

PO91 INDUCTION (STAFF) POLICY AND PROCEDURE

Policy

CVS Falkirk recognises that starting a new job can be daunting, and that there is much existing staff take for granted, due to familiarity. In order to minimise stress and help you to get to know us as an organisation and everything you need to know in order to fulfil your duties, we take all staff through an induction process.

Guidance

During your first day and week of employment you will take part in the company's formal induction programme.

You will receive further guidance and training from your line manager as is deemed necessary over the ensuing days and weeks.

You will also be asked to provide details on your next of kin, emergency contact, bank account and tax documents.

If you do not have a National Insurance number you will need to complete form CF 197 available from the HMRC. You will need to take two forms of identification with you, along with a letter from us confirming your employment with CVS Falkirk.

If you do not have a P45, you will be taxed at the emergency rate and may have to claim back any over payments, from the HMRC. If you do not have a P45, please ask the Finance Officer for a P46. This will help obtain your correct tax coding.

Inductions are recorded on form DO16 to ensure all aspects are covered, and you will be asked to sign this as a record that the induction has been appropriately completed. This will stay in your personnel file and you may retain a copy for your own records.

Changes

Please notify the CEO about any subsequent changes which we should be aware of, so that we can immediately update your personal record file. It is vitally important that you do this as failure to do so could delay correspondence being sent to you or information being communicated to you, or even your pay being sent to the wrong account.

Related Policies:	All	
Related Documents:	DO16 Induction Checklist	
	DO21 Staff Handbook	
Version:	1.0	
Published:	February 2014	
Review Date:	January 2017	Reviewed: February 2017
Review Date:	February 2019	Reviewed: