



CONDITIONS OF EMPLOYMENT

Associated Policies: Staff Appraisal Policy
Staff Grievances Policy
Staff Grievance and Disciplinary Policy
Determining the Responsible person present policy

Original: 04/03/06
Reviewed: March 2014
Revised:
Next Review Due:
March 2017

Legislation: Education and Care Services National
Regulations:

Part 4.6—Collaborative Partnerships with Families and Communities

Professional Childcare Standard 2012 (Multiple Business Agreement)

Location/Ownership: POLICY MANUAL - STAFFING

POLICY STATEMENT:

Beechworth Community Child Care Centre ensures that staff conditions are in concurrence with Equal Opportunity Act 1995, Federal and State Industrial Dismissal Laws, Income Tax Assessment Act 1936 (Cth), Superannuation Guarantee Charge Act 1992 (Cth), Occupational Safety & Health Act 2004 and applicable Award/ Industrial Agreement conditions. In addition to these conditions the centre will where possible provide a flexible and harmonious work environment for staff within the operational requirements of the service.

CONSIDERATIONS:

Philosophy - Ensure rights of staff are recognised & observed.
Children's needs - Happy, caring, consistent staff.
Parents' needs - To know the staff are treated fairly.
Staff needs - Secure employment, fair and safe working conditions, clear policies re: appraisal, grievance procedures, discipline, dismissal and family responsibilities
Management needs - To encourage good staff to stay in their employment. To encourage staff I their employment to build on their skills, education and knowledge.

PROCEDURE:

All relevant conditions found in the Professional Childcare Standard 2012 (Multiple Business Agreement) will apply to all employees employed in accordance with the relevant award/industrial agreement.

- An initial staff appraisal will take place within 3 months of employment to ensure new staff are clear about their responsibilities and the services expectations of them, and thereafter at least every 12 months. (See Staff Appraisal Procedure).
- Grievance procedures which include discipline and dismissal procedures are detailed under Staff Grievance Procedures Policy.
- **Annual leave will be rostered to ensure required staffing levels are maintained.** Staff members will consult with the Co-ordinator to determine mutually acceptable dates and apply for leave on a Leave Application Form. Leave may be accumulated for a maximum of 12

months before being taken. Every effort will be made to support staff that need to fulfil family responsibilities.

- Applications for leave without pay will be determined by the Co-ordinator and Committee of Management after consideration of:
 - the applicants personal needs/family responsibilities
 - the needs of the centre in relation to availability of relief staff and the effect of the staff members absence on the provision of quality child care.
 - the length of leave requested.
 - the applicants length of service at the Centre
 - the applicants previous requests for leave without pay.
- Shift rosters will be compiled by the Co-ordinator or delegated staff member after consultation with the staff concerned and taking into account:
 - individual needs and circumstances of the staff and their family responsibilities.
 - maintenance of the required staff: child ratios
- Staff break times will be on a timetabled basis to suit the daily needs of programs, provided the proper staff: child ratios are always maintained.
- Staff will have access to the designated staffroom (or separate area away from the children) for respite, lunchbreaks and other non-contact time agreed between the employer and the employee.
- If any staff wish to work in a job share arrangement the following provisions will apply:
 - Maximum one position in the Centre to be shared.
 - The share should be 3:2 days per week or fortnight.
 - Jobs must be advertised.
 - Both parties will attend staff meetings, program planning and other duties as required.
 - Salaries will be determined according to permanent salaried rates (no casual loading).
 - During annual leave taken by one party, the remaining partner may take over full time.
 - Workers forming job share partnerships should be compatible in skills and attitudes.
 - Each individual worker must have a separate contract of employment, specifying the nature of the job share arrangements and including severability in the share arrangements due to unresolvable conflict with the partner, or inability to find a suitable replacement following resignation of one partner.
- **All staff are required to maintain a high level of Confidentiality.** (See Confidentiality Policy).
- Staff may accept or make local brief personal telephone calls during their regular break or at times agreed as convenient by the Co-ordinator. Outgoing long distance calls will be logged and paid for, after consultation with the Co-ordinator.
- Staff should wear suitable clothing that allows them to perform their duties safely and is appropriate to the childcare setting.
- Staff must wear a hat and sunscreen whilst outside away from the undercover area following the SunSmart Policy and the Wangaratta Ultraviolet (UV) Index Forecast.

- Smoking is not permitted on the child care premises or close to the building.
- **The centre will not employ a member of the management committee as this will be in breach of the Rules (Constitution) of the Association.** In the circumstance that a committee member was offered employment at the centre they would be required to stand down from the committee before taking up the offered position.
- Wages will be paid fortnightly by direct banking.
- In the case of a summons to appear in court or for Jury Duty the employee is required to notify the Co-ordinator as soon as possible providing as much information as possible in relation to dates and the duration they will be absent from work, to assist in the organisation of relief staff.

Payment of wages for this absence will depend on whether:

- the court appearance is related to the employees work at the centre.
- the duration of the absence is short or lengthy.
- the employee is eligible for recompense by the courts for their required attendance.
- the court attendance is entirely a private matter unrelated to the employee's work or community duty.

Employees will be paid in line with Professional Childcare Standard 2012 (Multiple Business Agreement)

- All staff are required to attend staff meetings that will be held monthly directly after the Centre is closed for the day.
- Staff are requested to inform the Co-ordinator as early in the day as possible if they are unable to report to work, so that relief staff can be arranged. If the Co-ordinator is absent then the senior staff person must be informed.
- All staff members are required to complete and sign a timesheet for each pay period. Timesheets are collected by the Co-ordinator on the Wednesday morning at the conclusion of the pay period. Casual staff are required to complete their time sheets daily.
- The drinking of alcohol on the premises is not permitted during work hours. A person reporting for duty under the influence of intoxicating liquor or drugs will be suspended for the day without pay and receive a formal written warning for unacceptable work performance.
- Employees are required to obtain a current Senior First Aid Certificate and Anaphylaxis certificate.
 - Staff must provide a current Working with Children Check
 - The Operator will interpret and assess the findings of the checks in relation to centre staff, taking into account the equitable principles of natural justice and equal opportunity.
 - Criminal record checks need to be sighted and the date and reference number of the check recorded. The document will then be returned to the relevant staff member.
- If a criminal record check is returned showing evidence of a conviction the Co-ordinator will discuss the details with the applicant to verify the information and discuss the

circumstances surrounding the offence or conviction. When assessing the suitability of an employee or applicant who has a criminal record check returned showing a conviction, the following aspects will be considered:

- nature and seriousness of the offence
 - relationship of the offence to the occupation or responsibilities of the person within the child care service
 - number and pattern of offences
 - age of offender (adult or juvenile) when the offence was committed.
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- A person employed to prepare meals must complete an approved course of training in food handling and hygiene within 1 month of commencing employment, and an approved course in nutrition within 3 months of commencing employment. The 'Start Right, Eat Right' course, or the 'Food Safe' Food Handlers training program, cover these requirements.
 - The Co-Ordinator on behalf of the Committee of Management will negotiate the introduction of any major change in the workplace with the employees to be affected and will make every effort to mitigate any adverse effects of such changes and to give prompt consideration to the matters raised by the employees throughout the process of negotiation.
 - Staff conditions will be reviewed annually. The review process will include input from management and staff, and will determine a process for the implementation of any agreed changes.

REFERENCES:

Professional Childcare Standard 2012 (Multiple Business Agreement)