The mission of the Human Resources Office is:

“The provision of a comprehensive Human Resources service to support the Institute in achieving its mission, by attracting and retaining a highly motivated workforce and inspiring excellence in people”.

CCTV
The objective of this policy is to detail the reasoning for installing CCTV cameras and related monitoring equipment throughout CIT.

Parking
Drivers of vehicles entering any of CIT’s campuses are deemed to consent to the terms and conditions of the regulations regarding parking and driving.

Health and Safety at Work

Bullying & Harassment
CIT is committed to implementing and promoting measures that protect the dignity of employees whilst encouraging respect for others by creating a work environment free from harassment, sexual harassment and bullying in addition to welcoming diversity and promoting employment equality.

Child Protection
CIT is committed to creating a safe and healthy environment for the children with whom it works/interacts to ensure their safety and welfare at all times.

Health and Safety
The purpose of these policies is to ensure the health and safety of all persons affected by the work activities of CIT in compliance with the requirements of current legislation.

Governance

Code of Governance
The Code of Governance outlines the systems and procedures under which the Institute is directed and controlled in operating effectively whilst discharging its responsibilities of transparency and accountability to those it serves.

Risk Management
Provides a framework for CIT management to identify, assess and rate risks, and to develop strategies to deal with these risks to provide reasonable assurance that the Institute’s strategic objectives will be achieved.

Other Policies & Procedures exist for and/or are under development in the areas of:


CIT Human Resources Policies & Procedures Leaflet (v1) - September 2011

Human Resources Office
2nd Floor Administration Centre
Bishopstown, Cork
http://gateway.cit.ie

A Brief Guide to HR Policies & Procedures

http://gateway.cit.ie
Employment

Annual Leave
Annual leave is a statutory entitlement to paid time off work and this policy sets out the procedures applicable at CIT for the management of Annual Leave.

Career Break
Outlines the eligibility criteria and procedures for employees wishing to apply for Career Break for a minimum period of one year and up to a maximum of five years.

Carer’s Leave
Details the guidelines and eligibility criteria for employees who wish to take Carer’s Leave to provide full-time care and attention to a relevant person.

Maternity Leave

Parental Leave
This policy document outlines the guidelines and eligibility criteria, under the provisions of the Parental Leave Act 1998 and the Parental Leave (Amendment) Act 2006, for employees who wish to avail of unpaid parental leave.

Paternity Leave
Describes the provisions of paid Paternity Leave which can be availed of by eligible employees.

Sick Leave
Outlines the procedures for the management of sickness absences in a fair and consistent way.

Shorter Working Year Scheme
The purpose of the Shorter Working Year Scheme is to enable employees to balance their working arrangements with outside commitments by availing of a period of special Unpaid Leave.

Cycle-to-Work Scheme
The Institute operates a cycle-to-work scheme which is in line with Government initiatives.

Disciplinary Procedures
Describes the nationally agreed IoT policies and procedures in relation to dealing with employees’ disciplinary issues which may arise.

Grievance Procedures
Details the nationally agreed IoT policies and procedures in relation to dealing with employees’ grievance issues which may arise.

Job Sharing (Academic Employees)
Outlines the arrangements regarding the Job Sharing Scheme for Academic Employees of the Institute, providing details on eligibility criteria and application process.

Recruitment
Details the nationally agreed IoT policies in relation to recruitment and selection.

Staff Garda Vetting
Employees working with children and/or vulnerable adults are required to be Garda vetted in accordance with approved CIT policy.

Travel and Expenses
This policy outlines the procedures for reimbursing employees for work related travel and other out of pocket expenses.

Work Sharing (Clerical, Administration and Technical)
Outlines the arrangements regarding the Work Sharing Scheme for Clerical, Administration and Technical Employees of the Institute, providing details on eligibility criteria and application process.

Communications and Data Management

Data Protection
In compliance with the Data Protection Acts 1988 and 2003, this policy details the privacy rights of individuals in relation to the processing of personal data in both paper and electronic format.

Freedom of Information (FoI)
This policy outlines CIT’s procedures in compliance with the Freedom of Information Acts (1997 & 2003) regarding arrangements for access to information on its activities or personal information held on file.

Records Management
Provides a statement of intent declaring standards for the administration of CIT records.

Social Networking
This policy details how best to use social networking and social media to the professional benefit of the Institute, its employees and students.

Staff Computer Systems Acceptable Usage
CIT has implemented a robust policy which protects the Institute’s reputation whilst protecting employees and students of the Institute.

Disclaimer: The information contained in this leaflet aims to serve only as a brief guide. For comprehensive details on HR Policies and Regulations please refer to the Staff Gateway http://gateway.cit.ie