### HUMAN RESOURCES: Employment Relations Policy

**PURPOSE**

The purpose of this policy is to ensure that a consistent and fair approach is followed for employing and managing staff at insert org name, and that all aspects of employment relations and human resources management are aligned in order to:

* comply with regulatory and legal requirements.
* meet operational needs
* support the Centre/House’s viability
* encourage staff retention.

**SCOPE**

This policy applies to ongoing, full-time, part-time, sessional and casual paid employees only. It should be read in conjunction with other human resources policies and the current Collective Agreement or other industrial instrument(s) to which the Centre is a signatory. It includes Childcare staff and excludes volunteers, who will be referred to in a separate policy.

**POLICY**

Insert org name values its staff, and wants to keep them. The Centre/House will demonstrate its commitment to staff by supporting them to develop professionally and personally while they are employed at the Centre/House.

The Centre/House promotes the principles of fairness and equity in staff management. Staff will be recruited, managed and rewarded according to Centre/House policies, the current Collective Agreement and any other industrial instrument(s) to which the Centre/House is a signatory.

To encourage retention of staff and reduce the supervision and liaison workload, the Centre/House will strive to create, over time, a core staff team in well-designed, viable, ongoing full or part-time employment, complemented by sessional and casual positions to retain flexibility. Staffing levels for the Centre/House are determined by the Manager/Coordinator, endorsed by the Committee of Management (CoM) and summarised in the current organisational chart and related documents.

Employment is subject to the ongoing financial viability of the Centre/House. Accordingly, all employment relations and human resources policies and procedures will support financial viability (see also Financial Management Policy).

**Professional Development**

The Manager/Coordinator or nominee will support professional development for all staff according to the Professional Development policy and procedures. Staff will be prepared to undertake professional development in order to keep up to date with developments in their area of work.

**Recruitment and Selection**

The Manager/Coordinator will recruit new staff fairly and equitably according to the Recruitment and Selection policy and procedures. They will communicate clearly to candidates the requirements of each position through a formal position description.

When the Manager/Coordinator position becomes vacant, the CoM will recruit a manager in accordance with the relevant policies and procedures/ (see Recruitment and Selection policy and procedures for further guidance).

**Induction**

The Manager/Coordinator will provide a thorough induction for each employee upon commencement of employment (see Staff Induction Checklist).

**Communication and Supervision**

The Manager/Coordinator will:

* Communicate clearly each employee’s responsibilities through a position description
* Ensure that all supervisors are aware of their responsibilities in the line management process and are trained and supported to carry them out with confidence
* Communicate with and supervise each employee through formal and informal meetings on a regular basis
* Communicate any concerns regarding unsatisfactory behaviour or performance in a straightforward, respectful and timely manner
* Conduct formal performance reviews regularly according to the Performance Review procedures
* Conduct informal counselling and formal disciplinary procedures (including those which may end in termination of employment) according to the Collective Agreement or other industrial instruments.

**Employees will:**

* Carry out the duties and responsibilities as outlined in their position description to the best of their ability
* Follow Centre/House policies and procedures
* Communicate any problems to immediate supervisor and ask for clarification or guidance from management when needed
* Commit to attend staff or team meetings regularly.
* Participate fully in any supervisory meetings, performance reviews, counselling sessions or disciplinary procedures according to Centre/House policies and the applicable Collective Agreement or other industrial instrument to which the Centre/House is a signatory

**The Committee of Management (CoM) will:**

* Provide oversight of the Centre/House Manager/Coordinator’s work, including regular performance reviews
* Support and advise the Manager/Coordinator according to this policy, the Delegation of Authority Policy and companion policies and related documents listed below
* Ensure the Manager/Coordinator has access to such support, guidance and advice on staff management and employment relations issues as are needed to carry out this policy and companion policies, and to comply with the requirements of legislation and industrial instruments.

**Leave Management and Time off in Lieu (TOIL)**

To further demonstrate the Centre/House’s policy of valuing and rewarding staff, the Centre/House encourages staff to use the flexibility provided by Time off in Lieu (TOIL) of overtime. At peak times when workload is high, staff may need (or be asked) to work additional hours, which will be recorded on the forms provided and taken off at times when demand is lower. This is not a substitute for annual leave, which will be taken regularly.

**The Manager/Coordinator will:**

Manage leave liabilities and Time off in Lieu (TOIL) in a responsible and pro-active way and in accordance with the Collective Agreement and TOIL policies and procedures.

**Employees will:**

Ensure that Leave and Time off in Lieu (TOIL) are applied for, approved and taken in accordance with the policies and procedures listed below and using the forms provided by the Centre/House.

**Relevant Legislation**

Fair Work legislation, regulations and rules

Neighbourhood Houses and Adult Community Education Centre’s Collective Agreement 2016

**Related Documents**

HR Professional Development Policy

Financial Management Policy

Staff Recruitment and Selection Policy

Staff Recruitment and Selection Procedure

Staff Induction Checklist

Time off in Lieu (TOIL) Policy and Procedures

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| --- | --- | --- | --- |
| Policy/Procedure name | HR Human Resources – Employment Relations Policy | Version | 1 |
| Policy number | Insert Policy Number | Date developed | Insert Month/Year |
| Drafted by | Manager/Coordinator | Approved by CoM | Insert Month/Year |
| Responsible person | Manager/Coordinator | Scheduled review date | Insert Month/Year |
| Policy Area | Operational | | |