flexible Working Policy	2009	April 2012	Yes
Grievance Policy for Non Senior Postholders	2008	July 2011	Yes
Grievance Policy for Senior Postholders	Revision due May 2010	Original: July 2011	Yes – for original Revision in progress
Harassment Policy	2007	October 2010	Yes
Language Policy	2007	October 2010	Yes
Leave Policy	Revision due May 2010	January 2012	Yes – for original Revision in progress
Long Service Award Scheme	2008	January 2011	Yes
Market Pay Policy	2008	June 2011	Yes
Maternity Policy	Revision due May 2010	Annual Review	Yes – for original Revision in progress
Mentoring Policy	2008	June 2011	Yes
Overtime Policy	2009	June 2012	Yes
Personal Relationships Policy	2008	January 2012	Yes
Probation Policy	2008	May 2012	Yes
Public Interest Disclosure Policy	2008	June 2011	Yes
Recruitment Policy	2008	June 2011	Yes
Recruitment and Advertising Guide	Guidance Document does not require Corporation approval	June 2011	yes

	Date Approved	Review Date	EIA completed?
Redundancy Policy	2008	December 2012	Yes
References Policy	2007	October 2010	Yes
Religion and Belief Policy	2007	October 2010	Yes
Retirement Policy	2007	October 2010	Yes
Sexual Orientation Policy	2007	October 2010	Yes
Sickness Absence Policy	2009	December 2012	Yes
Staff Leaving College Employment	2007	April 2010	Yes
TOIL Policy	2008	June 2011	Yes
Transgender Policy	2007	October 2010	Yes
Volunteer Policy	2008	June 2011	Yes
Sickness Absence – Manager’s guide	Guidance Document does not require Corporation approval	December 2012	Yes
Staff Handbook	Guidance Document does not require Corporation approval	June 2010	No

HR Checklists/Internal Processes

All HR Checklists and HR processes are already covered within the above policies and procedures.

Staff Development Processes

The Staff Development booking process (both internal and external) needs an EIA

The Long Course application process needs an EIA