

BEREA EMPLOYEE WELLNESS INSURANCE CHECKLIST

FOCUS AREA	DELIVERABLES	OBJECTIVES	DUE DATE
Environmental Change	<u>Staff information /workshops</u> <ul style="list-style-type: none"> ▶ Different hospitals ▶ Hospital structure (organogram) ▶ Conditions of employment ▶ What do I need to work for the Client (e.g. valid passport / work permit, qualifications etc.) ▶ What does working for Berea mean, how do we manage: <ul style="list-style-type: none"> ○ Career development, performance ○ Disciplinary code ○ Remuneration and benefits ▶ Each employee to be handed out information brochure 	Provide staff with enough information to enable them to make an informed decision Workshops will be informative and fun	
Recruitment and appointment of staff	Recruit for temporary vacancies Determine Client needs Follow Recruitment process Induction and orientation Registration with Berea Maintain high level of professionalism and placement of quality staff	based on the total number of requests vs available employees to be placed into the positions.	
	Recruit for permanent vacancies <ul style="list-style-type: none"> ○ Interview ○ Screen ○ appoint 		
Staff and management training	<u>As per training plan process</u> <ul style="list-style-type: none"> ▶ Identify & train resources who will conduct skills assessments ▶ Create job descriptions ▶ Assess staff and managers against job descriptions ▶ Complete development plans – outcomes from training needs assessment ▶ Compile a training plan 	To identify both clinical and non-clinical training needs so that development gaps can be closed and employees are equipped with skills to perform their jobs to the best of their abilities	
Training administration	<ul style="list-style-type: none"> ▶ Identify training providers and compile an inventory of courses and providers ▶ Compile training time table ▶ Manage delivery of training 	To ensure the delivery of the training plan	
Training evaluation	<ul style="list-style-type: none"> ▶ Training evaluation 	To assess effectiveness of training	
Administration	<ul style="list-style-type: none"> • It is imperative that information is accurate on the system • EASYPAY and HR System is updated and correct • Staff are informed of the Rate of Pay • Sign on information is given and understood clearly 		
Employee engagement	<ul style="list-style-type: none"> ▶ Administer engagement packs one-on-one with employees (various documentation) ▶ Induction Orientation – to be done for new assignees ▶ SMS any applicable changes and keep assignees informed 	Ensure that assignees are incentivized appropriately and recognize special days and events	
Payroll	<ul style="list-style-type: none"> ▶ Ensure payment information timeously from clients to ensure prompt payment to assignees ▶ Ensure legislative deductions ▶ Prepare for additional pay day 		
Labour Relations	<ul style="list-style-type: none"> ▶ Understanding of labour legislation requirements i.t.o EE, SDL, Recognition agreements, labour codes e.t.c 	To ensure good HR governance and compliance	
Outsourced staff	SLA for every Client Meet payroll requests		
Internal Communication	Keep internal staff informed of changes and new requirements		