



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

INTERNATIONAL UNIVERSITY OF SARAJEVO

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INDUCTION POLICY AT INTERNATIONAL UNIVERSITY OF SARAJEVO

SARAJEVO, DECEMBER 2018.

Induction policy

Policy statement

The University recognizes that its staff is fundamental to its success. To enable all staff to become effective and efficient in their role as quickly as possible, it is essential that all staff new to the University, or the role, receive a timely induction.

The University places critical importance's on thorough induction procedures which make new staff feel welcome, valued and settled in their new role. This then forms the basis from which staff can quickly get up to speed, perform their duties effectively and begin to make a contribution to their team, the department and the University.

Scope

This policy relates to all newly appointed staff and to existing staff members who have taken on a new role within the University. Staff are expected to be proactive in their own induction, and ensure that they receive from appropriate sources the relevant information and support that enables them to apply themselves to their job and fully contribute to the success of the University.

Aims of the policy

The policy aims to set out the University's approach to Induction and to indicate how appropriate inductions can be provided. The policy will be accompanied by guidance on procedures and further supportive information for employees and managers.

The policy encompasses several strands of Induction:

- Pre-arrival Induction
- University Induction
- Administration Induction
- Job Induction

Objectives of induction

Pre-arrival

Some introduction information can be provided in advance of the start date once a candidate has accepted an offer of appointment. This will enable new employees to begin familiarization with the University, the job and in some cases the city.

The pre-arrival induction information is in addition to that provided in the recruitment process.

University level

University Induction is currently a six-and-a-half-hour event held several times per year. New staff should attend the event closest to their start date. The aim is to allow staff to orientate and understand the University culture so that they can work comfortably and effectively in it.

Administrative level

Departmental Induction involves making new staff familiar with how the department operates, the support staff within the department, and how they can operate effectively within it.

Job Induction

Pre-induction processes

Recruitment and Selection Information

The main document which deals with Recruitment and Selection is the Statute of the International University of Sarajevo with Section 12 that deals specifically with the procedure of appointments into academic titles at IUS.

Concerning the engagement of the administrative personnel the relevant document is Book of Rules on Labor relations of IUS.

On Appointment Documentation

Upon appointment completed, the IUS management will offer employment contract.

The **employment** letter will contain specific information relating to the terms and conditions of employment. It will generally follow a standard format and will contain information on:

- a) salary;
- b) when and how salary will be paid;
- c) hours of work;
- d) the pattern of working hours
- e) holiday entitlement (annual, statutory and University/local);
- f) notice periods
- g) who the post holder will report to;
- h) standard conditions of appointment - verification of the right to work in the BiH, probationary period, medical certification, references,
- i) additional information as proscribed by the Law on labor relations, Book of Rules on Labor relations of IUS and other relevant rulebooks such as Maternity and Paternity policies, Sexual harassment policies.

Invitation to Induction

The invitation will indicate what documentation the individual will be required to produce at the commencement of employment. The documentation may vary depending is the new employee foreign citizen.

Introduction to Induction Policy and Procedure

INDUCTION is classified as an important part of staff development and follows confirmation of the acceptance of a post. Induction is an orientation presentation of the University that is designed to help new members of staff to settle into their new role as swiftly and as easily as possible.

Employees transferring to a different job or department will also undergo an Induction Program which is specific to the area or department to which they are moving and is performed by the office manager.

The aim of the Induction program is to acquaint the employee with the people, the University and the surroundings as well as with the actual job itself. It will provide an opportunity to secure a clear understanding of the standards that are required from an employee at International University of Sarajevo, so that good conduct, dignity at work, safety and quality are not compromised. It is designed to assist the individual employee, regardless of job status or category, to become knowledgeable and integrated into the University so that he/she will be able to respond to the demands of the job and achieve effectiveness at work at the earliest opportunity.

PART ONE - HR INDUCTION – Individual Meeting with HR

This is a general induction program which is conducted on a one to one basis by a member of the HR team and will incorporate HR housekeeping and all necessary information needed on the commencement of employment. The program will usually be delivered on day/week one of employment. Relevant forms will be completed during this general induction process.

During an induction, new members of staff will have the opportunity to learn about:

- the University mission, goals and objectives;
- the University values and culture;
- how the University is structured;
- how the individual's contribution will influence and add value to University outcomes;
- rules and regulations that engender and support effective working relationships;
- how to navigate the physical environment of the University and its surroundings;
- how to use the student information system (conducted with SAO);
- training and development policy and opportunities.

A copy of the relevant University Rulebooks is available on the internet. It will be stressed that the 'employment contract' is the definitive document.

PART TWO – FACULTY/DEPARTMENT INDUCTION

This is delivered by the relevant faculty, school, or department. The nature and the intensity of this part of the induction program will take into account a range of factors which will include the level of the post, previous experience and the knowledge of the context of higher education. It is essential that the new member of staff undergoes the local induction as soon as possible and not later than two working days of the commencement of his/her duties. The appropriate form must be returned to the HR Department within seven days of the induction process being complete.

Faculty/department induction will be monitored by program coordinator and faculty secretary, as decided by the dean. Faculty secretary will inform the new employees with all relevant laws and bylaws related to the higher education and studying at IUS while program coordinator will be responsible for introducing newly academic personnel to all program related issues.



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APPENDIX 1

PART ONE - HR INDUCTION – HR DEPARTMENT

Employee's Name	Department		
Commencement Date	Job Title		
PERSONNEL ISSUES	Employer's	Employee's	Date information
1. Welcome to the University			
2. a) Hours of work and (if applicable) b) Advice about signing in, time sheet/IUS card procedures			
3. a) Time and method payment b) Employed v Self Employed Status c) Pay or tax queries - who to contact			
4. Probationary period			
5. Procedure for holiday requests, and other authorized absences			

6. Other types of leave (special leave, maternity leave, paternity leave, adoption leave, etc.)			
7. a) Absence procedure b) Sick Pay			
8. a) Policies explained (disciplinary, grievance, redundancy appeals, and redeployment, family friendly, absence management, no smoking) b) Dignity at Work issues: Equality, Diversity, Race, Gender, etc. c) Codes of Practices, IT AUP, Confidentiality			
9. Customer Care standards that the: a) University expects staff to demonstrate at all times b) Courtesy to students and visitors c) Respect and consideration for colleagues at all levels within the University d) Reliability and loyalty to the department and the University			
10. Role of the HR department			
11. a) Any immediate training needs identified at interview b) Staff Development Policy			

<p>12. General Issues:</p> <p>a) Location of key buildings and departments including Libraries</p> <p>b) Information about Trade Unions</p> <p>c) Car, travel, subsistence, car hire, car insurance</p>			
<p>13. Completion of request form for IT account/issue of ID cards</p>			