

Summary of Terms and Conditions Applicable to Senior Project Officer – Social Inclusion – 17th July 2010

The Social Inclusion Project Officer position is a fixed term contract position with a classification and salary structure that falls outside of the Award for Leisure Networks Staff titled: “Social, Community, Home Care and Disability Services Industry Award 2010” (the Award).

The Award and National and National Employment Standards (NES) shall apply to this position in all areas except “wage progression” as per section 13.3 of the Award.

Specific Non Award Conditions

- The salary package accepted for the position will remain the same for the period of the agreement. That is, there will be no annual pay point progression after twelve months service.
- The position is accepted subject to the terms, conditions, objectives, key responsibilities, duties, key selection criteria, qualifications and capability frameworks contained in the Position Description.
- The Position Description forms part of this agreement.
- The appointment is subject to a probationary period of three (3) months that shall apply effective from the date of commencement.

Summary of Key Award Conditions

The following are a summary of terms and conditions taken from the Award or NES
The general location of each section is marked in (brackets) for quick cross reference.
The Award should be used for exact definitions and the following is offered as a general guide.

Hours of Work (24)

- “Full Time” means an average of 38 hours per week and no less than 2 days free from duty each week.
- 8 to 10 hours a shift.
- 152 hours over a four week period as 19 shifts of 8 hours. (=RDO)

Award Flexibility (7)

- LN does not have a normal practice of paying overtime unless explicitly approved by the CEO and then it will be paid at Award Rates.

- LN provides a time in lieu arrangement where employees work more than their normal hours of work during their ordinary hours of 6.00am to 8.00pm Monday to Friday and 8.00am to 12.00 noon Saturday.
- Time worked outside the ordinary hours shall be taken as time in lieu as per overtime rates, eg. a person working 8.00pm to 9.00pm on a weekday shall be entitled to 1.5 hours time in lieu.

Annual Leave (30)

- 4 weeks in each year of service.
- 17.5% leave loading at hourly rate for period of leave taken.
- LN = Reasonable annual leave accrual but staff are encouraged to take 4 weeks leave per annum and keep the accrued time to a minimum.

Personal, Carers or Compassionate Leave (31)

- 12 days paid leave per annum (note: Award and NES allows for 10 days).

Long Service Leave (NES 113)

- 13 weeks leave on ordinary pay after 15 years continuous service.

Parental Leave (NES)

- 12 months unpaid parental leave

Clothing (19.2)

- Where an employer requires the employees to wear a uniform then this will be paid for and maintained by the employer.
- LN does not require employees to wear a uniform – it is encouraged and supported by 4 pieces of approved clothing subsidized at 50% of the cost per annum. Clothing to be maintained by the employee.

Minimum Resignation Notice (11)

- 1 week for ≤ 1 year
- 2 weeks for 1 to 2 years
- 3 weeks for 3 to 5 years
- 4 weeks for more than 5 years.

Travel Reimbursement Allowance (19.5)

- Employees required to, and authorized to, use their motor vehicle for work purposes shall be reimbursed at the rate of \$0.74 per kilometer.

First Aid Allowance (19.4) – new

Employees required to perform first aid, and holding a recognised/current qualification, will be paid an allowance of 1.67% of the standard rate per week.

Superannuation (22)

- Employee has the right to choose his/her own fund and, if not, a fund shall be allocated as per the award, section 22.4.
- The employer shall contribute as per the Superannuation Guarantee Act 1992 – currently 9%.
- Employee may authorize a specific amount from post-taxation wages to be paid by the employer into the same superannuation fund.

Acceptance of Terms and Conditions of Employment

I, (name) _____ of (address) _____

accept the Terms and Conditions of Employment contained in this letter.

Signed

Date

CEO