

C-2 Conditions of Employment

Epping Heights OSHC.

NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators
QA. 4.2	Professionalism.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 7.1.1	Service philosophy and purpose.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.3	Development of professionals.

National Regulations

Reg. 120	Educators who are under 18 to be supervised
Reg. 168	Education and care service must have policies and procedures

POLICY STATEMENT

We aim to provide a flexible, harmonious working environment that ensures the rights of employees are met at all times. All staff will be employed under the appropriate awards and conditions, taking into consideration Equal Employment Opportunity Act, Income Tax Assessment Act, Superannuation Act, Fair Work Act and Workplace Health and Safety Act.

RELATED POLICIES

- Epping Heights OSHC Policy A-21: Determining the Responsible Person
- Epping Heights OSHC Policy C-1: Educator Recruitment and Selection
- Epping Heights OSHC Policy C-3: Educator Orientation and Induction
- Epping Heights OSHC Policy C-4: Educator Professionalism
- Epping Heights OSHC Policy C-5: Professional Development
- Epping Heights OSHC Policy C-6: Educator Review and Appraisal
- Epping Heights OSHC Policy C-7: Grievance Procedures
- Epping Heights OSHC Policy C-8: Disciplinary Action
- Epping Heights OSHC Policy C-9: Relief Educator
- Epping Heights OSHC Policy C-10: Volunteers/Students/Visitors

PROCEDURE

All relevant conditions set down by the award will apply to all employees, both casual and permanent.

This includes annual leave, public holidays, broken shift allowance, community service leave, personal/carers leave, compassionate leave etc.

The Management Committee will ensure they are aware of the appropriate conditions and keep up to date in relation to any changes in the Award.

The Committee contracts Becklyn through its provision of 'compliance services' as a means to ensure changes to any Act, Regulation or Award are brought to the attention of the Committee.

Educators are encouraged to remain up to date with their appropriate conditions and inform Management of any changes.

Conditions of employment will be outlined in individual staff member's Letter of Offer which will be given to employees upon commencement, and any time their classification, pay rate, or conditions change.

Any educator employed at the centre who is under 18 years of age will always be adequately supervised and will never be left to work alone (Reg. 120)

Staff appraisals may be undertaken after a period of three months in the position (see C-6: Educator Review and Appraisal policy)

Appraisals will then be conducted on an annual basis.

All educators will maintain professional behaviour at all times (see C-4: Educator Professionalism).

All grievance issues are to follow appropriate procedures as outlined in the Grievance and Disciplinary Action policies. (See C-7: Grievance policy and Disciplinary Action policy)

Staff will be paid fortnightly in the form as advised by Management.

Staff will receive the Superannuation Guarantee as follows:

1 July 2014 – 30 June 2021	9.50%
1 July 2021 – 30 June 2022	10.00%
1 July 2022 – 30 June 2023	10.50%

Annual leave will be taken as negotiated with Management.

Annual leave, when necessary, will be rostered to ensure the required staffing levels are maintained at all times.

Applications for leave ideally should have 4 weeks prior notice and be approved by the Centre Director and endorsed by the Management Committee.

The Management, based on each individual's request, will determine applications for leave without pay.

SOURCES

- National Quality Standard
- Children's Services Award 2010
- Equal Employment Opportunity (Commonwealth Authorities) Act 1987
- Income Tax Assessment 1997
- Work Health and Safety Act 2011
- Superannuation Act 1990
- Fair Work Act 2009
- Network of Community Activities Policy – "Staffing" – Section B: Conditions of Employment
- Education and Care Services National Regulations 2011

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