



Policy on Signed Contracts of Employment

1. Purpose

A signed and dated contract, confirming that both parties agree to the terms and the conditions of the employment, must be obtained before any employee commences work. This is a necessary pre-requisite in order for an individual to be:

- (i) added to the HR System,
- (ii) paid by the University,
- (iii) issued with a Staff ID card,
- (iv) granted access to University IT Systems and
- (v) eligible to apply for a Hosting Agreement / Work Permit.

2. Scope

This policy will come into immediate effect for staff hired via a recruitment competition in all Academic and Administrative & Support areas of the University.

This policy will come into full effect on 1st April, 2015 for all employees that are appointed to posts by direct nomination on approval of the relevant Faculty (e.g. Research Fellows, Research Assistants).

3. Procedure

Implementation Guidelines:

Human Resources has committed to fully implement this policy with effect from 1st April, 2015.

1. HR Employee Relations, Employee Services and Resourcing in association with the HR Partners will agree a timeline for the lead in of



the communication of this change to the University over the coming months from November 2014 to March 2015.

2. Procedure to follow:

Procedure on the implementation of signed contracts of employment.

Background

In order to comply with the Policy on Signed Contracts of Employment, employees must return a signed and dated contract of employment to the Contracts Section of Human Resources within 7 days of receiving their contract before they can be set up on Payroll and commence work in Trinity.

This new policy is an audit requirement highlighted by the C&AG in its recent audit of Human Resources in 2014. HR have developed this policy to manage situations where a signed contract of employment is not in place before a staff member is set up on the payroll system. This policy is effective for all new employees.

To set up a new member of staff on Payroll

A new or existing member of staff maybe set up on Payroll and commence work in Trinity following a) a recruitment competition or b) direct nomination on approval of the relevant Faculty:

- a) **A Recruitment Competition** - The Recruitment Partner must ensure that new or existing members of staff that are hired via a recruitment competition in Academic and Administrative support areas of the University return a a signed and dated contract of employment to the relevant Recruitment Partner in Human Resources before they can commence work in Trinity.
- b) **Direct nomination on approval of the relevant Faculty** - New or existing members of staff, that are appointed to a position in the University via direct nomination on approval of the relevant Faculty, must return a signed and dated contract to the Contract Sections of Human Resources before they can commence work in Trinity.



A Principal Investigator or Hiring Lead that wants to set up a new member of staff on Payroll, must send a completed nomination form to the HR Partner for approval by the relevant Faculty Executive prior to the Faculty closing date of the month immediately preceding commencement of employment with the University and set up on payroll.

On receipt of the approved nomination, HR Contracts will check if the new employee requires a Hosting Agreement to permit them to work in the University. A new employee that requires a Hosting Agreement will receive a contract when the Hosting Agreement is approved/ready for issue. On arrival from overseas, the new employee will hand in a signed copy of the contract to the Contracts Section of Human Resources.

A new employee that does not require a Hosting Agreement; the Contracts Section will send the contract of employment to the new employee preferably by e-mail and it must be returned to the Contracts Section of Human Resources within seven days of sending to the new employee. Otherwise, the appointee will not be permitted to commence employment with the University.

The onus is on the Principal Investigator / Hiring Lead to ensure that all nominations forms are completed correctly (i.e. including contact details of the new employee).

e.g. A PI wishes to commence a Research Fellow on 01 June, 2015. The PI will need to submit a signed nomination form to the relevant Faculty by the May closing date so that the contract can be issued and returned prior to commencement of employment with the University on 01 June, 2015.



Closing Dates for submission of Nominations to the relevant Faculty HR
Partner, Contracts and Payroll for employee set up:

2015 AHSS Faculty closing date for receipt of nominations	2015 FEMS Faculty closing date for receipt of nominations	2015 HS Faculty closing date for receipt of nominations	Closing date for submission to contracts	2015 HR Payroll closing date
01/05/2015	01/05/2015	07/05/2015	10/05/2015	01/06/2015
08/06/2015	01/06/2015	04/06/2015	10/06/2015	01/07/2015
Vacation	Vacation	Vacation	10/07/2015	01/08/2015
Vacation	Vacation	Vacation	10/08/2015	01/09/2015

Failure to comply with these deadlines may result in a delayed start date for the new employee.
