

## 4.1 Employee Management Policy

### 1. Purpose

The purpose of this policy is to outline how the Aldinga Community Centre will properly and effectively manage its responsibilities as an employer.

### 2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented.

It is the responsibility of the Centre's Board and Community Development Officer (CDO) to ensure that the procedures are implemented.

### 3. Principles

The Board has a responsibility to create the best possible working environment where employees have the opportunity to experience job satisfaction and personal and professional growth, while also meeting its own legislative, industrial and contractual responsibilities.

### 4. Definitions

New employee - a person who has been offered a new letter of appointment/contract of employment with the Centre.

Existing employee - a person who holds a current contract of employment with the Centre.

Fixed-term employee – an employee who is employed for a specified period of time. The fixed term contract of employment specifies a start and finish date or will specify the circumstances or contingency relating to a specific task or project, upon the occurrence of which the term of the employment shall expire. Fixed-term employment may be on a full time basis or a fractional part-time basis.

Casual/Sessional employee – an employee who is engaged by the hour and paid on an hourly basis and irregular basis to cover leave absences, provide assistance for additional, seasonal or special project type work. Casual/sessional employment is short term in nature and gives coverage of a position where flexibility to vary hours or modify the employment is required.

Continuing employee - an employee whose employment is other than fixed-term or casual. The contract will have no fixed end date. Continuing employment may be on a full time basis or a fractional part-time basis.

Induction – the process whereby the new employee is introduced to the organisation, their work areas and other employees and volunteers.

Supervisor – the person who is named in the employee's letter of offer/employment as having supervisory responsibility for the employee's work.

## 5. Policy

Proper recruitment and management of employees is an important aspect of risk management and is an essential indicator of quality assurance for the Centre.

The recruitment and management of all employees of the Centre will be done in accordance with the federal and state legislation and the relevant Awards.

The Centre aims to:

- create the best possible working environment where employees have the opportunity to experience job satisfaction and personal and professional growth, while also meeting goals and targets and legislative, industrial and contractual responsibilities
- provide a safe and harmonious place of work for our employees within the bounds of the relevant Award/s and other legislation
- be responsive and effective in dealing with and managing employee matters.

The Board will establish and monitor all employment procedures to ensure that fair and equitable employment principles are followed in all areas of employee management including:

- recruitment
- advertising for positions
- position descriptions
- selection criteria
- Selection Panel composition and practices
- interview questions and processes
- appointment procedures
- induction procedures
- training and development
- performance review
- discipline and dismissals.

## 6. Approvals

	<b>Policy</b>	<b>Procedure</b>
Approving Authority	Board of Management	Board of Management
Approval Date	21 <sup>st</sup> September 2017	21 <sup>st</sup> September 2017
Next Review Due	September 2018	September 2018