

HUMAN RESOURCES (HR) POLICY & STAFF RECRUITMENT GUIDELINES

1. Purpose

The purpose of this **HR Policy and Staff Recruitment Guidelines** is to establish a **structured and transparent approach** to the recruitment, selection, and management of staff at **VIT**. This policy ensures **fair hiring practices, employee development, and regulatory compliance** in line with the **Higher Education Commission Fiji (HECF)** standards.

2. Principles of HR Management

The institution follows these HR principles:

- **Merit-Based Recruitment:** All hiring decisions are based on **qualifications, experience, and competencies**.
 - **Equal Employment Opportunity:** The institution does not discriminate based on **gender, ethnicity, disability, religion, or socio-economic status**.
 - **Employee Development:** Professional growth and continuous learning opportunities are provided.
 - **Compliance:** All HR processes align with **HECF employment regulations** and **Fiji labour laws**.
 - **Accountability & Ethics:** Employees are expected to uphold **ethical behaviour, professionalism, and integrity**.
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3. Staff Recruitment Policy

3.1 Recruitment Planning & Job Vacancies

- Job vacancies are identified based on **institutional needs and strategic objectives**.
- A **Job Description (JD)** is prepared, detailing **roles, responsibilities, and required qualifications**.
- All vacancies must be **approved by the HR department and senior management** before advertising.

3.2 Recruitment Process

1. Job Advertisement:

- Positions are advertised **internally and externally** through official channels (institutional website, job boards, Social media and newspapers).

2. **Application Screening:**
 - HR reviews applications against **eligibility criteria and required qualifications**.
 - Shortlisted candidates are notified and invited for an interview.
 3. **Interview & Selection:**
 - A **selection panel** conducts structured interviews.
 - Assessment criteria include **technical knowledge, experience, and cultural fit**.
 4. **Reference & Background Checks:**
 - Previous employment verification and reference checks are mandatory.
 - For senior positions, additional background verification may be conducted.
 5. **Offer & Appointment:**
 - Selected candidates receive **formal job offers with employment terms**.
 - Upon acceptance, **employment contracts are signed**, detailing salary, benefits, and responsibilities.
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4. Employee Categories & Terms of Employment

4.1 Employment Types

- **Full-Time Employees:** Permanent staff with full employment benefits.
- **Part-Time Employees:** Staff with reduced working hours but limited benefits.
- **Contractual Employees:** Fixed-term contracts for specialized roles.
- **Adjunct Faculty/Lecturers:** Temporary teaching staff engaged for specific academic programs.

4.2 Probation & Confirmation

- New employees undergo a **[3-6 month] probation period**, depending on the role.
 - Performance is reviewed before confirming permanent employment.
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5. Staff Performance Management

5.1 Performance Evaluation

- Employees are assessed annually based on **job performance, contributions, and professional growth**.
- Appraisal results impact **salary adjustments, promotions, and training opportunities**.

5.2 Training & Professional Development

- Employees are encouraged to **attend workshops, training sessions, and industry seminars**.
 - The institution may offer **tuition assistance or sponsorships for skill enhancement programs**.
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6. Employee Code of Conduct

6.1 Workplace Ethics & Professionalism

- Employees must maintain **confidentiality, honesty, and integrity**.
- Any form of **harassment, discrimination, or unethical behaviour** is strictly prohibited.

- **Conflict of Interest** policies apply to all employees.

6.2 Working Hours & Leave Policy

- Standard working hours are **42 per week**.
 - Leave entitlements include **annual leave, sick leave, maternity leave, and special leave** as per Fiji labour laws.
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7. Employee Grievance & Disciplinary Policy

7.1 Grievance Handling

- Employees can report grievances to **HR or the designated grievance officer**.
- A structured **grievance resolution process** ensures fair treatment.

7.2 Disciplinary Actions

- Misconduct cases are addressed through **verbal/written warnings, suspension, or termination**.
- Appeals can be made through the **HR Appeals Committee**.

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