

# Conditions of Employment

## 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 relevant and current employment policies.

## Policy Considerations

- Children's Services Award
- Fair Work Act
- Equal Employment Act
- Income Tax Assessment Act
- Superannuation Act
- Industrial Dismissal Act
- Health, Safety and Welfare Act
- Secure Local Jobs Code
- Kids Biz Holidays and Sport Code of Conduct
- Duty of Care
- National Quality Standards/Elements: 2.2 (Safety), 4.2 (Professionalism), 5.1 (Relationships between educators and children), 7.1.3 (Roles and responsibilities), 7.2 (Leadership)

## Procedure

- All relevant conditions set down by the award will apply to all employees.
- Employees are required to remain up to date with all National and State Legal Requirements (e.g. Working with Vulnerable People and First Aid) and inform the Coordinator of any changes.
- Performance reviews and evaluations will be undertaken in line with the *Performance Management* policy.
- Employees should not be accessing or using from using personal mobile phones during shifts, with the exception of emergency situations.
- Employees are to be provided with uniform shirts. Uniforms must be worn during all shifts. During winter a fluro vest with the Kids Biz logo shall be worn over any coats.
- All staff will maintain professional behaviour at all times.
- Employees will adhere to the Kids Biz OSHC Staff Code of Conduct. The Staff Code of Conduct is provided to all new staff members in the orientation pack.
- Employees will follow Kids Biz OSHC policies & procedures.

## Professionalism

- Staff professional code of conduct, duty of care and expectations will be discussed in the initial orientation process of all new employees.
- Employees will be made aware of their duty of care and their responsibility in relation to supervision, health and safety of the children.
- Professional behaviour in all areas will be reviewed as part of the ongoing employment of all employees.

Reviewed on:	21/09/2021	Approved on:	24/03/2023
Reviewed by:	Courtney Tanner	Approved by:	Scott Finnigan

# Kids Biz Holidays & Sports

## OSHC Policies & Procedures

- Employees will be made aware of the organisations philosophy and policies and will be expected to follow these. Should employees have any concerns with the policies they are to raise this with the Coordinator.
- Employees will be expected to know, understand and perform their duties as per their job description outlined in the *Children's Services Award 2010*.
- Employees will be expected to start duties on time.
- Employees will be expected to dress appropriately for their duties with; clean uniforms, comfortable clothing and footwear in accordance with the Staff Handbook, that allows for movement and sporting activities as well as sun protection (hats, sunscreen, sunglasses) during the Summer months.
- Employees must not attend work under the influence of drugs or alcohol.
- Employees should not attend work when they are unfit to do so due to injury or illness. Employees must notify the Staffing Coordinator as soon as possible via the Sling app or call the staffing phone if they are unable to attend a shift. Illness notifications within 24 hours of the scheduled shift must be made to the Staffing Coordinator via phone.
- Employees will use only suitable language that is not offensive to other employees, families or children.
- The Service is a smoke free zone. Employees may not smoke in or around the building, or in the sight of the children.
- Employees will be expected to know and follow the child protection policies.
- The quality of the Service and positive working environment is dependent on good staff and parent relationships. Staff will follow proper communication procedures as outlined in the *Communication* policy.

### Remuneration

- All employees will be paid in accordance with the Children's Services Award, or other relevant industry award or agreement.
- Employees are paid fortnightly via bank transfer.
- Employees are required to sign in and out of each shift using the electronic time clock.
- Part time and full time employees are entitled to annual leave, personal leave, and any other types of leave as outlined in the relevant award or agreement. Leave applications should be placed as early as possible with approvals subject to service operational needs.

### Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
05/06/2020	Full review
21/09/2021	Full review. Secure Local Jobs Code added.

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