

Policy Document No: ELC15  
Category: Early Learning  
Topic: Conditions of Employment



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## Considerations

**Philosophy:** To ensure that the rights of staff are recognised & observed.

**Children's needs:** Consistent staff.

**Parent needs:** To know staff are treated fairly and equitably.

**Staff needs:** Secure employment, fair working conditions, clear policies re: appraisal, grievance procedures, discipline and dismissal; that their family responsibilities are respected and considered.

**Management needs** To encourage good staff to stay in their employment.

## Background and Legislation

MSMC & GBH Teaching Staff Agreement 2009 or its successor.

MSMC & GBH Ancillary Staff Agreement 2009 or its successor.

*Victorian Independent Schools Early Childhood Teachers Award 2004*

*Victorian Independent Schools School Assistants Award 1998*

*Children Services (Victoria) Award 2005*

*Equal Opportunity Act 1984*

*Workplace Relations Amendment (Work Choices) Act 2005 (Cth)*

*Income Tax Assessment Act 1936 (Cth)*

*Superannuation Guarantee Charge Act 1992 (Cth)*

*Occupational Safety & Health Act 2004 (Vic)*

*Education and Care Services National Regulations Part 4, Regulation 82, Ministerial Council For Education, Early Childhood Development and Youth Affairs, 2011*

*Guide to the National Quality Standard, Area 7; Area 2: element 2.3.2*

*Child Care Service Handbook – Australian Government – [www.facs.gov.au/childcarehandbook](http://www.facs.gov.au/childcarehandbook)*

*Work Choices website – [www.workchoices.gov.au](http://www.workchoices.gov.au)*

*WorkSafe website – [www.safetyline.wa.gov.au](http://www.safetyline.wa.gov.au)*

*Australian Tax Office website – [www.ato.gov.au](http://www.ato.gov.au)*

## Policy Statement

The Szalmuk Family Early Learning Centre and Fink Karp Ivany Early Learning Centre ensure that **staff conditions are in concurrence with Equal Opportunity Act, Income Tax Assessment Act 1936 (Cth), Superannuation Guarantee Charge Act 1992 (Cth), Occupational Safety & Health Act 2004 (Vic) and applicable Award/Industrial Agreement conditions.** In addition to these conditions the centres will where possible provide a flexible and harmonious work environment for staff within the operational requirements of the service.

## How the Policy will be implemented - Specific Practices & Procedures

- All relevant conditions found in the Award/Industrial 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. As a result of the appraisal and performance review, individual development plans will be created for every staff member to ensure ongoing performance improvement.

- Grievance procedures are detailed under Staff Grievance Procedures Policy and are to be read in conjunction with provisions within relevant awards and the College's certified agreements.
- Staff break times will be on a flexible 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. (Children's Services Regulations)
- All staff are required to maintain a high level of Confidentiality.
- Staff may accept or make local brief personal telephone calls during their regular break or at times agreed as convenient by the Convenor.
- Staff should wear suitable clothing that allows them to perform their duties safely and is appropriate to the child care setting.
- Staff must wear a hat and sunscreen whilst outside away from the undercover area.
- Smoking is not permitted on the school premises or within sight of the children.
- Wages will be paid fortnightly by direct banking.
- All staff are required to attend staff meetings that will be held weekly directly after the Centre is closed for the day.
- Staff are requested to inform the Convenor as early in the day as possible if they are unable to report to work, so that relief staff can be arranged. If the Convenor is absent then the senior staff person must be informed.
- 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.
- All staff employed at the service must provide a working with Children's check prior to commencing work.
- Staff conditions will be reviewed regularly. The review process will include input from management and staff, and will determine a process for the implementation of any agreed changes.

Approved by the College Principal:



Date: December 2016