

CONDITIONS OF EMPLOYMENT

Legislation:

Education and Care Services National Law (WA) Act 2012

Education and Care Services National Regulation Act 2012

National Quality Standard

The Equal opportunity Act: www.equalopportunity.wa.gov.au

Fairwork Australia: www.fairwork.gov.au/

Occupational Health and Safety Act 1984 <http://www.commerce.wa.gov.au/worksafe>

POLICY STATEMENT:

Unicare aims to ensure fair and equitable employment and practice for all staff. Unicare values every staff member and aims to ensure a harmonious work environment for staff within the operational requirements of the service.

Strategies for implementation:

- Educators and staff will adopt the Early Childhood Australia code of ethics as their staff code of conduct, this alongside philosophy, policies, regulations and law will guide our practice in the best interest of the children
- Unicare will ensure compliance with the pay and working conditions of the Children's Services Award 2010.
https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000120/default.htm
- 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 every 2 years. Refer to Appraisals, Development and Performance Management policy.
- Annual leave and special leave will be rostered to ensure required staffing levels are maintained. Staff members will consult with the Director/Assistant Director to determine mutually acceptable dates and apply for leave on a Leave Application Form. Leave may be accumulated for a maximum of 8 weeks before being taken. Every effort will be made to support staff who need to fulfil family responsibilities.
- Applications for leave without pay will be determined by the Director after consideration of:
 - the applicants personal needs/family responsibilities.

- the needs of Unicare in relation to availability of relief staff and the effect of the staff members absence on the provision of quality child care.
 - the length of leave requested.
 - the applicants length of service at Unicare.
 - the applicants previous requests for leave without pay.
- Shift rosters will be compiled by the Director in consultation with the staff concerned and taking into account:
 - individual needs and circumstances of the staff and their family responsibilities.
 - maintenance of the required Educator: child ratios.
 - Staff break times will be on a flexible basis to suit the daily needs of children and curriculums, provided the proper Educator: child ratios are always maintained.
 - Staff will have access to the designated staffroom for respite, lunchbreaks and other non-contact time agreed between Unicare and the employee.
 - All staff are required to maintain a high level of Confidentiality. (See Confidentiality Policy)
 - Staff may accept or make local brief personal telephone calls during their regular break or at times agreed as convenient by the Director/Assistant Director. Educators are allocated a locker in the staffroom for personal belongings; personal mobile phones are not permitted in the rooms.
 - Staff should adhere to the Unicare dress code that allows them to perform their duties safely and is appropriate to the Unicare setting.
 - Smoking is not permitted on the child care premises or within sight of the children.
 - Unicare will not employ a member of the management committee as this will be in breach of the Rules (Constitution) of the Association. In the circumstance that a committee member was offered employment at the centre they would be required to stand down from the committee before taking up the offered position.
 - Wages will be paid fortnightly by direct banking.
 - In the case of a summons to appear in court or for Jury Duty the employee is required to notify the Director as soon as possible providing as much information as possible in relation to dates and the duration they will be absent from work, to assist in the organisation of staff.
 - Payment of wages for this absence will depend on whether:
 - the court appearance is related to the employees work at the centre.
 - the duration of the absence is short or lengthy.
 - the employee is eligible for recompense by the courts for their required attendance.
 - the court attendance is entirely a private matter unrelated to the employees work or community duty.
 - Details of the employees loss of earnings will be provided to employees for their application for recompense from the courts.

- All staff are required to attend staff meetings that will be held quarterly.
- Staff are requested to inform the Director/Assistant Director as early in the day as possible if they are unable to report to work, so that staff can be arranged. If the Director/Assistant Director is absent then the senior staff person must be informed.
- All staff members are required to complete and sign a timesheet for each pay period. Timesheets are collected by the Director/Assistant Director on the Friday afternoon at the conclusion of the pay period.
- 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.
- During work functions Educators are reminded that they are representing the service and therefore are required to maintain standards of acceptable behaviour.
- Employees are required to obtain an ACECQA recognised first aid certificate.
- All contact staff members (i.e. if they take direct care of children) or staff members that prepare food, are required to provide a medical clearance.
- All staff employed at the service must provide a current assessment notice under the Working with Children (Criminal Record Checking) Act 2004. On commencement of employment a current WWCC or application and receipt must be provided and renewed at intervals of not more than 3 years.
- The Operator must not employ a person convicted of a prescribed offence as a staff member without prior written approval from the Regulatory Authority.
- A person employed to prepare meals must complete a course of training in food handling and hygiene, and a course in nutrition as approved by the Regulatory Authority.
- The employer will negotiate the introduction of any major change in the workplace with the employees to be affected and will make every effort to mitigate any adverse effects of such changes and to give prompt consideration to the matters raised by the employees throughout the process of negotiation.
- 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.