



Staff A-Z



Unitec
Institute of Technology
TE WHARE WĀNANGA O WAIRAKA

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NB: 'The Nest' is our Unitec Staff Intranet and can only be accessed from within the Unitec network therefore some links in this booklet may not work outside of the Unitec network.

A



Accounts

For enquiries relating to Accounts and Finance, please choose from one of the following:

Accounts Payable A - K and Petty Cash	7890
Accounts Payable L - Z	7897

Academic Calendar

The Academic Calendar outlines important dates, including semester breaks throughout the Academic year. This calendar can be accessed from The Nest by navigating the following path:

» [The Nest > Our Unitec > Academic Calendar](#)

Academic Service Centre

The [Academic Service Centre](#) is responsible for academic policy and systems, the Academic Statute and regulations, programme approvals, monitoring and review. It also manages relations with external bodies such as NZQA, Institutional academic audit, management of Academic Board and maintains PeopleSoft programme and course information.

Academic Statute

The Academic Statute can be accessed from The Nest by navigating the following path:

» [The Nest > Policies and Forms > Policies and Procedures](#)

It contains many rules, regulations and procedures relating to Unitec programmes and courses, including regulations and procedures that Unitec staff must comply with. You should become familiar with the content of the Statute and ensure that you comply with its requirements.

Academic Transcripts

An academic transcript is a record of a student's grades for courses completed at Unitec. A student may require a transcript for various reasons i.e. to apply for cross-credits at another institution. There are three types of academic transcript:

- » An unofficial transcript printed from the student admin database
- » A student-generated transcript from the Web

» An official transcript generated by the Student Registry on the request of a student. A fee of applies

ACC (Accident Compensation Commission) - Accidents, Injuries etc.

ACC require work-related accidents, injuries and gradual process injuries to be validated. To do this effectively, any work related accident must be reported to the [Health and Safety Team](#) within 24 hours of the accident occurring. You can do this by filing an incident report using Staff Self Service:

» [The Nest > Quick Links > Ask Us / Self Service > H&S Self Service](#)

Address

Unitec has two Auckland campuses: Mt Albert (Wairaka), and Waitakere. The physical address for each campus is listed below:

- » Mt Albert, 139 Carrington Road, Mt Albert, Auckland
- » Waitakere, Ratanui Street, Henderson, Auckland

The postal address for all campuses is Unitec New Zealand, Private Bag 92025, Victoria St West, Auckland.

For deliveries to either campus ensure you specify the gate number, the building number, room number and campus. Some deliveries will go direct to Inwards Goods and will then be delivered to you by Inwards Goods staff.

After Hours Access

If you are entering an unoccupied building after hours, you may need to know the alarm code and where the alarm pad is, or have already pre-arranged with Security for them to deactivate the alarm for the period of time you will be in the building. Once you have finished in the building make sure you re-set the alarm if you have the code to do this, or contact Security so they can re-secure the building.

Contact details for Security are extn 7777 or (after hours) 021 610877.

B



Banking Facilities

For all your banking needs an ANZ Bank branch is located on the Mt Albert campus, outside Building 114. ANZ offer a special banking package for Unitec staff – find out more [here](#). An ATM machine is available immediately outside the bank and operates 24/7. There's also an ASB Bank ATM located in the Hub.

Book Shops

The UBS Bookshop is Unitec's preferred supplier of books and stationery, design and art supplies and is located in Building 1 (Mt Albert Campus) near Long Black Cafe.

Also refer **Stationery**.

Building Numbers

Building and room numbers are written with the building first, then the room number. The first digit of the room number indicates the floor of the building on which you will find the room. "1" is the Ground Floor. For example, you will find room 112-3003 in Building 112, on the third floor. Basement rooms start with "B" or "O".

Bus Stop

The main bus stop at Unitec is located outside buildings 112 and 113 however you can catch the shuttle service from any other marked designated shuttle stop around Mt Albert campus.



C

Campuses

Unitec has two Auckland campuses, at Wairaka (Mt Albert), and Waitakere (Henderson). There is an interlinking shuttle bus that commutes regularly between Mt Albert & Waitakere Campus. [Click here for maps and transport links](#). The physical addresses for each campus are listed below:

- » Mt Albert, 139 Carrington Road, Mt Albert, Auckland
- » Waitakere, Ratanui Street, Henderson, Auckland

Career Centre (for Students)

Unitec is committed to helping students achieve their full potential and fulfil their life goals. That's why we provide student access to experienced and qualified career consultants who can help students make informed decisions about employment, training and study. These consultants can also help students search for employment opportunities. [The Career Centre](#) can be found in the following locations:

- » Building 28, Mt Albert Campus (Mon-Fri)
- » Building 500, Waitakere campus (Tues & Thurs only)

Cashiers

Fees must be paid direct to the Unitec cashiers located at one of the three Student Central sites;

- » Building 3, Mt Albert Campus
- » Building 180, Mt Albert Campus
- » Building 510, Waitakere Campus

Please note, they are unable to accept any cash from students. Payments from staff for other expenses should be made to Accounts in Building 48, Mt Albert Campus.

Chaplain

The Unitec Chaplaincy service provides an inclusive and holistic approach to spirituality. Although the staff are Christian chaplains, they support people of all faiths, or none. All the chaplains are non-judgemental of personal lifestyles and are there to assist everyone.

- » Contact: Co-ordinating Chaplain
- » Phone: 815 4321 ext 7899
- » Email: chaplains@unitec.ac.nz

Childcare

Located on the Mt Albert Campus through Gate 4, Unitec Childcare Incorporated Society runs two childcare centres from Monday to Friday for children up to the age of five.

For further information contact the Administration Manager in Building 57, phone: 846 0233 ext 1 or email: admin@uelc.org.nz

Coffee and Food

There are a number of places to eat across Mt Albert Campus, and we've featured some notable places below. Staff who are based at Waitakere also have easy access to some great places to eat, with the campus being located close to a major shopping area.

Carrington's Licensed Cafe

Hot snacks, light and full meals with fully licensed bar. Also available for campus and private functions. Located in Building 33, Mt Albert campus. Open Wednesday to Friday 11am-6pm. Available for functions at all other times.

Coffee Cart

Located at Building 180, Mt Albert campus and Building 510, Waitakere campus

Long Black Café

Wholesome food and espresso coffee.

Located at Building 1, room 1151, Mt Albert campus

Staff Cafeteria

Reserved for Staff only. Kitchen facilities, a pool table and plenty of space to sit and relax.

Located at Building 112, Level 3, Mt Albert campus

The Hub Café

Hot and cold food, snacks and refreshments.

Located at Building 180, Mt Albert campus

Refuel (container)

Hot and cold food, snacks and refreshments.

Located outside Building 180, Mt Albert campus

Subway

There is a branch of Subway on Mt Albert campus. Open seven days a week, it serves the full range of subs, salads, and wraps.

Located at Building 201, Mt Albert campus

Committees

Unitec has a wide range of standing committees. For information on these committees, including who is on them and where you will find their minutes, follow this path within The Nest:

» [The Nest > Our Unitec > Committees](#)

Computers (including reporting faults)

Staff are normally allocated a user name and log-in which will allow them to use any Unitec computer to access their files.

Do NOT give your user ID or password to anyone else. You have a personally set-up security access and are responsible for all actions carried out under your log-in.

Before a PC is left unattended, use Ctrl+Alt+Delete to avoid unauthorised use. All PCs should normally be switched off after work. You should report any problems with your hardware or software to IMS Support on ext. 8484 or by email askims@unitec.ac.nz.

You should not load your own software on to Unitec computers. Any new software must be authorised by your manager and requested through IMS Support. When staff move offices, the move should be coordinated through IT Support and Facilities Management to ensure all equipment and furniture is moved

safely and they are made aware of the new location of the equipment.

Check the IMS intranet page for further details on IT services and support, including training opportunities.

» [The Nest > Services > Information Management Services](#)

Computer Access

All staff are given a network login to access the Unitec network including email, shared drives and other applications. This access should be organised for you on your first day, if not sooner. IMS offer workshops for New Users – [click here to book](#).

You are also able to access your emails and shared drive files away from campus by logging in to Office365 via [MyUnitec Portal](#) (<https://myunitecstaff.unitec.ac.nz>). For further information see [Remote Access](#).

Computer Files

The main storage area for computer files is on the H:\\ Drive where you will have access to a range of shared information specific to your department and position and also information relating to Unitec as a whole. Access may be limited to some folders. All shared information should be kept on the H:\\ drive rather than your computer's C:\\ Drive to ensure security and that the information is backed up overnight. Note: Anything stored on your C:\\ Drive can be accessed by anyone who may use your computer and it is not backed up

Each staff member is allocated space in online storage, which is accessible only by them by default. This is your OneDrive and can only be accessed by you using your personal network login and it is also backed up every night. For further information see [OneDrive](#).

Conciliator

Unitec has a Conciliator whose role it is to provide independent, confidential support and advice and conciliation to students and staff.

The Conciliator is located in Building 113 (Mt Albert Campus), Room 3004. The Conciliator is available from Monday to Thursday, and can be contacted by telephone on +64-9-815 4321 ext 7339 or by email ggrant@unitec.ac.nz. Appointments are required.

Contracts

(other than Employment Agreements)

Contracts (such as contracts for service, research contracts and catering contracts) must be set up formally through the appropriate channels and only by the people who have the delegated authority to do so. Please contact your Head of Department or Manager before making any commitments on behalf of Unitec.

Copyright

Unitec staff are personally responsible for complying with the provisions of the Copyright Act 1994 and the terms of Unitec's copyright licences. Unitec has licensing agreements with a number of organisations. The Copyright Procedures for Staff is available on The Nest via the following path:

» [The Nest > Policies and Forms > Policies and Procedures](#)

The Director, Library Services is the Unitec contact person on Copyright management and further information on Unitec's specific copyright obligations, including a [Staff Guide to Copying](#), can be found on the Library website.

Copy Centre

The [Copy Centre](#) is located in Building 117 (Mt Albert Campus) behind the Library, and may be contacted on ext. 8660. The Copy Centre is Unitec's preferred printing and copying supplier.

The Copy Centre offers a daily pick-up and delivery service in case you are not able to drop your copying jobs to the Copy Centre yourself. Look for the Copy Centre bins in your department where you can place your job along with a completed request form. Talk to your department admin staff for more details.

The Copy Centre also acts as an agent for NZ Post and has a variety of envelopes, courier bags and stamps for sale. Post boxes are located immediately outside the Copy Centre.

Course Information

Course information is provided by the Programme Advisors and Information Officers within Student Central, as part of their role in dealing with prospective student enquiries. They can be reached on 0800 10 95 10 and 0800 UNITEC (0800 864 832), or at one of the three Student Central sites;

» Building 3, Mt Albert Campus

» Building 180, Mt Albert Campus

» Building 510, Waitakere Campus

Counselling

For students: Whether students are worried about study or personal matters, the Counselling Centre can help them work through any issues in their life that affect their wellbeing and success.

Counselling is a process of talking about concerns, with the aim of bringing about some change in the way students are experiencing their life. Sometimes counselling can help to recognise feelings that may have built up over time. A counsellor won't tell you what to do, but will help you consider all the available options.

For staff: EAP (Employment Assistance Programmes) Services provide access to confidential and professional counselling. They are an independent organisation, and you may contact

them directly to make an appointment in their closest office. Call (0800 EAP NOW) for an appointment and tell them you are a Unitec staff member. Unitec will cover the cost of a number of hours of support under EAP, and you may have the option to negotiate additional hours if this is required. Please contact your HR Advisor to discuss this service further. You can also visit <http://www.eapservices.co.nz/> for further details.

Courier Services

The Unitec mailroom provides courier services. For further details and to arrange pick up of courier items contact them directly on extn 8295.

Code of Practice (for the Pastoral Care of International Students)

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare.

The Code of Practice for the Pastoral Care of International students provides a framework for service delivery by educational providers and their agents, and sets out the minimum standards of advice and care that are expected with respect to international students.

You can obtain a full summary of this document on The Nest via the following path:

» [The Nest > Policies and Forms > Policies and Procedures](#)



D

Disability Liaison Centre

The Disability Liaison Centre provides information about courses and programmes, arranges specialised equipment and offers ongoing support. This includes note-takers, readers/writers, sign language interpreters and information on accessible car parks. They also provide portable hearing loops, and offer a textbook taping service. The Disability Liaison Centre also provides a drop-in service, including study spaces and computers.

Most Unitec buildings are wheelchair accessible by ramp or lift, and have an accessible toilet relatively close by. If students find themselves in a class that is taught in a

building where access is inadequate, every consideration will be given to making the necessary modifications.

To help students and staff get across the Mt Albert campus, a Unitec shuttle bus has been fitted with a hoist to transport anyone in a wheelchair around campus.



E

Ed. Collective

Ed. Collective is a Charitable Trust and contracted by Unitec to provide a range of services for students which are included in those funded by the Student Services fee.

Visit <http://edcollective.org.nz> for further details.

EFTS

Equivalent Fulltime Students – a critical measure used in government funding of courses. EFTS reports are produced as at the first day of each month. The reports are accessible from the H:\ Drive – H:\ Planning\Enterprise Reports\Unitec EFTS.

Email

The current email system at Unitec is Microsoft Outlook. The standard formula for email addresses at Unitec is the user's first initial and last name followed by @unitec.ac.nz (e.g. John Smith's Unitec email address is jsmith@unitec.ac.nz). If there is already someone with the same name, then the new name will have a number added to distinguish it. Note: Email systems are not entirely secure and consideration needs to be given to confidential information being transmitted. All messages should be treated as formal communications.

Emergencies

There are Green and Black Fire Action notices in each location indicating the procedure and Assembly Point in case of emergency. All staff should make themselves familiar with the evacuation procedures for their building and any other Unitec building they may spend a large amount of time in.

Employment Agreements

There are a number of employment agreements. The agreement applicable to you will depend on the position you hold and the length of your tenure (i.e. permanent or part time). You would have been provided a copy of the employment agreement relevant to you with your letter of offer. Alternatively you can access 'generic' electronic copies on H:\

Drive - H:\HumanRes\ _Employment Agreements Manual, or your specific employment agreement by contacting your HR Advisor.

Environmental Awareness

Unitec's One Planet Living Action Plan is our strategy for sustainable teaching, research, advocacy and campus operations. As a staff member at Unitec it is important that you are familiar with this plan and understand the actions you need to take as part of an environmentally responsible organisation.

A central part of Unitec's commitment to being environmentally friendly is reducing the environmental footprint of our campuses. Energy, water, carbon, traffic, paper consumption, biodiversity and waste generation are regularly audited to measure our progress against annual targets.

As a staff member at Unitec you are responsible for:

- » Selecting goods or services which are recycled, reused, have a reduced ecological footprint and/or environmental certification.
- » Using Unitec's compost and recycling bins correctly to reduce our waste to landfill www.recycle.unitec.ac.nz.
- » Reporting any activities that result in an adverse effect on the environment to your manager or eco-rep.
- » Switching off your computer, monitor, lights and other equipment when you leave your desk, class or lecture theatre and ensuring that students do the same.
- » Selecting green travel methods – walking, cycling, using the Unitec shuttle, bus, trains, carpooling, or teleconferencing both between meetings and to work.
- » Printing only where absolutely necessary, default double sided, and
- » Identifying opportunities to incorporate sustainable actions, teaching and research within your role at Unitec,

For further information contact your departmental eco-rep or go to www.oneplanet.unitec.ac.nz.

Equity and Diversity

At Unitec we see the value in diversity.

Nobody is one-dimensional – there are many sides to each of us. That's what makes us so unique. It's these differences that make Unitec such a truly unique work and study environment – vibrant, innovative, highly productive and bursting with creativity.

Harnessing the benefits of diversity requires an inclusive, flexible and equitable working and learning environment; one that encourages and values difference and embraces diverse perspectives.

We are all responsible for cultivating an environment that recognises the value in our differences and uses them to

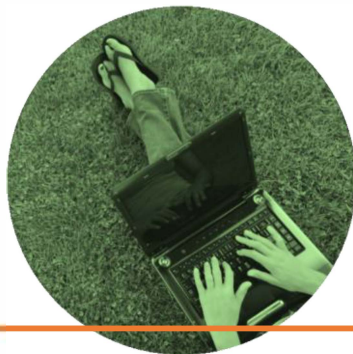
achieve the best possible educational, business and community outcomes.

It also means creating an environment free from:

- » Unfair treatment
- » Exclusionary behaviour
- » Sexual, racial or any other form of harassment
- » Bullying
- » Discrimination based on membership in a social or cultural group.

If you see or experience any of these behaviours, please contact the Equity and Diversity Manager, Sonya Collie, for confidential help and advice. She can be reached at scollie@unitec.ac.nz or on extension 8314.

F



Facilities Management

Facilities Management are responsible for the development and maintenance of Unitec's physical environment and assets. They are located in Building 9 (Mt Albert Campus, near Entry 1).

You can log a job request (such as 'a light bulb needs changing' or 'my door handle is loose' or 'there's a funny smell coming from the ceiling above my office') on FM Help. FM Help is the first point of contact staff should have with Facilities Management when requesting some maintenance work to be done. By using this system, you will ensure your request is recorded and can be tracked. Once the job request is logged, the system will automatically send you an automated email together with a job number. Please keep that number in case you need to enquire about the status of the job, at some point in the future.

Launch FM Help from the Windows Start menu. Follow prompts on this screen, completing all fields.

Alternatively, FM Help can be accessed by clicking on the FM Help link in the "Ask Us/Self Service" option in the Quick Links menu on The Nest.

Finance

Unitec's Finance group consists of the following areas:

- » Accounts
- » Decision Support
- » Procurement, Logistics and Copy Centre
- » Legal and Contracts

You can find more information on these services here:

» [The Nest > Services > Finance](#)

Fire Alarm

When a fire alarm sounds (continuous ring), you must leave the building immediately and assemble at the designated evacuation point for your building. You should familiarise yourself with the details of this evacuation point. Your Zone Warden will be wearing a hard hat or high-viz vest and you must follow his/her instructions. Do not re-enter the building until the 'All clear' has been given by the Building Warden for your building. Fire drills are held twice a year but you should obviously treat every fire alarm as a real event and follow the procedures.

First Aid

A basic first aid kit for minor accidents is usually held in the administration office in your area.

For more serious medical matters call an ambulance by dialling 1 for an outside line, before dialling 111. After ringing the ambulance it is a good idea to also ring Security on extn 7777 and let them know that an ambulance has been called and also the building and room number where the incident has occurred. Security can then meet the ambulance on Carrington Road and guide them directly to this location.

In the event of an accident, those involved must file an incident report using Staff Self Service:

» [The Nest > Quick Links > Ask Us / Self Service > H&S Self Service](#)

Most faculties and departments will have a trained first aider among their staff. Your manager or colleagues should be able to tell you who this person is. If you are interested in becoming a trained first aider, or updating your certificate, courses are advertised on The Nest throughout the year.

Food

Refer [Coffee and Food](#)

Forms

Generic forms used by Unitec are located on The Nest via the following path:

» [The Nest > Policies and Forms > Forms](#)

Forms are listed by topic in sections, and in alphabetical order.

G



Guest Lecturers

Guest lecturers are not employees of Unitec, but come to give a limited number (i.e. not more than 5) lectures. They are paid through Accounts and there is a particular form that must be completed to arrange for payment. This can be accessed on The Nest via the following path:

» [The Nest > Policies and Forms > Forms](#)

You can find the form in the "Human Resource Forms" section, or by searching the alphabetical list.

Gym

The [Unitec Sports Centre](#) (Mt Albert Campus) offers a fully equipped weight and cardio room, circuit room, indoor courts, personal training, running & walking groups, a sunbed and a yoga and Pilates studio. Very reasonable discounted membership rates are offered to staff.

A number of sport facilities are within easy walking distance of the Waitakere campus. This includes a swimming pool and several gyms.

H



Hardship Fund

The Unitec Hardship Fund is a fund established by Unitec for staff who are experiencing severe financial hardship, impacting on their ability to perform. It is administered by a Committee of Senior Executives. Staff should make initial enquiries through their HR Advisor.

Harassment (Countering Harassment Policy)

All staff and students have the right to be treated with fairness, dignity and respect. Unitec does not tolerate any action (or

inaction), communication or behaviour towards any person that constitutes harassment.

Unitec has a range of countering-harassment initiatives that provide support for staff who believe they are being harassed, including having a designated Equity and Diversity Manager who can be contacted by any Unitec staff member or student who feels they may have been harassed.

Further information about Unitec's policy on harassment and what to do if you believe you are being harassed (including who to contact) is available on The Nest via the following path:

» [The Nest > Policies and Forms > Policies and Procedures](#)

You can find the policy in the "Human Resource Policies" section, or by searching the alphabetical list.

Also refer [Equity and Diversity](#)

Health Centre

The Unitec Health Centre is situated in Building 28 (Mt Albert Campus). The Centre is open Monday to Friday, 8.00am - 4.00pm, and provides a comprehensive medical service for all students and staff on campus. Please note that although a Doctor is available Monday-Friday, their hours are part time. Nurses however are always available. Phone 0800 10 85 10 or 815 2948 to make an appointment.

Health & Safety

Unitec is committed to providing a healthy and safe environment to all employees, students, contractors and visitors.

The role of the [Health and Safety \(H&S\) Team](#) is to provide the structures, systems and support you and your own team and/or department require, ensuring the health, safety and welfare of all those on campus, including yourself.

Workplace health and safety is everybody's responsibility - individual and shared. You have a duty of care for yourself; those under your supervision and others who may be affected by your actions or inactions - and the success of keeping all staff, students, contractors and visitors free from harm relies on the commitment you show in working with us to ensure Unitec is a healthy and safe environment in which to work, study and visit.

Please make sure that you complete your Health and Safety Induction.

There are a number of Unitec policies and procedures relating to safe work practices which will assist in ensuring you keep yourself, your colleagues and our students' safe while at work. These can be found on The Nest via the following path:

» [The Nest > Policies and Forms > Policies and Procedures](#)

What should I do if a colleague or student gets injured at work?

- 1 If necessary make the area safe by turning off or immobilising anything dangerous equipment, but don't put your own safety at risk.
- 2 Tend to the person with the injury. Get help if needed. Dial 1-111 for emergency assistance if you think it is required.
- 3 Report the incident to the injured person's manager and to the H&S Team.
- 4 Be available to give your version of events to H&S Team staff.

What do I do if I have a near miss, or incident at work?

- 1 If you are hurt get treatment immediately. If it is not too serious use the first aid kit in your area. If it is more serious seek medical treatment such as your GP or physio. If it is an emergency, immediately call 1-111.
- 2 Let your supervisor or manager know and make recommendations to them of anything that needs to be fixed.
- 3 Within 24 hours file an incident report using Staff Self Service:

What should I do if notice an unsafe situation?

- 1 If able make the area safe, but don't put your own safety at risk.
- 2 Then report the situation to the Health and Safety Team.
- 3 Get assistance from others until help arrives to secure the area.
- 4 Also inform security.

What should I do if I discover a fire?

- 1 Sound the alarm by breaking the glass and pulling the switch down.
- 2 Ring the Fire Department (1-111) & Security (7777).
- 3 Emergency Assembly Points

There are Green and Black Fire Action cards within each building. This details information on where you should meet in the event of evacuation. You should familiarise yourself with the location of the Assembly Point area and the quickest route there. Unitec routinely carries out fire trials to prepare for evacuation.

Reporting an injury/incident:

In the event of an incident, those involved must file an incident report using Staff Self Service:

» [The Nest > Quick Links > Ask Us / Self Service > H&S Self Service](#)

Also refer [Security](#)

Hub (The)

The Hub is located in the middle of Building 180, Mt Albert Campus, and is the common student area. The Hub provides a variety of food options as well as a Coffee Cart, a pharmacy, a

student computer lab and Student central services. Please note – the Hub is undergoing an extensive transformation over 2016-2017.

Human Resources (HR)

The Human Resources (HR) team deal with all employment and payroll activity. They can provide policy and procedural information and advice and assist you with any employment related concern, problem or question.

All employment agreements and contracts for service must be processed through HR. They are located in Building 165 and each department will have a designated HR Consultant.

[For more HR information – click here.](#)

For payroll enquiries contact:

For surnames A – K (excluding monthly paid staff)	7720
For surnames L – Z (excluding monthly paid staff)	7719
Monthly paid staff	7718



I

ID Cards

All staff should have an ID card. To obtain your ID Card, go to the Student ID desk at Student Central, Building 180, Mt Albert Campus or Building 510, Waitakere Campus, with your designated ID number. Human Resources can provide you this number.

You will need your ID card to use photocopiers, the Library, the bookshop and some other services. To activate your card you need to take it to the Copy Centre, Building 117, Mt Albert Campus and provide the appropriate cost code.

Students must also obtain an ID Card. They will need to have paid their fees in full and have a receipt, or show an approved loan contract or letter from Studylink advising acceptance of the loan contract. Students need to be able to produce an ID card when they sit exams.

Induction for New Staff

Induction at Unitec is about introducing you as a new staff member to the organisation and vice versa. This process will be

driven by your manager who will work with you to determine the induction activities you need to participate in to become more familiar with your position and your responsibilities within it.

The types of induction activities you may be involved in include

- » Attending an Orientation Event for New Staff and participating in a blended induction programme

- » Attending specific systems training

- » Attending/working through an academic staff induction training programme

Further information about the Unitec induction process can be found on The Nest via the following path:

- » [The Nest > Your Development > Living Job Portal](#)

Also refer **Orientation Day for New Staff**

Internet

The Unitec website is www.unitec.ac.nz. Internet services are available to all staff and you may use these services for reasonable personal searching, although it is expected that this will be done outside working hours. Downloading of illegal or offensive materials is forbidden.

Intranet - The Nest/Pou Tukutuku

Unitec also has an internal intranet site called [The Nest: Pou Tukutuku](#). This is available to all staff, and carries a wide range of organisational information, including policies, forms and a staff directory.

Information Management Services - IMS

IMS is responsible for computers, printers, telephones, datashows etc. If you have a fault with this type of equipment, call IMS Helpdesk on 8484 and log a job. IMS also deal with PeopleSoft, software, email, and voicemail problems. They organise training courses and new staff are encouraged to attend the introductory sessions as soon as possible. A full description of their services together with a schedule of training sessions is detailed on The Nest via the following path:

- » [The Nest > Services > Information Management Services](#)

Inward Goods

Inward Goods is located through Gate 2, Mt Albert Campus. They are responsible for campus inward goods and distribution, as well as mail services, shuttle bus services & fleet management of Unitec vehicles. If you require any of these services please log a job on FM Help.



J

Job Vacancies

Human Resources regularly advertise jobs via The Nest. You can also access and apply for current vacancies via the corporate website by using the link <http://jobs.unitec.ac.nz/home>.



K

Keys

Keys can be ordered through Facilities Management via FM Help, as authorised by your manager. Keys must be collected and returned personally from Security (Bldg 16), Mt Albert Campus. Take your ID with you when collecting keys. When your employment with Unitec ends please ensure you return your keys back to Building 16. If keys are lost, notify Security (extn 7777) as soon as possible.

Koha

This is a donation for Maori-related cultural visits or events. It may not be used as an alternative method of payment for guest lecturers or for non-Maori-related purposes. Cash donations for marae visits must be requested through Accounts and must be authorised by a manager with delegated authority. Guidelines around the use of Koha is accessible on The Nest via the following path:

- » [The Nest > Policies and Forms > Guidelines](#)

You can find the guidelines in the "Tikanga Maori Guidelines" section, or by searching the alphabetical list.

L



Leave

Unitec has a **Leave Management Policy**. You can find this policy on The Nest via the following path:

» [The Nest](#) > [Policies and Forms](#) > [Policies and Procedures](#)

Leave is dependent on your employment agreement. Annual leave is accumulated weekly up to the total you are entitled to for the year – outlined within your employment agreement. Be aware that you may need to use up to approximately seven days over the Christmas period when Unitec closes for about two weeks. Leave should be applied for in advance by filling in a Leave Request in the Staff Self Service section of the [MyUnitec Portal](#)

There are various other types of leave, such as parental leave, long service and extended leave. You will find further information in your employment agreement or you can contact Payroll. You should take any annual leave in the year you become entitled to it and all reasonable opportunities to allow you to do this will be provided. Any leave entitlement in excess of 3 weeks that you wish to carry forward into the following year, must be authorised in writing by your line manager and forwarded to Payroll. Academic staff are also required to complete a leave planner for the year and have this signed off by their Manager. Try to give as much warning as you can. It may also be possible to take annual leave up to a year in advance in some circumstances with the approval of your line manager.

Also refer [Staff Self Service](#)

Learning Management System

A Learning Management System (LMS) handles and controls the delivery of self-paced, instructor led, e-learning courses.

Unitec's current LMS is [Moodle](#) and this can be accessed by clicking on the Moodle link within the "Academic Resources" option in the Quick Links menu on The Nest, or by entering www.moodle.unitec.ac.nz in to your internet browser.

Moodle is maintained by Te Puna Ako who also offer a number of staff workshops on how to use this particular LMS. Send an email to moodle@unitec.ac.nz or phone extn 7043 for further information.

Also refer [Moodle](#)

Libraries

Unitec has four libraries across its three main campuses: the Main Library and Building 1 Library at Mt Albert campus, the Waitakere Library in Henderson and the Northern Campus Library in Albany. The Waitakere library is integrated with the Waitakere Public Library. In addition, there is a Student Computer Centre at Mt Albert and a learning commons at the Waitakere and Northern Campuses.

A Knowledge Specialist librarian is aligned to each department as a primary contact for staff. Check with your colleagues or the [library website](#) to find out who your Knowledge Specialist librarian is. They are your first port of call for library matters – they will give you a tour of the library, show you how to use the library's resources, conduct literature searches for you and are also responsible for buying resources in that subject area. We invite book and journal recommendations to be sent to your Knowledge Specialist librarian.

All staff are invited to use any of the four libraries: you will need your staff ID card to borrow books. Books can be requested from any of the libraries, to be collected from your closest library and returned at any library.

Unitec's Library Policy is on The Nest via the following path:

» [The Nest](#) > [Policies and Forms](#) > [Policies and Procedures](#)

The library maintains its own website:

<http://library.unitec.ac.nz/>. From here you can search the library catalogue, access electronic databases, and request and renew books, plus much more.

In addition, they also have a comprehensive section within The Nest, which provides more detail around the services they provide to staff: [The Nest](#) > [Teaching and Research](#) > [Library](#)

Logo

The Unitec logo and rules on its use are available on The Nest and can be found by clicking on the Logos and Stationery link within the "[Resources and Info](#)" option in the Quick Links menu.

The logo should be placed at the top left hand side of documents and it must always retain its original proportions – do not stretch or distort it in any way.

Locking your Office

You should lock your office when it is unattended. This ensures the privacy of any confidential information and the security of equipment. Your wallet, bag or valuables should be kept in a locked drawer at all times. Windows on the ground floor should be secured before leaving the room.

M



Maia (Maori Development Centre)

To help Maori students develop a strong desire and passion to succeed at life and work - this is the goal at Maia ([Maori Development Centre](#)). Maia aims to advance and encourage the participation, retention and success of all Maori students enrolled at Unitec. While most student support services are located at various places around campus, Maia aims to provide a 'one-stop-centre' for Maori Students.

In particular, the Centre provides:

- » Academic Development
- » Counselling Service
- » Cultural Support
- » Maori Community Liaison
- » Financial/Scholarship Assistance

The strength that Maia provides for students and staff encompasses manawanui, love and compassion, as well as toa, physical strength, maia, spiritual strength, and kaha, emotional and intellectual strength.

You can find more information about the Maia Team and their work here: <http://libguides.unitec.ac.nz/maia>

Mail

There are deliveries and collections of mail twice a day in most areas of the Mt Albert campus and at Waitakere. All mail is placed in the green mail bags found in your department and are collected and processed by the mailroom. You may use franked envelopes, particularly for bulk mail-outs, but if you use unfranked envelopes you must add your departmental code to the bottom right hand corner of the envelope. Internal mail should be placed into the reusable internal envelopes available in your Faculty/ Department and be clearly addressed with the name of the intended recipient and their building and room number. Mailroom staff will also post personal mail for you but you must pay the postage, ensuring you place the correct stamp on it. Small courier bags can also be dropped here. Larger items or cartons should be delivered to Inward Goods.

The Mail Room is located at Mt Albert campus in Building 017, in the 'garage' of the vehicle compound.

Maps

Maps of the campuses can be accessed on the [Unitec website](#) or [The Nest](#) and can be found by clicking on the Campus Maps link within the "Resources and Info" option in the Quick Links menu.

Detailed building maps showing individual floor plans can also be accessed from this page.

Marae

Unitec's ground-breaking marae on its Mt Albert Campus was opened on Friday 13 March 2009. It is the first marae for 90 years built entirely in the traditional fashion. The Unitec marae is a symbol of our respect for a bi-cultural society as expressed through [Te Noho Kotahitanga](#).

Enquiries about booking the Marae should be directed to the Marae Administrator, Jessica Aranui, jaranui@unitec.ac.nz or extn 7093.

Moodle

Moodle is an open source Learning Management System (LMS) used to handle and control the delivery of self-paced, instructor led, e-learning courses. Moodle is Unitec's current LMS and can be accessed by clicking on the [Moodle link](#) within the "Academic Resources" option in the Quick Links menu on The Nest, or by entering <https://moodle.unitec.ac.nz/> in to your internet browser.

Mt Albert Campus

Our [Mt Albert campus](#) offers a wide range of programmes to over 14000 students. It's also home to the beautiful Te Noho Kotahitanga Marae, NZ's first ever IBM Delivery Centre and a vibrant student hub. The campus is 100% smoke free.

[Mt Albert Campus, Carrington Rd, Mt Albert, Auckland](#)

MyUnitec Staff Portal

The MyUnitec Staff Portal is the gateway to a range of services for staff. In particular, it is the access point for the Staff Self Service functions within PeopleSoft, through which staff can apply for leave or view payslips. It also provides staff with remote access to self service, email and any files stored on shared drives, meaning you can access any information you need offsite.

To access the Portal, type <https://myunitec.unitec.ac.nz/> in to your internet browser, and then log in using your standard username and password. You can also find a direct link to the Portal within the "Ask Us/Self Service" option in the Quick Links menu on The Nest, or through a link at the bottom of Unitec's Internet home page.

Also refer [Staff Self Service](#)

N



Nest, The - Pou Tukutuku

Unitec has an internal intranet site called [The Nest/Pou Tukutuku](#). This is available to all staff, and carries a wide range of organisational information, including policies, forms and a staff directory.

Noticeboards

Most notice boards in departments are for official information and staff in the locality are responsible for maintaining them. If you wish to sell or advertise personal items or services, you can post an advert in the Staff Noticeboard on The Nest. Placing an ad is fairly easy, just click on the Submit News or Classified Ad link within the "News & Events" option in the Quick Links menu on The Nest and follow the instructions

O



OneDrive @ Unitec NZ

Each staff member is allocated space in online storage, which is accessible only by them by default. OneDrive @ Unitec NZ can be accessed internally, on any staff PC computer connected to the network or externally via Office 365. And on Mobile Devices using the Microsoft apps for smart devices. All staff and students are allocated 1 TB of space in their OneDrive @ Unitec NZ.

» [The Nest > Services > Information Management Services](#)

Organisational Charts

Copies of Unitec organisational charts including specific department structures are accessible on The Nest via the following path:

» [The Nest > Our Unitec > Organisation Charts](#)

Orientation Event for New Staff

Unitec's Induction programme is designed to introduce you to Unitec and the organisation. As part of your Induction into Unitec you will be invited to attend an Orientation Event where you'll spend the day getting to know other new members of staff as well as learning more about your new workplace.

The event will include, amongst other things, the following:

- » A powhiri to welcome you onto the marae and into the Unitec whanau
- » An introduction to our partnership, Te Noho Kotahitanga and our Kaupapa.
- » A discussion with members of the Executive Leadership
- » Talks from a number of key Unitec service providers.

Shortly after you start, you will receive an invite to attend one of these days from Learn and Develop @ Unitec. If you don't receive this invite please get in touch via learnanddevelop@unitec.ac.nz.

Your manager will also arrange your induction into your Department/ Team and your new position. More information about the whole process can be found on The Nest via the following path:

[The Nest > Your Development > Living Job Portal](#)

Also refer [Induction for New Staff](#)

Osteopathy Clinic

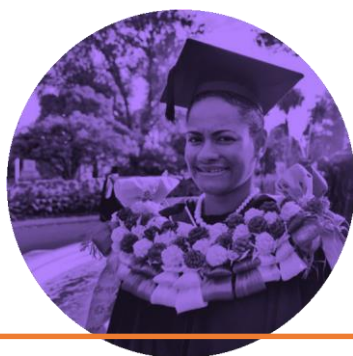
Clinic 41, Unitec's osteopathy clinic, is located in Building 41 (Mt Albert Campus), just inside Gate 3. It is open Monday to Friday, 8.00am - 5.30pm. The clinic offers effective, affordable, professional and medication free care for a wide range of conditions, including general aches & pains, back pain, sports injuries and shoulder or knee problems. Master of Osteopathy students complete the treatments and are supervised by experienced members of the teaching staff. Phone 815 6794 or 0800 267 836 or email clinic41@unitec.ac.nz for an appointment.

Outlook

This is the email program used at Unitec. Refer [Email](#) for more information.

Overtime

Overtime payments will only be made if the work has been approved in advance by your manager and if overtime is payable under the provisions of your employment agreement. If appropriate you may mutually agree with your manager to have an equivalent number of hours as time off in lieu. Overtime and time off in lieu can be claimed on the fortnightly Timesheet Summary and must be authorised by your manager. It will then be paid / displayed on your payslip in the next pay period. Timesheet summaries are generated electronically by Payroll every fortnight for Heads of Department and managers.



P

P card (Purchasing card)

A P Card is a corporate purchasing card (Visa) that may be used to buy approved items on behalf of Unitec. For details on how to request a card and conditions of use refer to the Purchasing Card Policy on The Nest via the following path:

» [The Nest > Policies and Forms > Policies and Procedures](#)

You can find the policy and other information regarding Finance in [The Nest > Services > Finance](#)

Pacific Development & Support

Unitec aims to help Pacific people get the most out of their tertiary study and succeed, whatever their goals. As well as the services and support offered via Student Services, students can also go to the [Pacific Centre for Learning, Teaching and Research](#), which provides support services for both current and potential students.

The Centre also offer the Pasifika Leadership Fono to encourage high school students to explore their options and if they are not sure if they have the right qualifications for tertiary study they can offer bridging education programmes that prepare these students for further study.

Unitec also has its own fale tele on campus. Hand-built by a tufuga or master builder, using traditional Samoan materials and methods, the fale is available to community organisations and cultural groups.

» [The Nest > Student Support > Pacific Centre](#)

Parking

Free staff parking is available on each campus and you can apply for a parking sticker from Security by logging a request on FM Help – you will need to provide your name, department, registration number and phone extension and arrange to collect the sticker from the Security Building (Bldg 16, Mt Albert Campus).

The free parking is available on a first come, first served basis. See the various [Unitec campus maps for parking areas, available on the Unitec website](#). Other parking is available via Pay and Display – if you park in a Pay and Display area, you must pay, even if you are a staff member.

Please note that if you park in a reserved space, a pay and display area without paying, a disabled space, or in a hazardous manner, your car may be wheel clamped or towed without any warning. Cars towed at Mt Albert Campus can be reclaimed from Security (Bldg 16) at a cost of \$50 and wheel clamps will be removed by Security following payment of the \$30 release charge at the Security Centre.

Cars towed at the Waitakere campus would have been done so by the local council, not Unitec, therefore you will need to contact the applicable branch of the Auckland Council in this instance.

If you see a car parked illegally at the Mt Albert Campus, call Security on ext. 7777 providing the exact location and registration number.

Pay Dates

Most staff are paid fortnightly on a Tuesday night/ Wednesday morning by direct credit to their bank account. Staff can check their payslips using the myUnitec Portal Self Service. To access the portal, use your standard network user I.D. and password. You can learn more about the Self Services functions on the Nest:

» [The Nest > Your Development > Living Job Portal > DIY HR > DIY HR - Me](#)

PeopleSoft

PeopleSoft is an enterprise resource package that comprises Student Administration and Customer Relationship Management, Financials and HR. The Student Administration module is used to manage student information, including personal data and results. If you need to use PeopleSoft as part of your position you will be given training when you first start and additional training sessions as you increase your expertise. You will need to complete an application form signed by your manager to obtain a log-in name and password for PeopleSoft. This form is accessible on The Nest via the following path:

» [The Nest > Policies and Forms > Forms](#)

You can find the form in the "Information Technology Forms" section, or by searching the alphabetical list.

Note: Your access to PeopleSoft will only be granted after you have done some basic training. Training can be arranged by contacting the IMS Helpdesk by email (askims@unitec.ac.nz) or phoning extn 8484.

Confidentiality: Information on PeopleSoft is confidential and must only be used for appropriate business purposes. For information relating to the HR Self Service functions that are available to all staff within PeopleSoft, refer to **Staff Self Service**

Performance & Development Management

Performance and development management at Unitec is a year long collaborative process between a manager and their staff. The process includes setting personal goals & objectives for the year, ongoing coaching and feedback sessions regarding the staff member's performance (achievements and areas for improvement) and an annual performance review meeting. Unitec encourages all its staff to take ownership of, and responsibility for their own performance development.

The Performance & Development Management Policy and Procedures is accessible on The Nest via the following path:

» [The Nest > Policies and Forms > Policies and Procedures](#)

You can find the policy in the "Human Resource Policies" section, or by searching the alphabetical list.

Pharmacy

Whether you're after health advice, medicines, deodorants, a refreshing drink, baked beans, lip gloss or even a snack, Unitec Mart Pharmacy is where you want to go. The Unitec Mart Pharmacy is dedicated to meeting all your pharmacy and convenience store needs. They are conveniently located in The Hub (Mt Albert Campus)..

Phones

Every staff member will generally be allocated their own extension number, although in a small number of cases staff may need to share an extension number. To access individual staff phone numbers click on the Staff Directory option in the Quick Links menu on The Nest.

When making external calls, you must dial 1 for an outside line. Do NOT use the operator for calling internal numbers unless you are unable to find an extension number in the directory. If you have any problems or faults in the phone system, call or email IMS Support on (imssupport@unitec.ac.nz) or extn. 8484.

Photocopying

Photocopiers are available in most departments and usually run on a card system. You will need your ID card to operate the copier, and your card will need to have been activated by the Copy Centre so that the correct budget code is debited for the copies made. Copyright provisions apply to all photocopying. Refer to the **Copyright Procedures** accessible on The Nest via the following path:

» [The Nest > Policies and Forms > Policies and Procedures](#)

Also refer **Copyright and Copy Centre**

Physiotherapy Centre

A Physiotherapist (Carrington Road Physio) is located on Carrington Road, Mt Albert, just across from Entry 3. To make an appointment phone 846 6481.

Postal Address

The postal address for all campuses is Unitec New Zealand, Private Bag 92025, Victoria Street West, Auckland.

For deliveries to either campus ensure you specify the gate number, the building number, room number and campus. Some deliveries will go direct to Inwards Goods (Building 017, Mt Albert Campus) and will then be delivered to you by Inward Goods staff.

Post Shop

The Copy Centre, located in Building 117 (Mt Albert Campus) acts as an agent for NZ Post and has a variety of envelopes, courier bags and stamps for sale. Post boxes are available immediately outside the Copy Centre.

Policies

Your relationship with Unitec is governed in part by our policies. You should review these policies and ensure you understand their relevance to and effect on your work here at Unitec.

All policies are accessible on The Nest via the following path:

» [The Nest > Policies and Forms > Policies and Procedures](#)

Policies can be found in the appropriate sections, or by searching the alphabetical list.

Pou Tukutuku - The Nest

All staff have access to [Pou Tukutuku \(The Nest\)](#), Unitec's intranet. As well as providing a shared source of information, Pou Tukutuku includes:

- » A search function to help you find information, such as policies and forms
- » Up-to-date news from directorates, departments and faculties
- » A calendar of academic, corporate and staff events
- » Easy access to Moodle and the staff directory

Prayer Centre

There are a number of places around the Mt Albert Campus offering a quiet place to reflect, pray or meditate.

Chapel

Where Building 162, Mt Albert campus

When Available weekdays from 8am – 5pm

Contact Co-ordinating Chaplain

Phone 815 4321 extn 7899

Email: chaplains@unitec.ac.nz

Sanctuary

The Hortecology sanctuary at Mt Albert Campus offers you pleasant gardens to walk and sit in while you pray or meditate.

Muslim Salaat Hall

Where Building 160 (behind Building 170), Mt Albert campus

When Open Monday to Friday between 8am – 5pm

Multi-faith Prayer Room (Waitakere)

Where Building 500, Room 5004, Waitakere campus

When Open Monday to Friday between 8am – 4:30pm (reserved for Muslim prayers 12:30pm – 4:30pm)

Printers

Supplies for printers (i.e. toner and paper) will usually be ordered by a designated staff member in your department and is usually the same person who orders all the stationery supplies. Ask your colleagues to find out who this person is. If you experience a fault with a printer and cannot resolve it yourself, call IMS Support on ext. 8484 or email imssupport@unitec.ac.nz

Privacy Act

Under the Privacy Act 1993 you are not allowed to give out personal information about students or staff to anyone outside Unitec and you can't even confirm that a student is enrolled here. Refer to Unitec's Privacy of Information Policy accessible on The Nest via the following path:

» [The Nest > Policies and Forms > Policies and Procedures](#)

You should not look up information on PeopleSoft for any reason other than for appropriate business purposes.

For further advice contact Unitec's Privacy Officer, Richard Browning (Legal and Contracts Advisor) - rbrowning@unitec.ac.nz.

Purchasing

Any purchase of goods/services using Unitec funds must be requested through and approved by a person with the appropriate financial delegated authority BEFORE AN ORDER

IS PLACED. This request and approval process is managed through our PeopleSoft electronic Purchasing System. Certain staff within your department will have access to this system and can make this request on your behalf. These staff are known as 'Buyers.' Only certain positions within Unitec have an approved financial delegated authority and thus are able to approve these purchases. For details on these positions refer to Unitec's Delegation Policy on The Nest » [The Nest > Policies and Forms > Policies and Procedures](#)

Further details on purchasing are provided within Unitec's Procurement Policy, also on The Nest.

If you require Buying or Approver training in PeopleSoft, contact the IMS Trainers at imstrainer@unitec.ac.nz to discuss your needs.



R

Records Management

As a tertiary institution Unitec is covered by the requirements of the Public Records Act 2005. The Records Management Policy outlines your responsibilities for managing the records and information you create while at Unitec. A number of procedures and manuals have been created to assist you further understand and carry out your records management responsibilities.

Visit the Records Management and Disposal Intranet pages for further information:

» [The Nest > Services > Information & Policy Services > Records Management & Disposal](#)

Refund of Expenses

Personal expenses incurred for approved business purposes may be claimed on a Refund of Expenses form and authorised by your manager. These expenses will be refunded in the following pay period by the Accounts department. The form is accessible in the "Finance Forms" section on The Nest:

» [The Nest > Policies and Forms > Forms](#)

Remote Access

All staff are given a network login to access the Unitec network. This access should be organised for you on your first day, if not sooner.

Using this login you are also able to access your emails and shared drive files away from campus by logging in to the [MyUnitec Portal](https://myunitec.unitec.ac.nz/) using the web address <https://myunitec.unitec.ac.nz/>.

For further information refer [MyUnitec Staff Portal](#)

Residential Village (for students)

Unitec has partnered with Campus Living Villages (CLV) to provide a service to Unitec students needing help to find suitable accommodation. You can learn more about these accommodation options and services on the [Unitec website](#).

Room Bookings

Rooms required for teaching, meetings and other events should be booked through Timetabling (located within Te Puna Ako) by filling in the online Room Booking Request form. This can be found on The Nest by clicking on the Timetabling link within the "Academic Resources" option in the Quick Links menu.

Syllabus Plus also allows you to check the availability of bookable rooms first, so as to avoid possible clashes or disappointment.

Room Numbers

Building and room numbers are written with the building first, then the room number. The first digit of the room number indicates the floor of the building on which you will find the room. "1" is the Ground Floor. For example, you will find room 112-3003 in Building 112, on the third floor. Basement rooms start with 'B'.

S



Security

The Security Centre (Building 16, Mt Albert Campus) provides a 24-hour security service. Routine service requests should be logged via FM Help. Advice can be obtained directly from the Security Centre - contact details below.

Traffic flow and parking, security incident coordination as well as key control are also dealt with by Security. Security will open buildings and rooms on request. They should be advised well in advance if you have booked rooms which will need to be open outside normal working hours.

Located in building 16, the key roles of Security are

- » Provide 24/7 Security Response

- » Parking and Vehicle monitoring

- » Issue Keys and Parking Permits

Key Contacts

Emergency Services	1-111
Unitec Security	7777
Unitec Security Cell	021 610 877 (after hours only)
Unitec Health Centre	0800 10 85 10 or 815 2948 (Daytime only)

The following procedure needs to be implemented if you require after hours access to any buildings on campus:

- » On weekdays log a job request with Security on FM Help.
- » On weekends contact Security on Ext 7777 but inform them before 3.30pm on Friday, via FM Help
- » Let the security patrol know via 7777, when you are leaving the building

Shuttle Service

There is a free shuttle service that provides regular transport round the Mt Albert Campus and is available to both staff and students. There is also a service between Mt Albert and Waitakere campuses.

The inter-campus timetable can be found on the Nest:

- » [The Nest](#) > [Services](#) > [Facilities Management](#) > [Shuttle Bus Timetables](#)

Smoke Free

Unitec Institute of Technology is proud to be smoke free. Smoke Free supports the wellbeing of all our people connected to or visiting any of Unitec's three campuses.

"We are committed to providing a healthy working and learning environment for our students, our staff, and communities," says Chief Executive Rick Ede.

Smoking is a major cause of sickness and death, and we hope our decision to go smokefree might motivate our Unitec community to consider a healthier lifestyle.

We know that managing or quitting smoking can be a real challenge, so we continue to make a range of support options available to those who may choose it.

These support options will include:

- » 'Quit smoking' workshops for staff and students who wish to quit smoking
- » Smoking cessation staff
- » Access to subsidised Nicotine Replacement Therapy (NRT) for those who want help to manage their addiction
- » Promotion of the free Quitline service, available 24-hours a day

Unitec's Smoke Free policy can be accessed on The Nest:

- » [The Nest](#) > [Policies and Forms](#) > [Policies and Procedures](#)

Sports Centre

The [Unitec Sports Centre](#) (Mt Albert Campus) offers a fully equipped weight and cardio room, circuit room, indoor courts, personal training, running & walking groups, a sunbed and a yoga and Pilates studio. Very reasonable discounted membership rates are offered to staff.

A number of sport facilities are within easy walking distance from the Waitakere campus. This includes a swimming pool and several gyms.

Staff Development

There are a variety of staff development providers on campus who offer a wide range of development opportunities. The following list provides a brief overview on each department and contact person.

Learn and Develop @ Unitec:

Provide staff development opportunities which aim to enhance organisational development including new staff induction, performance & development management training, policy & process training, mentoring programmes & skills development.

Contact: Learn and Develop: learnanddevelop@unitec.ac.nz or ext 7713

Te Puna Ako (Teaching and Learning Support):

Provide staff development opportunities in the areas of teaching and learning, including how learning technologies can be used by lecturers to enhance the learning experience.

Students too benefit from the services offered through Te Puna Ako, utilising a team of academic staff available through this unit who can provide them with learning support and study skills. If you have a student in need of this assistance – tell them about Te Puna Ako!

Contact: Kelly Handley: khandley@unitec.ac.nz or ext 7361

IMS - Information Management Services:

Provides regular training to staff in Outlook (new user & advanced), , Microsoft Office and PeopleSoft Student Administration.

Contact: imstrainer@unitec.ac.nz or ext 8484

Library:

Provide a variety of staff sessions on the use of information resources (electronic & print).

Contact: infolit@unitec.ac.nz or ext 8094

All of the courses offered by these different areas can be viewed in the Staff Training and Development page on The Nest, via the following path:

» [The Nest > Your Development > Living Job Portal > Professional Development](#)

Staff Directory

To access a directory of staff names, extension numbers, building locations, email addresses and position titles, click on the Staff Directory option in the Quick Links menu.

Staff Self Service

Staff are able to carry out certain HR functions themselves directly within PeopleSoft.

In particular, staff can:

- » Apply for leave and view leave balances online
- » View and print payslips online
- » Change contact details (address, emergency contacts, etc) online

Staff Self Service is accessible through the [myUnitec Portal](#). To access the portal, use your standard network user ID and password. (NB: Never share these details, as it will give others access to your personal information.)

The portal can be accessed by clicking on the [myUnitec Portal](#) link within the “Ask Us/Self Service” option in the Quick Links menu on The Nest, or by entering the following link into your browser: <https://myunitec.unitec.ac.nz>

For new staff, online demonstrations of how to carry out these functions are available within the Human Resources section on The Nest, and can be accessed via the following path:

» [The Nest > Your Development > Living Job Portal > DIY HR > Me > Staff Self Service Training Material](#)

Also refer [MyUnitec Staff Portal](#)

Staff Tuition Fees

Permanent staff are entitled to a 25% discount if they enrol in Unitec courses (other than short courses). Your spouse, partner and children and other close associates of Unitec may also be entitled to this discount. Applications must be made at the time of enrolment prior to the start of semester. If your study is work-related, you may apply to your manager for an additional reimbursement within the agreed limit. If you are studying at another institution you will need to pay for the fees yourself and then submit a Staff Claim for Refund of Expenses Form together with your receipt to obtain a reimbursement.

Further details are outlined in the Unitec Tuition Fees Policy:

» [The Nest > Policies and Forms > Policies and Procedures](#)

Stationery

Stationery orders should be placed at regular intervals by your department through one of Unitec's preferred stationery suppliers. In most cases this will be the Copy Centre, Unitec bookshop or OfficeMax.

OfficeMax stationery orders can be made online by specific staff in your department, by clicking on the Corporate Express link within the "Resources and Info" option in the Quick Links menu on The Nest. You should try to anticipate your needs and place orders in advance to ensure you have the supplies you need. Check with the person(s) in your department responsible for placing these online orders for further details on items able to be ordered.

Strategic Plan

You can access details and documents outlining Unitec's strategic direction and major business objectives on The Nest via the following path:

» [The Nest](#) > [Our Unitec](#) > [Unitec Strategy](#)

A key strategic document for Unitec is the [Investment Plan](#). All tertiary institutions are required to submit an Investment Plan to the Tertiary Education Commission (TEC) on an approximately 3 yearly basis.

This document outlines how Unitec will respond to the educational priorities set down by the New Zealand Government within their '[Tertiary Education Strategy](#)'. To read this strategy, visit the Tertiary Education Commission website (<http://www.tec.govt.nz>).

Student Central

Student Central (Te Pae Kōrero) is the "one-stop shop" for all the information, application, enrolment and support services our students need to study at Unitec. There are two full centres on our Mt Albert Campus (one in building 180 in The Hub and one in Building 3) and one on our Waitakere Campus (in building 510).

Students can use any of these Student Central centres. Information, application, enrolment and support services available:

- » All programme information
- » Advice about applying or enrolling at Unitec, including course credits, prior learning, re-enrolling, variations on enrolment
- » Advice about student loans and allowances
- » Paying fees
- » Requesting transcripts
- » Requesting grades

- » Make appointments with members of the academic staff
- » Referrals to pastoral and wellbeing services (e.g. student health or counselling)
- » Making complaints or lodging an appeal.

Student Wellbeing

There are a wide range of services available to help support students through their study at Unitec. These include:

Counselling	Building 28, contact ext 7248
Career Counselling	Building 28, contact ext 7248
Disabilities Co-ordinator	Building 28, contact ext 7871
Health Centre	Building 28, contact 815 2948 (DDI)
Pacific Development & Support	Building 111, contact 0800 10 95 10
Career Centre	Building 28, contact 815 2948 (DDI)
Maia (Maori Development Centre)	Building 171, contact ext 8695
Te Puna Ako,	Building 48, contact ext 8611



Templates

Templates for Word and Powerpoint documents are available by clicking on the Logos and Stationery link within the "Resources and Info" option in the Quick Links menu on The Nest.

These may be updated from time to time so check that you always have the latest version. These templates should be used for all official correspondence.

Te Noho Kotahitanga

[Te Noho Kotahitanga](#) is a partnership document created in 2001 to express Unitec's commitment to the Treaty of Waitangi. The document puts five principles into practice to underpin Unitec's goals. These are:

- » **Rangatiratanga** - Authority and Responsibility

- » **Wakaritenga** - Legitimacy
- » **Kaitiakitanga** - Guardianship
- » **Mahi Kotahitanga** - Co-operation
- » **Ngakau Mahaki** - Respect.

This document enshrines the principles of the Treaty and ensures Treaty issues are considered in all of the institution's activities.

Te Roopu Mataara

Te Roopu Mataara has been established to encourage and support the tino rangatiratanga for all Māori staff. The committee's specific objectives are to:

- » To promote and celebrate Māori initiatives.
- » To promote and support Māori staff to increase their skills and knowledge
- » To hold Hui a tau training and development for members
- » Provide cultural support, for example; powhiri, wananga, decolonisation workshops, kawae tangata, tangihanga.
- » Set annual goals
- » Retain Māori representation on Unitec committees

For further information contact Maia Maori Centre, extn. 8683

Te Puna Ako

Te Puna Ako (literally translated as the Wellspring of Learning and Teaching) is a unit in the institution dedicated to the advance of learning and teaching for staff and students. It has multiple functions. Embedded in the work of Te Puna Ako is:

- » General professional and teacher development for academic staff members
- » Support for curriculum development
- » Specialist e-learning advice and support
- » Student learning centre
- » Curriculum alignment (creating pathways between secondary schools and Unitec programmes)
- » Literacy and numeracy specialist support
- » The institute timetabling office

Te Puna Ako is a great resource for teaching support and offers workshops, coaching and guidance for new teachers.

» [The Nest](#) > [Teaching & Research](#) > [Te Puna Ako](#)

Theatre

Every year students and staff from Unitec's School of Performing and Screen Arts are involved in a number of performances, screenings and productions ranging from dance, live theatre, film and television. Why not show your

support by attending one of these performances or screenings. Many are held right on campus! Further details on what's coming up, including dates, times and cost is available from the Unitec corporate website (www.unitec.ac.nz) or on The Nest.

U



Unions (Staff)

There are two main staff unions on campus. The Tertiary Education Union (TEU) is predominately made up of academic staff, while The Tertiary Institutes Allied Staff Association (TIASA) covers most allied staff. Some allied staff are covered by other unions depending on their type of work. For example our Security Staff are covered by the Service and Food Workers Union or Unite. You would have been informed of what union covers your work here at Unitec within the letter you received from Human Resources when you were offered your position.

Unitec

Unitec's legal name is Unitec Institute of Technology. Unitec is written in lower case, with an initial capital "U" at all times.

Where appropriate, the first time it is mentioned in a document, use Unitec Institute of Technology, thereafter Unitec.

Unitec Mart

Whether you're after health advice, medicines, deodorants, a refreshing drink, baked beans, lip gloss or even a snack, Unitec Mart (Pharmacy) is where you want to go. The Unitec Mart is dedicated to meeting all your pharmacy and convenience store needs. They are conveniently located in The Hub (Mt Albert Campus).

V



Vehicle Hire

Unitec staff are able to hire for their personal use some of the Unitec corporate vehicles e.g. vans. For further details on price and availability contact Inward Goods via FM Help or drop by. Inward Goods are located right next to Gate 2, Mt Albert Campus.

Vehicle Use, Safety and Parking Statute

Staff should familiarise themselves with the Vehicle Use, Safety and Parking Statute. This document governs the use of vehicles and parking on Unitec premises. The full document can be found on The Nest via the following path:

» [The Nest > Policies and Forms > Policies and Procedures](#)

Vet Clinic

There are two vet clinics located at the Mt Albert Campus. One of these is a speciality veterinary hospital accessible right off Carrington Road between Gate 2 and 3. [Unitec Vet Care](#) (a fully functional vet clinic) is located within the Mt Albert Campus, a short distance through Gate 3. Staff discounts are available on products and pet treatment and consultations.

Voicemail

An answer phone system is available on all telephones. Instructions on how to set-up and use your voicemail, divert your calls when away from the office and alter your voicemail can be found in the "[Voicemail - User Guide](#)" document on the AskIMS Homepage.

» [The Nest > Service > Information Management Services > Documentation](#)

If you are away on leave you should change your voicemail message to advise callers of this, providing them with an alternative contact name where possible.

W



Waitakere Campus

Located at the heart of Henderson, our [Waitakere campus](#) provides a modern and flexible learning environment to over 2900 students. The programmes range from community development and nursing to music and computing. The campus is 100% smoke free.

[Waitakere Campus, Ratanui St, Henderson, Auckland](#)

Wireless Network

Wireless coverage is available in a number of areas across campus. Unitec staff and students can connect personally owned laptops to the wireless network and take advantage of Internet connectivity, email and a range of applications on the Unitec network. For further information and to determine whether there is wireless coverage at the location(s) you would like to use wireless, visit the [IMS Wireless page](#) for further details.

» [The Nest > Services > Information Management Services > Wireless](#)

Y



Yammer

Yammer Enterprise is our social network for work and it's a quick and easy way to share information. It's like Facebook, but is only open to Unitec employees.

It enables greater collaboration with anyone at Unitec by working in groups, sharing files, co-editing content and more.

You can learn more about Yammer here:

» [The Nest > Services > Information Management Services](#)

You can access Yammer directly from the Nest or at:

<https://www.yammer.com/unitec.ac.nz>

phone 0800 10 95 10
fax +64 9 815 2905
web www.unitec.ac.nz
address Private Bag 92025
Victoria St West
Auckland 1142
New Zealand

Mt Albert campus
139 Carrington Rd
Mt Albert
Auckland 1025

Northern campus
10 Rothwell Ave
Albany
Auckland 0632

Waitakere campus
5-7 Ratanui St
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