

Staffing & Employment
HACC Standard 3
AQTF Standard 7
Review Date June 2011

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Attachments: Nil

POLICY REGISTER

Subject: Above-Award Employment Conditions

Primary Responsibility:

Board members and Executive Officer

Policy Statement

WSCF employs staff on the Above-Award employment conditions.

- To be read in conjunction with the NSW Social and Community Services (SACS) Award.
- All conditions are pro rata for part-time workers.

Procedure:

Hours Worked Each Week

The employee will be employed as a permanent full-time employee based on thirty-five (35) hours per week on a seventy (70) hour pay cycle. The ordinary hours of work will not exceed thirty-five (35) hours per week on a full-time basis, and will be worked between 6:00 a.m. and 8:00 p.m. Monday to Friday or on a flexible basis as agreed between employer and employee.

Time Off in Lieu in Lieu of Overtime (T.I.L.)

Time off in lieu is the preferred method of payment for any hours worked beyond normal work hours. Except in exceptional circumstances, overtime and out-of-hours work will only be worked with the prior consent of the Executive Officer. Employees will be permitted to accumulate no more than twenty-one (21) hours pro rata before taking time off in lieu except on one occasion each year, when a maximum of thirty-five (35) hours pro rata may be accumulated and taken in lieu with prior consent of the EO. All overtime required to be worked outside of the ordinary working hours will accrue TIL at the rate of time-and-one-half, except weekends which will accrue TIL at double time.

Public Holidays

The following are deemed Public Holidays as per the NSW SACS Award: New Year's Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, local Labor Day, Christmas Day, Boxing Day, and any other day duly proclaimed and observed as a Public Holiday in NSW. WSCF also recognises the August Bank Holiday as a public holiday.

Christmas / New Year Leave

Full-time employees will be entitled to three (3) days paid leave (without leave loading) between the Christmas and New Year public holidays each year. This leave will not be subtracted from leave entitlements. Part-time employees will only be paid for their ordinary working days. Employees who have commenced employment prior to 1st October of that year will be entitled to an additional four (4) days paid leave (without leave loading) during the Christmas/New Year holiday period. This leave will not be subtracted from leave entitlements. Part-time employees will only be paid for their ordinary working days.

Parental Leave

A full-time employee who has served for a continuous period of not less than fifty-two (52) weeks who is taking on parental care with a new born or newly adopted child will be entitled to up to fifty-two (52) weeks unpaid leave including six (6) weeks full pay and six (6) weeks half paid leave. Unpaid leave may be extended for a further fifty-two (52) weeks.

All other Parental Leave entitlements are as per Industrial Relations Act 1996.

Special Leave

An employee is entitled to a total of five (5) days leave for legitimate ceremonial or cultural purposes, or for compassionate /bereavement leave as negotiated with the Executive Officer.

This leave is non-cumulative year to year. Additional provisions maybe negotiated with the Executive Officer as circumstances require.

Sick Leave (Including Carer's Leave)

An employee will be entitled to sick leave on full pay, calculated by allowing fifteen (15) days pro-rata at full pay for each year of continuous service on a cumulative basis less any sick leave on full pay already taken. Employees are entitled to access sick leave to care for a family member who is ill or injured. Proof of the illness or injury will be furnished in a manner satisfactory to the employer after three (3) consecutive day's absence from normal duty. Continuous service will be calculated in the same manner as prescribed by Long Service Act, 1955. An employee will not be entitled to sick leave on full pay for any period in respect of which such employee is entitled to Worker's Compensation.

Cumulated sick leave is not payable on resignation or termination.

Long Service Leave

The provisions of the Long Service Leave Act, 1955, will apply. An employee will be entitled to paid Long Service Leave (LSL) after five (5) years of continuous service on a pro-rata basis of three (3) months for fifteen (15) years service or one (1) month (i.e. four (4) and one third (1/3) weeks) for 5 years. Following four (4) years of continuous service staff who have utilised all other leave entitlements may apply to the Executive Officer to access their accumulated LSL entitlements to address special circumstances. LSL entitlements paid under these circumstances will not be paid in a lump sum but paid over time to support the employee's continued work with WSCF. Staff should provide proof of the illness/injury or related carer responsibilities in a manner satisfactory to the Executive Officer.

Study Leave

Employees are eligible to apply to the Executive Officer for study leave following fifty-two (52) weeks of continuous service. The course of study will be relevant to their current position. Each employee may apply for a maximum of two (2) normal working weeks study leave each year. This entitlement is not accumulative.

Union Leave

An employee may apply to the Executive Officer to attend union training in paid time. An employee will be entitled to two (2) hours per month to attend union branch meetings and activities. This entitlement is not accumulative.

Allowances and Expenses

An employee who, with the approval of the Executive Officer, uses on official business a motor vehicle maintained primarily for other than official business, shall be paid per kilometer at the rates prescribed by the ATO. An employee required to travel by other means in the course of his or her employment other than to or from the usual place of employment, will be reimbursed all reasonable travelling expenses incurred upon presentation of suitable receipts. An employee who, with the approval of the Executive Officer, travels on official business, will be reimbursed all accommodation and meal expenses incurred upon presentation of suitable receipts.

Car Insurance

An employee who must use a private vehicle in the course of his/her employment and is reimbursed the cost of travel at the rates specified above must comprehensively insure the vehicle used. In the event of an accident or damage occurring in the course of an employee carrying out their duties it will be the employer's responsibility to cover the combined cost of any excess and make up the difference if a No Claim Bonus is lost to a combined total of \$700.00 in any twelve (12) month period.

Amended by the Board: June 2009

CROSS REFERENCE

- GP5 Privacy & Confidentiality Policy
- SE1 Recruitment Policy