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| 5.7 | SUMMARY OF EMPLOYMENT CONDITIONS |
|-----|----------------------------------|

|                                                                          |                                 |
|--------------------------------------------------------------------------|---------------------------------|
| <b>Applies to:</b> All Staff                                             | <b>Version:</b> 1               |
| <b>Specific responsibility:</b> HECIS Co-Ordinator, Management Committee | <b>Date approved:</b> 5.8.14    |
|                                                                          | <b>Next review date:</b> Aug 20 |

|                                               |                  |
|-----------------------------------------------|------------------|
| <b>Policy context:</b> This policy relates to |                  |
| Standards or other external requirements      |                  |
| Legislation or other requirements             | <u>See below</u> |
| Contractual obligations                       |                  |

## POLICY STATEMENT

HECIS is committed to providing a positive work environment in which employees feel that they are valued, treated fairly and given recognition for their contribution to the organisation's achievements. HECIS aims to provide an environment that fosters good working relationships at all levels and offers flexible and supportive work practices.

HECIS ensures that working conditions for staff comply with relevant legislation and that they are comparable with industry standards.

HECIS will apply the following principles to all aspects of its relationship with staff:

- Fairness and equity
- Respect for individuals, their privacy and confidentiality
- Accountability for actions and performance
- Support and encouragement for professional development
- Understanding and workplace flexibility for personal needs
- Promotion of a healthy and supportive workplace culture

## OVERVIEW OF EMPLOYMENT POLICY

### Working Conditions

The working conditions of staff are covered by the:

|                                                                             |                                                       |
|-----------------------------------------------------------------------------|-------------------------------------------------------|
| Educational Services (Teachers) Award                                       | (qualified teaching staff)                            |
| Children's Services Award                                                   | (child care worker [non-teaching] and clerical staff) |
| Clerks – Private Sector Award 2010                                          | (administration staff)                                |
| Social, Community, Home Care & Disability Services Industry Award (SCHCADS) | (family support staff)                                |
| Health Professionals and Support Services Awards 2010                       | (speech therapist staff)                              |

A staff member may request that the Union assists or represents them in negotiations of any area of working conditions.

## Summary of conditions of employment

The conditions of employment for staff employed by HECIS are documented in full in their relevant award. They include the following:

- **Application of Anti-discrimination legislation:** Incorporated in HECIS Equal Employment Opportunity, Equity and Diversity policy.
- **Position descriptions:** Incorporated in the HECIS Staff Descriptions policy.
- **Salaries:** Wage levels are specified for each position, based on the relevant award, and increases to wages are implemented following increases to the relevant award.
- **Superannuation:** Set at the Superannuation Guarantee (Administration) Act 1992 level.
- **Working hours:** All wages are based on a 38 hour (or pro rata) week with flexible working hours. Staff start and finish times daily are set with the agreement of the HECIS Co-Ordinator.
- **Time-in Lieu hours:** credit hours may be accumulated over the calendar year and then acquitted during the year.
- **Lunch breaks:** 30 minutes for lunch and no more than 5 hours without a break.
- **Overtime:** Working of overtime hours by staff is not part of the standard HECIS employment conditions. It is at the direction of the HECIS Co-Ordinator and must be approved prior to hours being worked. The time-in-lieu hours policy is the preferred option for any additional or out of ordinary hours worked by an employee. Overtime will be paid at the relevant rate in the award.
- **Higher duties allowance:** Employee is paid at the rate of the position they are temporarily filling, unless that position is paid less than their usual position.
- **Leave entitlements: (per NES Entitlements - [www.fairwork.gov.au](http://www.fairwork.gov.au))**
  - Annual leave: 4 weeks annually. (Pro-rata for positions less than 38 hours per week)
  - Sick leave: Annual allowance 10 days (or pro rata) and may be accumulated. May be used as personal/carers leave to care for partner, relative, kin or household member.
  - Parental leave: as per the NES entitlements
  - Long service leave: Available pro rata after 5 years continuous service
  - Other leave entitlements: unpaid personal leave, leave to volunteer with emergency services etc.
- **Jury service:** The employee will be paid the difference between their normal salary and the jury allowance for a maximum of 10 days.
- **Grievance procedure:** Incorporated in HECIS Grievance, Complaints and Disputes policy.
- **Disciplinary Procedure:** Incorporated in HECIS Discipline Procedures policy.
- **Termination of employment:** Incorporated in HECIS Exit or Termination Procedures policy.
- **Redundancy:** as per the NES entitlements.
- **Insurance:** Work related accidents are covered under Worker's Compensation insurance.
- **Travel expenses:** Incorporated in HECIS Work-related Travel policy.

### **Decision making regarding conditions of work**

The authorities to make decisions regarding work related issues are detailed in the HECIS Delegations policy. The following summarises these:

|                                                         |                                                                     |
|---------------------------------------------------------|---------------------------------------------------------------------|
| • Changes to general staff position descriptions:       | HECIS Co-Ordinator                                                  |
| • Changes to HECIS Co-Ordinator position description:   | Management Committee                                                |
| • Recruitment – all positions except HECIS Co-Ordinator | HECIS Co-Ordinator                                                  |
| • Recruitment of HECIS Co-Ordinator                     | Management Committee                                                |
| • Appointment to permanent positions:                   | HECIS Co-Ordinator                                                  |
| • Appointment to temporary position or higher duties:   | HECIS Co-Ordinator                                                  |
| • Leave applications (general):                         | HECIS Co-Ordinator                                                  |
| • Long Service Leave applications                       | Management Committee                                                |
| • Flexible work practices agreement:                    | HECIS Co-Ordinator                                                  |
| • Issue of a verbal warning:                            | HECIS Co-Ordinator                                                  |
| • Issue of a written warning:                           | HECIS Co-Ordinator                                                  |
| • Termination of employment (dismissal):                | HECIS Co-Ordinator in consultation with Executive Committee members |

### **Employment - Relevant legislation**

- Fair Work Act 2009 (Cwlth)
- Educational Services (Teachers) Award
- Children's Services Award
- Clerks – Private Sector Award
- Social, Community, Home Care & Disability Services Industry (SCHCADS) award
- Health Professionals and Support Services Awards 2010
- Workplace Health & Safety Act 2011 (NSW)
- NSW Workers Compensation Act 2012
- Anti-Discrimination Act 1977 (NSW)
- Commonwealth EEO and Anti-discrimination: Racial Discrimination Act 1975, Sex Discrimination Act 1984, Human Rights and Equal Opportunity Commission Act 1987, Disability Discrimination Act 1992 and Age Discrimination Act 2004, Equal Opportunity for Women in the Workplace Act 1999
- Working with Children Check legislation ([www.kids.nsw.gov.au](http://www.kids.nsw.gov.au))

### **Main employment related HECIS policies**

- Recruitment, Selection and Appointment of Staff
- Staff Induction
- Staff Position Descriptions
- Flexible and Supportive Work Practices

### HECIS: Summary of Employment Conditions

- Professional Ethics and Conduct
- Equal Employment Opportunity, Equity and Diversity
- Workplace Health and Safety
- Critical Incidents
- Performance Appraisal and Management
- Staff Development and Training
- Grievance, Complaints and Disputes
- Discipline Procedures
- Exit or Termination Procedures
- Work-related Travel

### DOCUMENTATION

| Documents related to this policy                        |                                 |
|---------------------------------------------------------|---------------------------------|
| Related policies                                        | <a href="#">See above</a>       |
| Forms, record keeping or other organisational documents | Fair Work Information Statement |

| Reviewing and approving this policy |                    |                      |
|-------------------------------------|--------------------|----------------------|
| Frequency                           | Person responsible | Approval             |
| Annually                            | HECIS Co-Ordinator | Management Committee |

| Policy review and version tracking |               |                    |                 |
|------------------------------------|---------------|--------------------|-----------------|
| Review                             | Date Approved | Approved by        | Next Review Due |
| 1                                  | 17.8.15       | HECIS Co-Ordinator | Aug 2016        |
| 2                                  | 28.7.16       | HECIS CoOrdinator  | Aug 2017        |
| 3                                  | 14.8.17       | HECIS CoOrdinator  | Aug 2018        |
| 4                                  | 3.9.18        | HECIS CoOrdinator  | Aug 2019        |
| 5                                  | 20.8.19       | HECIS CoOrdinator  | Aug 2020        |

### INDEXING

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