



CONDITIONS OF EMPLOYMENT POLICY

POLICY STATEMENT:

Coowarra OOSH aims to 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 Equal Employment Act, Income Tax Assessment Act, Superannuation Act, Industrial Dismissal Act, and Health, Safety and Welfare Act.

CONSIDERATIONS:

Appropriate Awards and Conditions.
Income Tax Assessment Act.
Superannuation Act.
Industrial Dismissal Act.
Health and Safety Act.
Network of Community Activities.
ACECQA Quality area 4: Staffing Arrangements

PROCEDURES:

On employment all staff will receive a letter of employment and statement of duties that outlines award rates, terms and conditions of employment and responsibilities of staff members and the organisation. A copy of this document is to be signed and returned to the organisation, which will be kept in staff personal files. As roles and responsibilities change staff will be provided with updated letters of employment and statement of duties.

All relevant conditions set down by the award will apply to all employees.

A copy of the award is available for all educators to read.

Management will ensure they are aware of the award that educators are employed under.

Educators are encouraged to keep the Co-ordinator or management up to date with details related to their absence.

Staff appraisals will take place after a period of three months in the position.



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Appraisals will then be conducted on an annual basis.

All staff will maintain professional behaviour at all times.

All grievance issues are to follow the appropriate procedures as outlined in the grievance and discipline and dismissal policies.

Educators will be paid weekly into their bank account.

Staff are responsible for completing time sheets correctly and by the end of the pay period. The organisation takes no responsibility for incorrectly completed time sheets.

Leave will apply as per the award and letters of employment. Leave will be taken as negotiated with Management.

Annual Leave when necessary will be rostered to ensure the required staffing levels are maintained. Staff should consult with the co-ordinator at least 8 weeks prior to the requested leave date to ensure dates requested do not conflict with already approved leave. Leave application forms are available in the office. All considerations will be given in the assessment of leave applications, however they cannot be guaranteed and may be refused. If leave cannot be approved for the requested dates the coordinator and committee will work with individual staff to organise a leave time that is mutually agreeable.

Christmas shut down – over the Christmas/New Year period the organisation shuts down, for 3 weeks. Staff will be required to take annual leave at this time. The organisation will provide staff with at least 3 months' notice of the shutdown period dates for the current year. Staff must have accrued holiday time to cover this or it will be leave without pay.

The management based on each individual's request will determine applications for leave without pay. □

Staff who are eligible for long service leave, as per the Fair Work Act, are to consult with the coordinator and committee at least 8 weeks prior to requested leave date, however the more notice staff can provide the organisation the better. Due to ensuring adequate staffing levels are maintained, requested leave dates cannot be guaranteed and may be refused. Staff may be required to negotiate with the committee a time for long service leave that is mutually agreeable.

Sick leave – staff who are unwell are to contact the coordinator as soon as possible, to ensure there is appropriate time to cover shifts. Staff taking sick



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leave must produce a doctor's/medical certificate, if requested by management, or if taking an extended period of sick leave.

All Staff need to ensure their personal details and emergency contact details remain up to date and inform the Coordinator of any changes.

Professional behaviour and a high level of confidentiality must be maintained at all times.

All staff are required to attend all staff meetings.

All grievance or issues are to be dealt with as per our current policies and procedures.

All Staff must follow all policies and procedures set out by Coowarra OOSH

Failure to follow conditions of employment, signed statement of duties, Coowarra OOASH policies and procedures, will result in staff disciplinary action being taken.

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
The Education and Care Services National Law 2010 The Education and Care Services National Regulation 2011		Children's services award 2010 Australian Taxation Office Australian Superannuation Act. Work cover Act Fair work Act (2009) Fair Work Ombudsman- National Employment Standards Letter of Employment and Statement of duties letters Coowarra OOSH policies and procedures

UPDATED AND ENDORSED: November 2022
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