

Employment Conditions

Policy statement

Goodstart Early Learning (Goodstart) recognises that providing the best early learning care for children depends on valuing, retaining and attracting high-quality, skilled and committed teams of employees. An important way in which Goodstart achieves this is to ensure appropriate employment conditions for all employees and to proactively support employees to balance their work, family and other life needs by offering a number of flexible working arrangements.

What does this policy apply to?

- ▶ **Leave**
 - **Annual Leave**
 - **Community Service Leave**
 - **Leave Without Pay**
 - **Long Service Leave**
 - **Parental Leave**
 - **Personal Leave/Carers' Leave**
 - **Compassionate Leave**
 - **Family and Domestic Violence Leave**
 - **Ceremonial Leave**
 - **Purchased additional leave**

- ▶ **Other employment conditions**
 - **Hours of work**
 - **Position Amendment**
 - **Employee discount on childcare fees**
 - **Use of company motor vehicle**
 - **Flexible Working**
 - **Breastfeeding at work**
 - **References and statements of service**
 - **Resignation/Termination of employment**

Leave

Employees are provided with a variety of leave arrangements (paid or unpaid) that enable them to balance work with rest and recreation, family responsibilities and other specific purposes. The leave entitlements set out in this requirement are:

- Annual Leave
- Community Service Leave
- Leave Without Pay

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CONTENT OWNER	Anne Crowley, General Manager, People and Culture	DOCUMENT AUTHOR	Tim Daley, Industrial Relations Manager, People and Culture		
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- Long Service Leave
- Parental Leave
- Personal Leave/Carers' Leave
- Family and Domestic Violence Leave
- Ceremonial Leave
- Compassionate Leave

Applying for Leave:

- Employees are to apply for leave using the Leave Application Form and as per the Leave (Non-Parental) Procedure.
- Applications for leave are to be submitted to the direct manager of the employee, who will use this requirement document to consider, and action, applications for all types of leave.

Purchased additional leave

In order to assist employees to balance their work, family and other life needs, Goodstart offers the ability to purchase additional annual leave. Eligibility for purchasing annual leave, and the process to do so is included in the Purchased Annual Leave Procedure.

Related documents: BM5 Leave - Conditions and Management Requirement; BM5 Leave (Excluding Parental Leave) Procedure; BM5 Leave Application Appendix; BM5 Parental Leave Procedure; BM5 Purchased Additional Leave Requirement; BM5 Purchased Additional Leave Procedure.

Other employment conditions

Hours of work

The hours of work for each employee are agreed at the time of commencement of their employment, in line with the Enterprise Agreement (EA) or terms of engagement for employees not covered by the EA.

Position Amendment

Active employees may agree to change to their current employment contract, based on Centre requirements. Status changes may include (permanent to casual / casual to permanent / group leader to assistant).

Employee discount on childcare fees

Eligible employees are able to receive a discount on their Goodstart childcare fees. Eligibility for claiming a discount on childcare fees, and the process to do so is included in the Employee Discount on Childcare Fees Procedure.

Use of company motor vehicle

Some employees will be eligible to use a company motor vehicle based on their role and the amount of business travel required.

Employees will be entitled to the use of a company motor vehicle whilst they are employed in a position that requires a company vehicle to perform the duties of that role. Accordingly, only the extent to which such vehicles are available for full personal and private use will form part of the staff member's remuneration package.

Eligibility for and responsibilities relating to the use of company motor vehicles are included in the Motor Vehicles Requirement. If a person is in possession of a company motor vehicle, and their eligibility to the motor vehicle changes, it is the employee's responsibility to return the vehicle and associated material to their direct line manager immediately.

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Flexible Working

Goodstart Early Learning recognises the increasing importance of flexible working arrangements in maintaining a diverse and adaptable workforce and will reasonably consider staff requests for flexible working arrangements related to balancing work, life and family needs.

An employee may request a change in their working arrangements from their employer if they require flexibility because they:

- are the parent, or have responsibility for the care, of a child who is of school age or younger;
- are a carer (within the meaning of the Carer Recognition Act 2010);
- have a disability;
- are 55 or older;
- are experiencing violence from a member of their family, or;
- provide care or support to a member of their immediate family or household, who requires care or support because they are experiencing violence from a family.

More information about making a Flexible Working request can be found within the Flexible Working Application Appendix

Breastfeeding at work

Goodstart Early Learning's vision is for all Australian children to have the best possible start in life. In supporting both employees and their young children in this regard, Goodstart is committed to ensuring that all employees who are breastfeeding may continue to do so and/or express breast milk while at work.

Goodstart also recognises that because breastfeeding is not a viable option for all parents or babies, the policy will also apply to employees who are required to bottle feed new infants.

Details of lactation / feeding breaks available for employees to apply for, guidance on the facilities required and instructions about how employees apply for feeding breaks are included in the Breastfeeding at Work Requirement.

References and statements of service

Goodstart does not provide company references to employees who are leaving, or have already left, the Company's employment.

Goodstart employees are permitted to make statements in a personal capacity only (for example, attesting to having worked with a fellow employee) however any such statement must not be written on Company letterhead paper and nor must such statement (even in a personal capacity) be sent from a Company email address.

If a Company employee does make a personal statement (verbal or written) in regards to another current, or former, employee then that statement is not to imply, in any way, that the statement has been prepared, issued or endorsed by Company management.

The Company will not accept any liability or consequence arising from a personal statement being issued by any employee or former employee in respect of any other current or former employee.

A departing employee, may request a written Statement of Service from the Payroll Department which will detail commencement date and termination date of employment with the company and the titles of positions held.

Related documents: BM5 Motor Vehicles Requirement, Goodstart Early Learning Enterprise Agreement 2016; BM5 Hours of Work Requirement; BM5 References and Statements for Service Requirement; BM5 Resignation Requirement; BM5 Statement of Service Procedure; BM5 Employee Discount on Childcare Fees Application; BM5 Employee Discount on Childcare Fees Procedure; BM5 Breastfeeding at Work Requirement; BM5 Employee Discount on Childcare Fees Requirement; BM5 Flexible Working Applications Appendix

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Responsibilities

This policy is to be implemented by: All Staff.

Content Owner: Anne Crowley, General Manager, People and Culture.

Document Authors: Tim Daley, Industrial Relations Manager, People and Culture; Adrian Waller, Commercial Manager (Motor Vehicles Procedure)

Definitions

Enterprise Agreement (EA):

- An enterprise agreement is a voluntary and negotiated agreement between employees (or their union representatives) and their employer. The agreement is designed and tailored specifically for their workplace and their environment.

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