



## C-2 Conditions of Employment

### 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 will provide a flexible, harmonious working environment that ensures the rights of employees are met at all times. All educators will be employed under the appropriate awards and conditions, taking into consideration all legal requirements including Equal Employment Act, Income Tax Assessment Act, Superannuation Act, Fair Work Act, and Health, Safety and Welfare Act.

### Related Policies

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



## **Procedure**

All relevant conditions set down by the award (currently Children's Services Award 2010) will apply to all employees, both casual and permanent.

Management will ensure they are aware of the appropriate conditions and keep up to date in relation to any changes in the Award. Educators will also be 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 (Regulation 120).

Staff appraisals will take place after a period of three months in the position. Appraisals will then be conducted on an annual basis.

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

All grievance issues are to follow the appropriate procedures as outlined in the Grievance and Disciplinary Action Policies.

Educators will be paid fortnightly via bank transfer as advised by Management.

Educators will receive the Superannuation Guarantee, currently at 9.5%.

Applications for annual leave must have 4 weeks prior notice and be approved by the Management Committee. Appropriate staffing levels will be maintained during periods of leave to ensure the continual smooth running of the Centre.

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

## **Sources**

- Education and Care Services National Regulations 2011
- 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

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