

LMHS VOLUNTEERS INC
POLICY & PROCEDURES DOCUMENT



POLICY TITLE: Conditions of Paid Employment

POLICY NUMBER: 6.7

POLICY STATEMENT:

The Lyell McEwin Regional Volunteer Association are committed to the development of clear and transparent guidelines in regards to the employment of new staff and the maintenance of staff work conditions and records

EXPECTED OUTCOMES:

1. Clear guidelines will be provided that outline what paid staff are expected to do and shall inform them of their conditions of employment
2. Staff and Board members will have a clear point of reference for matters relating to employment

PROCEDURES (To implement Policy)

The conditions for employment of all paid staff members will be granted in accordance with individual contracts signed by staff members, that have been developed based on the rates and conditions outlined by the Social and Community Services NAPSA (SACS NAPSA) Award. SACS guidelines should be referred to in the case of any dispute.

POSITION DESCRIPTIONS

All paid positions within the Volunteer Association shall have a Position Description available for the employee to understand what is expected of them in that role. Position Descriptions must be endorsed by the Board of Governance.

RECRUITMENT & SELECTION

1. A vacancy shall deem to exist either when an existing employee ceases to work with the Volunteer Association or at times when the Board have endorsed the recruitment of an additional paid staff member.
2. As the senior employee, the Executive Officer (EO) shall take carriage of overseeing that a fair and equitable recruitment and employment process is put in place for all new employees. In the case that the Association is seeking to employ a new EO, the process shall be implemented and overseen by the President of the Board.
3. As the Association is not a government instrumentality, it is not bound in having to advertise vacancies. Should suitable candidates have been identified to fill a vacant post, the EO in consultation with the Board Executive may make an approach to a person(s) directly about applying for the vacancy
4. In all cases, whether through advertising a vacancy or through direct approach, an interview process shall be conducted with the candidate(s). The purpose of the interview(s) shall be to find the best person to fill the vacant position.
5. The EO shall be responsible for allocating the panel to conduct the interview(s). Panels should consist of at least one Board member, the EO (or his/her representative) and at least one other person. In the case that the Association is employing a new EO, this responsibility shall fall to the President
6. Panel members have a duty to acknowledge any conflict of interest should they already know a candidate

7. Decisions made to determine the most suitable candidate shall be based on suitability to perform the tasks associated with the vacancy available, as per the Job and Person specifications for the role. This shall include previous experience, qualifications and referee opinion.
8. Should the panel be split on the most appropriate candidate, the majority decision shall prevail. In cases where the three panel members are split three ways, a second interview with the candidates shall be convened with an additional panel member, allocated by either the EO or the President.
9. Where the panel agree that no candidate was suitable they have the option of re-advertising the position to a wider audience
10. All personal details (including the fact that a person applied for the position) and subsequent discussions made as a part of the recruitment / interview process shall remain confidential
11. Once a decision has been made and agreed upon, it shall be the responsibility of the chair of the interview panel (usually the EO or President) to advise all candidates of the outcome of their deliberations
12. The successful applicant shall be notified first and given 24 hours to accept or decline the position being offered to them. Unsuccessful candidates shall not be notified until the successful candidate has accepted the position. Successful applicants will only be 'officially' appointed after the 3 day appeal period for unsuccessful applicants has expired.
13. Should the panel's first choice decline the offer of employment, the panel has the authority to offer the position to the second and then subsequent applicants should they believe they are suitable for the position. Point 9 above shall come into force where no other suitable applicants are found.
14. Unsuccessful candidates shall have a period of three days in which to appeal the decision made by the committee. In cases where an appeal is launched, the reasons for the appeal shall only be considered if presented to the Executive Officer in writing. The EO shall then refer the matter to the President who will investigate the circumstances around the appeal. Should the President feel the aggrieved party has validity in their appeal he/she has the authority to re-interview applicants and/or convene a new panel if deemed necessary.

CONTRACTS OF EMPLOYMENT

1. All employees shall have a current Contract of Employment, drawn up by the EO (or the President in the case a new EO is being employed). Length of Contracts shall be determined by the EO and approved by the Board.
2. Two copies of each contract shall be produced and signed – one to be retained by the employee, the other by the EO
3. Contracts of employment are to be kept confidentially in the EO's office
4. All employees are on a three month probationary period
5. The contract shall indicate the conditions of the employment contract including:
 - Title of the Position
 - Number of contact hours per week
 - Whether the position is full time / part time or contract based
 - Salary and remuneration (with reference to the S&CS Award)
 - Other special conditions (such as overtime conditions)
 - A date that the contract begins and ends on
 - The name & address of the person that the contract is being issued to
 - Probationary period conditions

EMPLOYEE RECORDS

1. The EO shall be responsible for creating a personnel record / file for each employee
2. This file shall include the employees contact details, position description, contract, payroll details and other documents associated with the employment of that person
3. All employee records shall be kept in files marked 'private and confidential' and locked securely in the EO's office

PAYROLL RECORDS

1. Once a new employee has been accepted, it shall be the responsibility of the EO to register the employee with ADP Payroll Solutions so that their pay can be deposited straight into the employee's bank account
2. The EO shall also be responsible for liaising with the employee to have them registered for superannuation and workcover.

PERFORMANCE APPRAISALS

It is expected that all employees will undertake a performance review at least annually as per Policy 6.1

UNSATISFACTORY BEHAVIOUR

Unsatisfactory behaviour of employees shall be dealt with in accordance with the principles set out in Policy 6.2, although it should be noted that paid employees would be afforded a 3 warning system

Approved by Board of Governance 13 December 2007

Last reviewed without change July 2009