A. GETTING STARTED - Your first week

- Read your contract containing your terms and conditions of employment
- Provide HR with your PPS number
- Following this, you will receive your staff number from HR (it may also be on your contract)
- Contact hrqueries@ucc.ie to enquire about obtaining your Staff ID card
- Meet with your manager or designated colleague to complete my "Local Orientation Checklist" (see below or your unit may have developed their own local orientation checklist).
- Email traininganddevelopment@ucc.ie to reserve a place at the UCC Orientation Programme & advise manager you will be attending
- Make sure Payroll have my tax details (see PAYROLL section). Register employment with Revenue.ie
- Check your unit has set up your IT and telephone access
- Ensure any forms received from HR are completed and returned to the HR Administrator (person you have been dealing with during the application & interview process).

B. SAMPLE ORIENTATION CHECKLIST

NOTE: This sample orientation checklist below is to be discussed <u>between the new staff member & manager together</u>. A number of units currently have an established checklist\programme in place.

It is recommended that the following points should be covered during the initial discussion between the Head of Unit/Manager (or designated colleague) & new staff member. A basic level of information around the role and functions of the School/Department/Discipline must be provided on commencement.

The "local orientation" is the <u>most</u> important part of the orientation process.

Note that some of these measures may already be in place and may have been discussed. Duties while working remotely should be discussed and agreed with your Head of Unit.

Further resources available and which may be helpful include:
- HR Orientation Website
- IT Supports
- HR Website

CHECKLIST FOR NEW STARTERS

In the Office - Have you been shown/given/do you know?
-   Your office/workstation
-   Any keys, security numbers for door(s), as appropriate
-   After-hours procedures, e.g., exits available & times of locking
-   Location of toilets
-   Catering facilities (particularly those in the vicinity)
-   Entrances/exits to building

Mentoring
-   If you have been assigned a mentor, their name will be on your employment contract.
-   Your manager should introduce you to your mentor and you can also email them directly to introduce yourself.
-   Contact traininganddevelopment@ucc.ie to find out the date of the next mentoring workshop.
-   All new staff are strongly encouraged to attend this workshop before beginning their mentoring relationship.
-   NB: Academic staff subject to the Academic Probation and Establishment Process, please visit the Academic Promotions & Establishment webpages for further, important information.

CHECKLIST FOR MANAGERS

'Buddy System'
Consider identifying a 'buddy' from within the department to be a point of contact for the new staff member during the first weeks/months of appointment.

Has New Staff Member been made aware of relevant unit information?
- Introductions to colleagues and tour of the School / Department
- IT and phone set up – IT services helpdesk
- Contact details for colleagues and School / Department
- Details of "local arrangements" regarding holidays & working hours
- Who to contact when absent or sick
- Location of stationary supplies & procedures for ordering
- Location of photocopiers / scanners / printers / phones / post
- Details on access to buildings & swipe cards (if applicable).
- Parking facilities
- Diagram of the departmental structure and where the new appointee will fit
- Details of unit specific training opportunities available to them

Job Information
- Discuss what is involved in PDRS for new staff on a minimum of a one-year contract. To book training please contact Angela O'Donovan, Manager-HR Strategy & Organisational Development.
- Overview of the UCC Strategic Plan
- Overview of the School / Unit strategy and how it applies to their work.
- Details of the specific duties assigned to them and expectations.
- Reporting and communication lines in the School / Unit.
- Overview of the responsibilities assigned to others in the School / Unit.
- Organisation charts for the area.
- General information on projects and committees within the School / Unit
- Outline of their immediate work plan.
- Outline probation review meetings and important milestones and targets I need to be aware of as per relevant probation policy.

Health and Safety Information – Has new staff member been made aware of following?
- School/Department Fire Marshals, Fire Safety and evacuation procedures, including fire exits, where the fire equipment is kept and location of fire assembly points and which one they would most often use. Specific fire evacuation protocol for persons with disabilities or temporary injuries (which may include re-location to ground floor areas)
- First aid facilities in the School/Department, including nominated first aiders, location of first aid box, chemical spill response kits (where relevant) and what to do in an emergency
- Details of hazardous materials on site (if applicable)
- Fire prevention protocols including keeping fire doors closed and prohibitions on storage of equipment, materials, bicycles or refuse in building escape routes
- No smoking policy
- Copy of local safety statement (For overall UCC Safety statement, see the University Health and Safety Office
- Overview of Occupational H&S at Work
- Specific Health and Safety training, instruction and information which the employee must receive and undertake. Refer to full list of H&S Training Courses
- A number of e-Learning Health and Safety Courses must also be undertaken by new staff

Teaching and Research (if applicable)

- Details on current teaching and research in my area
- [Centre for Integration of Research, Teaching & Learning](#)
- [Research Training Opportunities](#)
- [Graduate Studies](#)
- [Learning Technologies Unit](#)
- [Research and Innovation](#)
- [Office of the Deputy President and Registrar](#)
- [Institutional Research Information System (IRIS)](#)

Personal Development Plan
- Manager & new staff member to discuss details of development needs identified by Selection Committee and outlined on contract (where specified) and plans to address these needs with related timescales identified

Signature of Line Manager/Head of Unit

I verify the foregoing and confirm that details have been sent to the Head of Unit (where the Head has not conducted the local orientation)

Name: Date:

Signature of new staff member:

I verify the foregoing and confirm that local orientation is completed

Name (staff member):   Date:

This form should be stored at local level by to your line manager/ Head of Academic Unit (or nominee)

C. FORMS TO BE COMPLETED DURING FIRST WEEK OF EMPLOYMENT

You will have received from your HR Administrator the following forms. Please ensure you complete and return in the first week of employment or before to **HR Central Services, Department of Human Resources, Block E, Food Science Building** or emailed to your HR Administrator.

Section 1 -
1. Pension Declaration Form issued with offer. Must be completed and returned before a contract can issue
2. Group Personal Accident Scheme
3. Staff Records Form / Pay path Form
4. Disability Form
5. Research Integrity – Self Declaration (Research & Academic Staff only)
6. Verification of Qualifications Form from awarding University (where stipulated in contract)
7. Garda Vetting documentation (if applicable) – email to staffgardavetting@ucc.ie

Section 2 - Please complete and present to one of the GP's outlined in the Medical Report form:
1. Medical Report (Section I and II) **(for staff with anticipated duration of 12 months or more)**

Section 3 - Please submit to the **HR Central Services, Block E, Food Science Building in the first week of employment** or emailed to your HR Administrator.
1. Your Contract of employment - signed
2. Your Original Birth Certificate - photocopy is not acceptable (abbreviated form will suffice)
3. Confirmation of exam results, i.e., Leaving Certificate, Diploma, Degree, PhD etc.

Additional OPTIONAL Forms for Completion (below are optional)

Supplementary Life Assurance Scheme – staff are automatically included as a member of the scheme on commencement of employment and can elect to opt out at any stage. To opt out, please complete the opt out form and forward it to Kathy O'Connell - K.OConnell@ucc.ie

UCC Sports and Social Club (return to address specified on application form)

D. PAYROLL INFORMATION

How to Open a Bank Account

As salaries are payable into a bank account nominated by a staff member, new members of staff who have not previously been resident in Ireland may need to open a bank account. There is a branch of Bank of Ireland on campus on Level 1 of the Student Centre. There are also branches of various banks within walking distance of campus.

In order to open a new account, the bank will require confirmation of the staff member's current permanent address (i.e., Cork address by way of a utility bill, car/house insurance, tax/social welfare documentation etc.)

If a new staff member does not have this documentation, some banks will also accept a letter from UCC confirming the staff member's Cork address. However, in addition, the staff member should also bring some documentation with them to confirm their permanent address prior to moving to Cork i.e., driver's licence, bank statement, or current utility bill. The address confirmation is required in addition to photo ID by way of the staff member's passport or driver's licence to open the account.

E. BENEFITS

This section outlines some of the benefits accruing to you as a new staff member with University College Cork.

- Additional Voluntary Life Assurance
- Crèche Cois Laoi
- Cycle to Work Scheme
- Group Personal Accident Scheme
- Employee Assistance Programme
- Healthcare Insurance Discounts
- Holiday Entitlements – outlined in your contract. Contact: Kathy O'Connell – HR
- Mardyke Arena
- Pension Scheme
- Salary Protection in the event of Illness (ICP)
- Staff Fee Concessions
- Staff Supports Resource Tree
- Training Opportunities and Staff Development
- UCC Advantage Scheme
- UCC Travel Pass Scheme
- UCC Staff Sports and Social Club

F. Terms & Conditions

Your contract of employment contains the most pertinent information relating to your terms of employment. Supporting links to the relevant documentation listed on your contract of employment can be found below:

- [Duty of Respect & Right to Dignity Policy](#) (2020)
- [Disciplinary Procedures](#)
- [Grievance Procedure](#) (2013)
- [UCC Pension Schemes](#)
- [University Safety Policy](#) (2021)
- [Removal Expenses Scheme](#)

Please familiarise yourself with the following policies in relation to Codes of Conduct:

- [IT Policy Framework](#)
- [UCC Consultancy](#)

For Academic & Research (where relevant) Staff Only:

Researchers are required to familiarise themselves with the [UCC Intellectual Property Policy](#).

Academics are requested to familiarise themselves with the following:

- [Academic Probation and Establishment Scheme](#) (where relevant)
- [Principal Statue](#)
- [Progression across the Merit Bar](#)
- [Promotion to Senior Lecturer](#)
- [UCC Innovation](#)

G. HR Local Contact Information

[HR Business Managers](#) - primary point of contact for HR within the relevant College/Support Function, providing strategic HR support to business units within the University and acting as the interface between the Colleges/Support function and HR.

ENDS