

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0358.00
Title:	Employment of the Dependent Children of Staff	
Subject Group:	3 Financial, Administrative, Human and Physical Resources	
Chief Executive Approval:	Date of Approval: 4 March 2016	Effective Date: 4 March 2016
Previous Policy No:	n/a	Review Date:
Contact Authority:	Director: Organisational Development	Status: CURRENT

Purpose To provide equality of opportunity for the dependent children of employees to register their interest in, and be employed to do, casual assistant work across Otago Polytechnic.

Background Otago Polytechnic recognises that the dependent children of staff can be of significant help at peak times by working casually at Otago Polytechnic. Such work is usually as an administrative support person anywhere in the Polytechnic or as a labourer usually with Campus Services. Therefore it is important that there is a fair and equal opportunity for the dependent children of staff to register their interest in, and be selected for casual work.

Exclusions: Note that this policy applies to dependent children of staff only. It does not apply to an adult child of a staff member who may formally apply for an advertised vacancy at Otago Polytechnic.

Compliance Minimum wage regulations
Health and Safety At Work Act 2015

- Policy**
1. **To be employed at Otago Polytechnic the dependent children of staff must:**
 - 1.1. Be 15 years of age or older prior to the commencement of their employment.
 - 1.2. Complete an application for employment form.
 - 1.3. Not report directly to their parent or another family member.
 2. **If the dependent child is between 15 and 18 years old they will:**
 - 2.1 Register their interest in work, including contact details, skills and availability with Human Resources via human.resources@op.ac.nz
 - 2.2 Be paid the adult minimum wage for any administrative or labouring casual work (not on Otago Polytechnic permanent staff pay scales).
 3. **If the child is over 18 years old they will** be subject to Otago Polytechnic usual recruitment policies and processes.
 4. **Staff with dependent children wishing to work at Otago Polytechnic will:**
 - 4.1 Ensure that children use the appropriate avenues to obtain work at Otago Polytechnic in accordance with this policy.
 - 4.2 Not approach other Otago Polytechnic staff/managers directly to solicit work for their dependent children.



5. Otago Polytechnic Staff requiring casual labour of this nature will:

- 5.1 Use the Human Resources register to find appropriate casual staff and seek a peer review from the HR Partner before offering work. Selection may include an informal interview and reference check.
- 5.2 Ensure that there is a formal employment agreement signed prior to the new casual staff member starting work.
- 5.3 Provide appropriate training and supervision for casual workers and ensure they are not supervised by a parent or other family member.

6. Human Resources will:

- 6.1 Maintain the register of dependent children of staff wishing to work for Otago Polytechnic.
- 6.2 Keep copies of the information submitted by those wanting casual employment.
- 6.3 Advise managers appropriately upon request.
- 6.1 Ensure that the children are eligible to work and have an appropriate employment agreement.

7. Management of the Employment Relationship

- 7.1 Otago Polytechnic will communicate directly with the employee (child) not through or via their parent.
- 4.1. Parents may not agree to, commit their child to, or request personal employment related information regarding their child.

Related Policy, Forms and Documents CP0012.01 Conflict of Interest
MP0431.02 Recruitment & Selection Policy

Approved by Chief Executive

Date: 4 March 2016

