

## **Policy Applies to:**

Human Resources Manager, Executive Managers and HODs

## **Related Standards:**

- NZS 8007:2006 - Gender-inclusive Job Evaluation
- EquIP Criterion 2.2.1, 2.2.2, 2.2.3, 2.2.4, 2.2.5

## **Rationale:**

This policy ensures practice complies with the identified legislation and standards for employees at Mercy Hospital. This policy goes beyond minimal requirements and incorporates principles based on best practice, which is consistent with our stated values.

## **Definitions:**

Best practice in terms of Human Resources Management involves complying with all relevant legislation, considering current research and case law in relation to interpretation and implementation, while also following the principles of good faith, good employer and Equal Employment Opportunity standards.

Ensuring an optimal workforce is central to best practice, human resource management therefore includes supporting employees, identifying and encouraging areas for improvement, ensuring a greater level of efficiency, timeliness and quality.

Best practice involves protecting employees from discrimination as defined in the Human Rights Act 1993.

## **Policy Objectives:**

- To ensure compliance with the relevant legislation or standard
- To identify opportunities to improve Human Resources practice
- To ensure all processes and procedures included in the Human Resources Manual are in line with best practice.

## **Implementation:**

- The Human Resources Guidelines will be reviewed two yearly or as required due to changes to legislation
- The Human Resources Guidelines are available on Sharepoint
- Consultation on significant changes is undertaken with the relevant union, employees and team leaders
- The Human Resources Manager will provide education on changes to relevant work groups
- EEO membership

### Evaluation:

- The Human Resources Manager uses a recruitment questionnaire to seek candidate feedback following a recruitment process.
- Training and Education opportunities are evaluated both in terms of participant feedback and competency assessment as appropriate.
- Performance development review audit is undertaken two yearly.
- Staff satisfaction survey is undertaken no less than two yearly.
- Position descriptions are reviewed two yearly by Managers.
- Chapman Tripp legislative compliance self-assessment audit is undertaken three yearly by the HRM.
- KPI's are in place around the resolution of staffing issues, for example, disputes settled without Employment Relations Authority assistance.
- Return to work programme is implemented and monitored by the Occupational Health Nurse.

### Associated Documents

#### External –

- Employment Relations Act 2000
- Holidays Act 2003
- Wage Protection Act 1983
- Parental leave Act 1987
- Health and Safety at Work Act 2015
- The Accident Compensation Act 2001
- Privacy Act 1993
- Human Rights Act 1993
- Equal Pay Act 1972
- Minimum Wage Act 1983
- Protected Disclosure Act 2000
- Chapman Tripp Legislative Compliance
- Equal Employment Opportunity
- Relevant Codes of Conduct

#### • Internal –

- Human Resources Guidelines
- Employment Agreements
- Position Descriptions