



Staff Management Policy

Purpose

The purpose of this policy is to establish parameters for Tashkent Ulugbek International School (TUIS) staff management.

➤ Scope

All staff

Policy

Staff Induction and Orientation

The relevant supervisor is responsible to ensure that each new employee undergoes the TUIS Induction and Orientation Program. The objectives of staff induction and orientation are to:

- welcome and introduce the staff member to the culture, ethos, community and organisational structure of TUIS;
- clarify the staff member's role, responsibilities and legal requirements;
- ensure that the staff member is familiar with where to find relevant TUIS policies and procedures and other important information;
- ensure that the staff member receives a copy of any government legislation relevant to the employee's job.

Staff Workload Management

When allocating workload, the following principles apply for all staff members:

- it is the responsibility of TUIS to allocate workloads in a fair and equitable manner;
- it is the responsibility of supervisors to allocate and monitor workloads;
- TUIS has a duty to protect the health and welfare of staff in relation to the performance of their duties;
- TUIS recognises the importance of a balance between working and personal life and therefore will not make workload demands of staff that are inconsistent with this principle;
- workload allocations shall take into consideration a staff member's plans in regards to entitled leave.
- no staff member should be coerced, either directly or indirectly, whether by supervisors, management or other staff, to undertake excessive workloads;
- when creating and implementing new initiatives, consideration must be given to the impact on workload;

- a supervisor who becomes aware of unreasonably high workloads across her/his area of responsibility must notify her/his manager of the situation in writing;
- upon being informed that an area's workloads are unreasonably high, a manager must proceed to address the issues;
- staff members are encouraged to raise workload issues with their supervisor if they are concerned about their workload.

Academic Staff Workload

Academic work involves both self-directed and assigned activities and therefore, a balance of self-directed and assigned activities must be achieved. In addition to the principles that apply to all staff, the following principles apply to academic staff:

- the amount and/or intensity of assigned activities should not disable a reasonable balance between self-directed and assigned activities;
- allocation of workload must consider the staff member's level of appointment;
- allocation of workload must consider the needs of particular academic staff to establish a research profile;
- allocation of workload must consider the administrative responsibilities associated with the position;
- no staff member shall be required to teach on weekends or public holidays without their agreement unless directed to do so by the government.

Employee Records Management

Upon commencement of employment with TUIS, an employee file will be created for every staff member. All staff files shall be maintained in a secure location until they are disposed. Any documents relating to the employment of a staff member must be forwarded to the Human Resources (HR) Officer for maintaining a complete and accurate record relating to an individual's employment.

TUIS is committed to ensuring that the privacy of the information contained in employee records is protected. Employee information may only be used for the purpose of employment. Providing employee information to another person or organisation without the employee's authorisation is prohibited, except where required by law.

Staff members have a right to access to information held on their file subject to the requirement that an employee is not permitted to request to see another employee's records, unless authorised by the HR Officer.

Annual Performance Appraisal

All staff employed by TUIS are expected to undergo a formal appraisal of their performance annually. The Human Resources (HR) Officer will establish an annual cycle of faculty and non-faculty reviews. This should not prohibit or discourage supervisors from discussing a staff member's job performance on an informal basis, whenever the need arises.

Position Descriptions

Before commencement of employment, the staff member and supervisor shall agree upon and sign a position description, a copy of which shall be lodged in the staff member's file.

Existing positions will be reviewed by the supervisor in consultation with the staff member whenever there are changes to the position or associated responsibilities.

A staff member or supervisor may request a review of a position description for review of its classification level. The outcome may include:

- a position may remain at the same classification despite changes to the position;
- should a position be reclassified at a higher or lower level, the new classification and remuneration will be effective from the date that the review outcome is decided.

A staff member may appeal the position classification review outcome under the staff grievance resolution procedures.