

Human Resource (HR) Policy

1. Purpose

The **Human Resource (HR) Policy** ensures that Vishan Institute of Technology (VIT) recruits, develops, and retains a highly competent workforce that supports the institution's **academic, administrative, and student support functions**. This policy establishes clear **guidelines for hiring, training, evaluation, and staff development** in alignment with institutional goals and regulatory requirements.

2. Scope

This policy applies to **all full-time, part-time, and contractual employees** across all **campuses (Suva, Lautoka, and Nadi)**.

3. Recruitment & Selection

3.1 Hiring Principles

- **Equal Opportunity Employment:** VIT follows a **non-discriminatory** hiring process, ensuring fairness regardless of **gender, age, ethnicity, disability, or religion**.
- **Qualification Standards:** All academic and administrative staff **must meet minimum educational and professional qualifications** required for their positions.
- **Transparent Recruitment:** Job openings are **advertised publicly**, and recruitment follows **merit-based selection** through structured interviews and assessments.
- **Probation Period:** Newly hired employees are subject to a **three (3) to six (6) months probationary period** before confirmation.

4. Employee Classification

4.1 Categories of Employees

VIT employees are classified as:

- **Full-Time Staff** – Employees with a standard workload and benefits.
- **Part-Time Staff** – Employees with limited working hours per week.
- **Contractual Staff** – Employees hired for **specific projects or short-term contracts**.

5. Compensation & Benefits

5.1 Salary Structure

- Salaries are **benchmarked against industry standards** and reviewed annually.
- Salary increments are **performance-based** and subject to **institutional financial capability**.

5.2 Employee Benefits

- **Leave Entitlements:** Employees are entitled to **annual leave, sick leave, maternity/paternity leave, and study leave**.
- **Retirement & Pension Plans:** Contributions to **Fiji National Provident Fund (FNPF)** are made for eligible employees.
- **Medical Insurance:** Full-time employees receive **medical and health benefits**.

6. Training & Professional Development

6.1 Continuous Professional Development (CPD)

- VIT provides opportunities for employees to attend **seminars, workshops, and certification programs**.
- Staff must participate in **mandatory annual training on student support, IT systems, and safety compliance**.

6.2 Career Progression

- Employees have access to **career development pathways** through internal promotions and job rotation.
- **Performance-based scholarships** are available for employees pursuing **higher education or specialized certifications**.

7. Performance Management & Appraisal

7.1 Annual Performance Evaluation

- All staff are subject to an **annual performance review**, which assesses:
 - Work efficiency and productivity
 - Student and peer feedback
 - Contribution to institutional objectives
- Employees receive **formal feedback**, and performance-based **salary adjustments and promotions** are determined accordingly.

7.2 Reward & Recognition

- **Employee of the Year Awards** for outstanding contributions.
- **Monetary incentives** and bonuses for **exceptional performance**.

8. Code of Conduct & Workplace Ethics

8.1 Professional Behavior

- Employees must adhere to **professional and ethical behavior**, respecting **students, colleagues, and institutional policies**.
- **Zero tolerance** for discrimination, harassment, or unethical conduct.

8.2 Conflict of Interest

- Employees must disclose **any personal or financial interest** that may conflict with institutional duties.

8.3 Disciplinary Actions

- Violations of workplace policies may result in:
 - **Verbal or written warnings**
 - **Suspension or termination** (for serious misconduct)

9. Workplace Safety & Wellbeing

9.1 Health & Safety Compliance

- VIT ensures a **safe work environment** for all employees.
- Emergency fire drills, first-aid training, and disaster preparedness sessions are conducted regularly.

9.2 Employee Welfare Support

- **Counseling and mental health services** are available for staff.
- **Flexible work arrangements** may be provided in exceptional cases.

10. Employee Exit Policy

10.1 Resignation & Retirement

- Employees must give **one month's notice** for resignation.
- Retirement age is set at **55 years**, with an option for contract extensions based on institutional needs.

10.2 Termination

- Termination may occur due to **misconduct, redundancy, or performance issues**, with **due process** followed.

11. Policy Review & Amendments

- This HR Policy is **reviewed biennially** and updated based on **institutional growth, labor laws, and higher education regulations**.

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