**First day induction**

Use this checklist to familiarise your new employee with their immediate working environment and the Council as a whole.

**Employee name Employee Number**

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| **Workplace familiarisation** | **Additional guidance** | **Completed** |
| Welcome introductions | In person - Meet your new employee at reception and introduce yourself.  Remotely - Video call your new employee and re-introduce yourself. Agree daily catch up times and first 1-1. More regular 1-1’s might be needed. We recommend a call at the end of the first day and daily calls for the first week. |  |
| Team | Remotely - Arrange a video call to have an informal ‘meet and greet’ with their team. Are there any upcoming team calls or events? Invite them to relevant calls and meetings.  Ask team members to contact your new employee during their first week to introduce themselves on a 1-1 basis and talk about their role/demonstrate a task. This will help build relationships. |  |
| Tour of immediate work area | Give them a quick tour of the workplace and undertake an informal ‘meet and greet’ with their team. |  |
| Layout of building | Show them where important areas are including toilets, canteen/kitchen facilities, meeting rooms.  You may also want to introduce them to other teams they might work with. Show them how to use/find any equipment needed including cleaning equipment for hot desks. |  |
| Building security | Provide them with their own:   * Car parking/permit * ID Badge * Access arrangements * Vehicle fob (if relevant) |  |
| Personal belongings | Show them where they can safely store their belongings. |  |
| Confirm start date | Confirm start date on HR Forms Plus to ensure employee is set up for pay day (Stage 2) |  |
| Hybrid Worker | Complete opt in form on MyView if opting in to Hybrid working |  |

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| **Job role** | **Additional guidance** | **Completed** |
| Job Profile | Make sure they have a copy of their job profile– do they understand it? Do they have any questions? |  |
| Structure | Provide a rundown of their service including the reporting line and explain our organisational structure |  |
| Training | Confirm arrangements for role-related training such as on the job/shadowing, IT systems/, etc.  Highlight the OLLE Welcome Induction courses (and other relevant on-line training) that they have to complete. |  |
| Assign mentor | We recommend you use a mentor or buddy to help new colleagues settle in. introduce them to their mentor/buddy who’ll show them the ropes and answer any questions they have in their first few weeks of starting. |  |
| Code of Conduct | Explain how the Code of Conduct impacts on their role. |  |
| Data Protection/ information security | Explain Acceptable use Policy and arrange for them to complete the relevant OLLE course. |  |
| Business plan and Council of the Future | Let them know about our five year business plan and the Council of the Future (CotF) change programme.  Highlight how these will help us modernise and change the way we work internally and externally with our customers and communities.  Explain that, as a Council, we aspire to be responsive, innovative, trusted and ambitious (RITA) |  |
| General information | Explain how to use our phones, photocopiers and email system. If you use codes for posting mail, make them aware of these. Provide them with any equipment they might need such as laptop and mobile phone. |  |
| Uploading pack to MyView | Make sure you create the [recruitment pack](https://www.falkirk.gov.uk/employees/policies/docs/hr/guidelines/How%20to%20Prepare%20a%20Recruitment%20Check%20Pack.pdf?v=202006091302). If S&R supported your recruitment, make sure you give them the documents to create the pack. Also check emergency contacts and details held are correct. |  |

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| **Terms and Conditions** | **All terms and conditions for Craft & SJC employees can be found** [**here**](https://www.falkirk.gov.uk/employees/terms-conditions/)  **All policies for all groups can be found** [**here**](https://www.falkirk.gov.uk/employees/policies/docs/hr/policies/Smoking%20Policy.pdf?v=202004241419)  **Employee information pages** [**https://www.falkirk.gov.uk/employees/**](https://www.falkirk.gov.uk/employees/) | **Completed** |
| Pay | Explain our pay arrangements and how to complete timesheets and access MyView (if appropriate). Ensure they fill in their bank details and explain P45s may be requested and forwarded to payroll@falkirk.gov.uk. A scanned copy is acceptable. Provide information regarding our pensions arrangements. |  |
| Hours of work | Explain how their day will be structured including start times, break times, lunchtimes, finish times and flexi-time (if applicable). If time recording is needed, provide information on how the system works. |  |
| Employee benefits | We have a number of employee benefits that help employees to save money, save for their future, take additional annual leave and get financial education. Make sure they know where to find these <https://www.falkirk.gov.uk/employees/benefits/> |  |
| Dress code | Let them know what is and isn’t acceptable to wear at work. Include reference to uniforms and PPE where required. Confirm acceptable dress for video calls. Remember, dress code guidelines are specific to your section. |  |
| Leave | Explain leave entitlements and how they can request leave on MyView. Explain that if they have continuous local authority service (a break of not more than one Sunday when moving across local authorities or associated bodies on the [Redundancy Modification Order](../../../Apps/Microsoft%20Forms/Web%20-%20Content%20Request/Question/The%20Redundancy%20Payments%20(Continuity%20of%20Employment%20in%20Local%20Government,%20etc.)%20(Modification)%20Order%201999)) then they are entitled to extra leave days based on this. |  |
| Absence management | Emphasise the importance of attendance at work and the impact absence has. Explain who they need to contact and how they should contact them if they are going to be absent. Make sure they know to complete the OLLE Absence Course and that Occupational Health advice/referrals for physio support can be made if needed. Make them aware we have an [employee assistance programme](https://www.falkirk.gov.uk/employees/wellbeing/assistance.aspx). Entitlement to sick pay is based on continuous local authority service. |  |
| Anytime Anywhere | If mobile and flexible working arrangements are in place within their team, explain how it works and arrange for completion of the relevant OLLE course online. |  |
| Travel | Explain our travel hierarchy, pool car arrangements and how they can claim for travel expenses, where applicable. |  |
| Authorisation to Drive | Ensure they have read our [Driving at Work Policy](http://www.falkirk.gov.uk/employees/policies/docs/hr/policies/Driving%20at%20Work%20policy.pdf?v=201901241542) and, if appropriate, get them to fill in our Authorisation to Drive form. Remember you need to keep hold of this form. |  |
| Call outs and emergency numbers | Where applicable, explain call-out, standby or emergency procedures/ payments. General guidance can be found in [Conditions of Service](http://www.falkirk.gov.uk/employees/terms-conditions/). |  |
| Adverse weather | We have an [Adverse Weather policy](http://www.falkirk.gov.uk/employees/policies/adverse-weather.aspx) so ensure they know what they have to do if we experience adverse weather conditions which could impact on ability to attend work/work remotely. |  |
| Trade Unions | Confirm that, as an organisation, we are committed to [partnership working](https://www.falkirk.gov.uk/employees/terms-conditions/trade-union-partnership.aspx). Make them aware of the unions recognised by the Council and that there is no obligation to join one. |  |
| Discipline | Let them know that, as a Council, we set minimum standards of work performance and conduct to meet Service commitments and our commitment to health, safety and welfare of our employees.  Our [Disciplinary Policy](http://www.falkirk.gov.uk/employees/policies/docs/hr/policies/Disciplinary%20policy.pdf?v=201901241542) and Code of Practice help us achieve these standards and provides a fair and consistent method of dealing with alleged breaches of specified standards. |  |
| Grievance | Explain that there is a grievance process they should follow if they feel aggrieved, either about a condition of employment or in the way they have been treated. Refer to [Grievance Policy](http://www.falkirk.gov.uk/employees/policies/docs/hr/policies/Grievance%20policy.pdf?v=201901241542) and stress that we aim to deal with matters informally, where appropriate. |  |
| Dignity at work | Refer to [Dignity at Work Policy](http://www.falkirk.gov.uk/employees/policies/docs/hr/policies/Dignity%20at%20Work%20policy.pdf?v=201901241542) and explain that if they ever experience harassment they will be supported and how they can go about reporting incidents of harassment. |  |
| Equal Opportunities | Refer to [Equal Opportunities Policy](http://inside.falkirk.gov.uk/policy/equality/docs/strategies-policies-procedures/Equal%20opportunities%20policy.pdf?v=201804161436) which sets out our commitments to ensuring everyone is treated fairly. The policy recognises we need to work actively to overcome discrimination and promote equal opportunities. This includes contact with other employees and service users. Arrange completion of OLLE diversity course. |  |
| Smoking policy | Explain our [Smoking Policy](https://www.falkirk.gov.uk/employees/policies/docs/hr/policies/Smoking%20Policy.pdf?v=202004241419). |  |
| [Drug & Alcohol Policy](http://www.falkirk.gov.uk/employees/forms/docs/employee-info/Drug%20and%20alcohol%20policy%20and%20form.pdf?v=201901241442) | Stress that all employees reporting for work have a responsibility to be fit, capable and presentable to undertake their duties. No employee is permitted to report for work, or be at work, under the influence of alcohol or drugs. Consumption of alcohol or drugs is not permitted at any time during normal working hours, including paid and unpaid breaks. |  |
| Family Leave | Make sure employees know that we have a [family leave policy](https://www.falkirk.gov.uk/employees/policies/family-leave.aspx) available which covers a range of situation. Entitlement to some of these is based on continuous local authority service. |  |

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| **Health & Safety** | **Additional guidance** | **Completed** |
| Health & Safety requirements specific to role | Talk about any specific risk associated with their job and inform/demonstrate proper procedures for dealing with those risks. Highlight the accident reporting arrangements and arrange for them to complete the OLLE course –H&S Basics. |  |
| Display Screen Equipment Training | Arrange for completion of OLLE course and make sure they have an appropriate workspace (if appropriate). |  |
| First Aid | Confirm first aid arrangements |  |
| Fire safety | Show them the fire exits and the assembly points and provide a rundown of what they would need to do in the event of an evacuation. This includes showing them where the fire points are. Also, if there are routine tests tell them when they are. Arrange completion of OLLE course. |  |
| Tools and equipment | Give them any necessary protective equipment and explain how to use it. Arrange training regarding use of other equipment as necessary. |  |

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| **Contacts** | **Additional guidance** | **Completed** |
| Useful Contacts | Give details of useful contacts  HR/Payroll Helpdesk: 01324 506222  HR: Option 1  Payroll: Option 2  ICT Service Desk: 01324 501550  Relevant Service contacts |  |
| Adding self onto directory | Ask new start to add themselves to the directory on Inside Falkirk |  |

**OLLE COURSES TO BE COMPLETED WITHIN 4 WEEKS OF START DATE**

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| **All** |
| Welcome Induction |
| Anytime, Anywhere for Employees (where relevant) |
| Calling in Sick |
| Contest/ Prevent |
| Data Protection and Information Security |
| Drug & Alcohol Awareness |
| Dignity at Work |
| Freedom of Information |
| MyView |
| DSE (where relevant) |
| Equality & Diversity |
| Health & Safety Basics |
| Records Management |
| Any Additional Course relevant to Job |
| **Managers (additional courses)** |
| Anytime, Anywhere for Managers (where relevant) |
| Absence Management (OLLE & Policy Training) |
| Basic HR for Managers |
| Managing Discipline & Grievance (Olle and Policy Training) |
| Recruitment & Selection (Olle and Policy training) |
| Safer Recruitment |
| General risk assessment |
| Risk Management |