

Policy Statement

We aim to provide a flexible, harmonious working environment where the rights of the employees are met. All staff will be employed under the appropriate awards and conditions, taking into consideration The Equal Employment Act, Income Tax Assessment Act, Superannuation Act, Industrial Dismissal Act, and Health, Safety & Welfare Act. We aim to ensure that all new employees understand they have a responsibility to read, understand and follow all relevant policies and procedures to ensure our organisation complies with all relevant Laws, Regulations and Acts.

Considerations

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place
- ✓ Children's services award 2012
- ✓ Australian Taxation Department
- ✓ Australian Superannuation Act.
- ✓ Work cover Act
- ✓ Fair work Act (2009)
- ✓ Fair Work Ombudsman- National Employment Standards
- ✓ Children's Services Modern Award (2010)
- ✓ Letter of Employment and Statement of duties letters
- ✓ Activity Centres Incorporated policies and procedures

Procedures

- All relevant conditions set down by the award will apply to all employees.
- On employment all staff will receive a letter of employment and statement of duties that outlines award rates, terms and conditions of employment and responsibilities of staff members and the organisation. A copy of this document is to be signed and returned to the organisation, which will be kept in staff personal files. As roles and responsibilities change staff will be provided with updated letters of employment and statement of duties.
- On employment staff will receive the OSHC Code of Professional Standards, and will be required to sign and return a copy.
- Leave will apply as per current award and outlined in individual letters of employment and statement of duties.
- Annual Leave: - will be scheduled to ensure required staffing levels are maintained. Staff should consult with Manager at least 8 weeks prior to the requested leave date to ensure dates requested do not conflict with already approved leave. Leave application forms are available at all services and in the staff section of the website. All considerations will be given in the assessment of leave applications, however they cannot be guaranteed and may be refused. If leave cannot be approved for the requested dates the manager will work with individual staff to organise a leave time that is mutually agreeable.
- Annual leave can only be taken as negotiated with the Manager, and will only go to the management committee if the manager and staff member are unable to agree on a suitable arrangement.
- Christmas shut down – over the Christmas/New Year period the organisation shuts down, for anywhere up to 2 weeks. Staff will be required to take annual leave at this time. The organisation will provide staff with at least 3 months' notice of the shutdown period dates for the current year. Staff must have accrued holiday time to cover this or it will be leave without pay.
- Staff who are eligible for long service leave, as per the Fair Work Act, are to consult with the manager at least 8 weeks prior to requested leave date, however the more notice staff can provide the organisation the better. Due to ensuring adequate staffing levels are maintained, requested leave dates cannot be guaranteed and may be refused. Staff may be required to negotiate with the Manager a time for long service leave that is mutually agreeable. If the manager and staff member are unable to agree on a mutually agreeable time for staff to take long service leave the application will go before the committee.

Conditions of Employment Policy

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- Activity Centres Inc. encourages all staff to approach the manager prior to making any holiday bookings to ensure that you secure a mutually agreeable time for leave and avoid being refused.
 - Sick leave – staff who are unwell are to contact the manager as soon as possible, to ensure manager has appropriate time to cover shifts. Staff taking sick leave must produce a doctor's/medical certificate, if requested by management, or if taking an extended period of sick leave.
 - Only the management committee can determine applications for leave without pay, the outcome will be based on each individual request.
 - Staff should consult their individual letters of employment and statement of duties to be familiar with hours of employment, shifts, duties, pay rates, required knowledge, skills, qualifications, terms and conditions of individual employment, remuneration and leave and termination notice requirements.
 - It is the Manager and Bookkeeper's responsibility to remain up to date with any changes to the award and legislation.
 - All Staff need to ensure their personal details and emergency contact details remain up to date and inform the Manager of any changes.
 - Staff appraisals will be conducted on an annual basis or as deemed necessary by the manager, assistant manager or management committee. An initial appraisal will take place after three months and orientation process has been completed. See Staff Appraisal and review policy and orientation policy for more details.
 - Professional behaviour and a high level of confidentiality must be maintained at all times.
 - All staff are required to attend all staff meetings.
 - All grievance or issues are to be dealt with as per our current policies and procedures.
 - Wages will be paid fortnightly and deposited directly into each staff member's nominated bank account. Pay slips will be either emailed to nominated email address or printed for collection.
 - Staff are responsible for completing time sheets correctly and by the end of the pay period. The organisation takes no responsibility for incorrectly completed time sheets.
 - All staff must adhere to their signed statement of duties.
 - All Staff must follow all policies and procedures set out by Activity Centres Incorporated
 - Failure to follow conditions of employment, signed statement of duties, ACI policies and procedures, will result in staff disciplinary action being taken – in line with ACI 'Disciplinary Action Policy'.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 15th May 2019

Conditions of Enrolment Policy is to be reviewed by the 30th September 2019

(Policy amended as there were typo errors)