



Woolooware Outside School Hours Care

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CONDITIONS OF EMPLOYMENT POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care aims 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 Equal Employment Act, Income Tax Assessment Act, Superannuation Act, Industrial Dismissal Act, and Health, Safety and Welfare Act.

CONSIDERATIONS

- National Quality Standard 7
- My Time Our Place
- Appropriate Awards and Conditions
- Income Tax Assessment Act
- Superannuation Act
- Industrial Dismissal Act
- Health and Safety Act

PROCEDURES

- All relevant conditions set down by the award will apply to all employees as specified in their job contract.
- This includes sick leave, annual leave, jury duty, study leave, maternity leave, carers leave etc.
- The Approved Provider, Nominated Supervisor and WOSHC's Administrator will ensure they are aware of the appropriate conditions and keep up to date in relation to any changes in the Award and act accordingly.
- Staff are encouraged to remain up to date with their appropriate conditions and inform management of any changes.
- Appraisals will be conducted on an annual basis.
- All staff will maintain professional behaviour at all times.
- Staff will be paid weekly by direct deposit into the staff's nominated bank account.
- All grievance issues are to follow the appropriate procedures as outlined in the Complaints and Grievances procedures/guidelines.
- Annual leave will be taken as negotiated with the Approved Provider / Nominated Supervisor.
- Annual Leave when necessary will be rostered to ensure the required staffing ratios / levels are maintained at all times.
- Applications for leave must have 4 weeks prior notice and be approved by the Parent management committee.
- The Parent management committee, based on each individual's request will determine applications for leave without pay.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023