



REMUNERATION POLICY

Grays Point Activity Centre's (GPAC) remuneration philosophy is based on the premise that employees should be paid fairly for the work they undertake. By having a consistent and transparent system for determining employee remuneration, GPAC hopes to attract and retain well qualified and suitable staff.

This procedure applies to all employees and volunteers at GPAC.

1. GENERAL CONDITIONS

GPAC's remuneration policy is based on the Children Services award gazetted 2010 (CSA).

2. PROCESS

To ensure a fair means of deriving Total Employee Remuneration (TER) all Position Descriptions should be aligned to the most accurate Job Role classification as described in the Children Services award. This match is made based on the function and tasks required of the position. Authority to match to an outside job role and therefore change the system for calculation of the Total Employee Remuneration (TER) requires the approval of the GPAC management committee.

GPAC also acknowledges that not all positions held are remunerated, such as all management committee positions are volunteer based and do not attract any payments or cash benefits derived from their contributions.

3. OFFER OF EMPLOYMENT

Total Employee Remuneration (TER) should be determined prior to recruitment of position and should be identified clearly via email consent or meeting minutes. The management committee is required to approve all remuneration commencement amounts and consequent increments. See [Recruitment and Selection Policy](#). The TER is determined by:-

- a. Match to correct Job role/classification as per CSA section B;
- b. The pay point is determined by years of experience plus skills and qualifications.

All offers of employment should be made at this rate. The (TER) is inclusive of superannuation, any car allowance, mobile phone or lap top (if applicable).

4. ABOVE AWARD PAYMENTS

GPAC aim to attract and remunerate high quality permanent staff for the longer term quality program and care of our children.

For new employees and applicants that exemplify a skill level set that aligns with our business direction, indicates a high level of care for our children, and indicates positive outcomes for the centre, the Coordinator can put forward a proposal to the committee for an above award payment to be offered. A record of the proposal and outcome can be stored in the employees file.

For current employees that are paid at award rate, an overall remuneration rate can be reviewed following a successful appraisal (see training and appraisal policy).

Non-permanent staff will normally be offered award rates according to their ability and the centres business need.

5. ALLOWANCES

Employees may be eligible for certain allowances under the award.

As per CSA section 15.7 an employee that uses their personal car for the carrying out of operational business for GPAC are eligible to be reimbursed for the kms travelled. Any personal car used for business purposes must have comprehensive insurance, a signed copy of the document needs to be kept on the employee's file. All trips must be pre-arranged and authorised by the Coordinator. Employees need to complete the vehicle log report and submit within a one month timeframe of the earliest trip.

Where employees use their personal home phone for business purposes a record of phone calls made can be submitted and reimbursed. All calls can be reimbursed at the rate in which is occurred for the employee (i.e. \$0.20 per local call). A petty cash reimbursement form can be used for employees to be reimbursed.

Where employees are required to undertake over-time or time-in-lieu due to attending networking meetings or case conferences for children, this needs to be communicated to the management committee or their delegate prior to the meeting. Where possible it is recommended that time-in-lieu be accrued and taken back within a one month period as a first point negotiation rather than the payment of overtime. The employee needs to notify the committee if they accrue more than 14 hours time-in-lieu.

GPAC aims to ensure that there is at least one staff per shift that holds a current first aid certificate. Where possible this would be a senior staff person. Allowance is reimbursed as per CSA section 15.4. GPAC will pay the cost of re-certification and for senior staff the first aid allowance is a part non-identified part of their TRP.

Higher duties allowance, in the situation where employees are required to undertake higher duties conditions are subject to CSA section 18.1.

Split shift allowances are paid as per CSI section 15.1.

All other penalties and shift allowances are per CSA.

6. LEAVE AND CLOSURE PERIOD PAYMENTS

All normal personal leave and annual leave entitlements and notification periods will be subject to CSA conditions section 6. Similarly for payment of public holidays.

Casual staff do not accrue any leave entitlements, and are not required to work during any school holiday closure periods unless requested by the Coordinator and endorsed by the Committee.

All Permanent staff are required to take all annual leave during school holiday periods. Term time employed staff are paid 4 weeks annual leave arrangements can be made for staff to nominate amounts of paid leave during term breaks according to their needs, and take the remaining time as unpaid leave see CSA section 21.9b.

In cases where staff have been employed with payment during term breaks (see CSA section 21.9g), certain duties may be allocated during this time.

7. INCREMENTAL CPI AND AWARD INCREASES

All eligible staff including permanent and casual will receive CPI and award increases as legislated (usually July 1 annually)

The GPAC committee in consultation with the Coordinator will review CPI and award increases during June in order to communicate any changes to the nominated bookkeeper/payroll person, along with communication to staff.

8. SALARY PACKAGING AND FRINGE BENEFITS

As GPAC is a non-profit organisation, but not a non-government organisation employees the Australian Taxation Office (ATO) declares that employees of GPAC are not currently eligible to receive fringe benefits.

In the event the ATO amend Salary Packaging legislation, then GPAC is not obligated to amend packages to compensate for any change made by ATO.

8. ROLE CLASSIFICATIONS AND STAFF STRUCTURE

GPAC aim to have a staff structure containing the following:

Permanent Staff:

A CSE Director/Coordinator with a minimum 6A classification skills qualiifications and responsibilities.

A CSE Team Leader with 5A classification skills qualiifications and responsibilities.

A minimum of two CSE staff with 4A skills qualiifications and responsibilities.

Casual Staff:

In the interest of maintaining an adaptable workforce according to operational needs casual staff may be employed at Level 2 classification skills qualiifications and responsibilities with a view where indicated to progress to being permanent staff at level 3A classification.

If the preferred candidate for a classified role position has a minimum of one to three years experience in the role, a levelling system may be applied. Each case will need to be assessed on its own merits. New employees may commence employment requiring elements of training and skill development to match job role and classification requirements. The goal of the coordinator who employs any employee subject to this process is to train and up skill as quickly as possible in order to bring the employee to the target 100% mark, typically within a 3 month period.

9. RESPONSIBILITY

Responsibility for implementation and compliance with this policy rests with the GPAC management committee. Any minor decisions or above award payments agreed to upon by either the coordinator or the management committee delegate must be relayed immediately to the committee for overall approval. Amendments or deviations from this policy will need to be authorised the management committee.

10. BONUS PAYMENTS

The payment of cash bonuses to individual staff other than those specified in the gifts and benefits policy is strictly prohibited.

All staff at GPAC will receive an annual appraisal according to their job role. If the appraisal is successful indicating the employee has met all the competencies of their allocated job role an annual award increment can be offered up to the top rate in their job classificaton. All pay increments need to be approved by the management committee or their delegate and may be subject to operational factors.

Senior positions at the centre such as the Coordinatr and the acting Coordinator (Team Leader) may be eligible for a bonus payment providing key performance indicators clearly documented are met within a designated time frame. For example, the management committee may designate a clear budget to be met for operational reasons, should the coordinator meet the budgetary requirements a performance payment bonus may be offered. As GPAC is a non-profit organisation a cap of \$500 needs to be applied to this bonus. The employee is responsible for any taxable amounts oweing on this payment.

Any deviation to this policy shall only occur with the approval of the GPAC Committee.

DATE ENDORSED _____
DATE FOR REVIEW AND EVALUATION _____