



YMCA Geelong - Human Resources Policy

OFFICE USE ONLY Policy Number	Date Approved	Date Last Amended	Status
YG 162-G	28/06/2016	05/04/2016	APPROVED

1. HUMAN RESOURCES POLICY

2. INTRODUCTION

The Board of YMCA Geelong is committed to the employment and support of sufficient, competent, skilled staff and volunteers. These people work within the framework of the mission and values of the organisation. As a good employer it conforms to all relevant legislation and statutory requirements and strives to be an employer of choice.

YMCA Geelong will utilise three instruments for the employment of staff;

- YMCA Geelong Staff Agreement 2008
- YMCA Geelong Managers Agreement
- YMCA Geelong CEO Agreement

3. POLICY

3.1 Staff Recruitment and Selection

- All staff appointments are based on merit and made through a transparent selection process.
- The Board recruits, selects, appoints and orientates the Chief Executive.
- The Board reserves the right to dismiss its Chief Executive for just and serious reasons for the benefit of the organisation and its future.
- Conduct Annual performance reviews and consider further personnel development associated with this role.

3.2 Staff Management

- The Board requires that all employees receive appropriate orientation, annual performance review remuneration and conditions including a safe and ethical working environment in line with Staff Agreement.
- Staff must have the appropriate skills, qualifications and experience to undertake the prescribed tasks outlined in their position descriptions.

3.3 Staff Development and Support

- The Board ensures that all employees have access to professional development opportunities and staff support systems
- The Board ensures that staff development and support systems are adequately resourced.

3.4 Grievance and Disciplinary Situations

- Grievance and disciplinary policies are the responsibility of the Chief Executive and comply with the provisions of the relevant employment relations legislation. Where complaints are unable to be solved by the Chief Executive, they may be referred to the Board in accordance with the grievance policy.

3.5 Board – Staff Relations

- Board members relate to staff in such a way that enhances not undermines the position of the Chief Executive.
- The Board, through its Chief Executive, supports and encourages the staff by attending volunteer and staff functions and other related activities.
- Board members can only make requests of the staff through the Chief Executive, unless otherwise agreed to by the Board and Chief Executive
- Staff only report to the Board through the Chief Executive.

3.6 Employee Terms and Conditions

- YMCA Geelong will employ staff under the YMCA GEELONG STAFF AGREEMENT 2008 and will review terms and conditions on a three year basis.
- In addition to the YMCA GEELONG STAFF AGREEMENT 2008 YMCA Geelong will provide employees and management with the following conditions effective 1st July 2015:

3.6.1 Public Holidays

Employees other than casual Employees shall be entitled to the following holidays without deduction of pay:

- New Year's Day
- Australia Day
- Labour Day
- Good Friday
- Easter Saturday
- Easter Monday
- Anzac Day
- Queen's Birthday
- Pre- AFL Grand Final Day (added October 2015)
- Melbourne Cup Day (or alternative local Cup Day)
- Christmas Day
- Boxing Day

3.6.2 Family Violence Leave

The YMCA recognises that an Employee may be a victim of Family Violence. Employees may also be the primary caregiver to someone in their Immediate Family experiencing Family Violence. Family Violence may affect an Employee's attendance or performance at work. The YMCA is committed, where reasonably practicable, to providing support to Employees that are impacted by Family Violence as set out in this clause.

Examples of the support that will be considered by the YMCA include:

- Changes to an Employee's span of hours or pattern or hours and/or shift patterns;
- Job redesign or changes to duties;
- Relocation to suitable employment within the workplace;
- Changes telephone numbers or email addresses to avoid harassing contact;
- Any other appropriate measures including those available under existing provisions for Family friendly and flexible work arrangements.

An employee who is a victim of Family Violence will have access to paid Family Violence leave for a period of up to twenty (20) working days per calendar year over and above his/her personal leave entitlement for medical appointments, legal proceedings and other activities related to Family Violence. In extenuating circumstances the CEO may approve additional Family Violence leave under the guidance of the HR department.

An Employee who is the primary caregiver for a member of their Immediate Family experiencing Family Violence will have access to their existing carers leave entitlements.

To access the entitlements in this clause, the YMCA may, at its discretion, request that the Employee provide to the YMCA relevant supporting evidence that Family Violence is currently occurring, or has occurred, and appropriate evidence must be presented by the Employee in the form of a document from the police, a court, a family violence counsellor or a lawyer, if the Employee wishes to access the benefits in this clause.

No detailed personal information concerning the reasons for applying for Family Violence Leave will be placed on an Employee's file without their consent. All such information will be kept confidential by the YMCA in accordance with YMCA policies and relevant Legislation.

The provision of flexible work arrangements will be considered as outlined under Clause 9 – Workplace Flexibility Arrangements.

3.6.3 Volunteer Leave

The YMCA values volunteering. To encourage and allow full-time and part-time employees to participate in volunteering activities, YMCA Managers may, at the Employer's discretion, allow full-time and part-time Employees to take an optional one (1) day paid volunteer leave per calendar year, for the purposes of volunteering for benevolent programs (i.e. programs designed for the relief of poverty or distress (such as sickness, disability, destitution, suffering, misfortune or helplessness)).

Applications requesting paid volunteer leave shall be made by the Employee in writing on the appropriate form giving at least 14 days' notice where possible.

The application for paid volunteer leave will be considered by the YMCA Manager where notice has been provided and taking into consideration matters including the impact on the workplace and the Employer's business. Applications for volunteer leave will be approved at the discretion of the Employer.

Management Notes:

- Volunteer Leave is administered via the Payroll processing system and the Request for Leave Form – Applying for Volunteer leave MUST be signed by both the Employee and Employer.
- Volunteer leave may be taken during normal rostered shifts however this is not the preferred as back filling costs will be accumulated.
- Volunteer leave will be paid at the employees normal base rate and does not include overtime, penalty rates or public holiday rates.
- An employee can only receive 7.6hrs per calendar year.
- Where an employee volunteers on a weekend or after rostered shift for Geelong and District YMCA Youth Services (Benevolent activities) then Manager has the discretion to roster the employee off shift the following working day.
- Volunteer Leave is not a rostered shift and doesn't constitute additional hours, overtime or time in lieu it is clearly where that permanent employ volunteers to assist in a program /fundraising etc for the benevolent purposes not ordinary operational activities.

3.7 Staff Salary

The YMCA Geelong will review salary increases in line with the requirements of the Staff Agreement 2008 Clause 48.2 and 48.5 and commencing the first full pay period on or after 1st July annually.

3.8 Management Salary

Employees employed under the Managers Agreement will have their salaries reviewed in line with FBT year 30 March and commencing the first full pay period on or after 1st April annually.

3.9 Executive Salary

The Board will review the CEO performance annually and review salaries at the end of each financial year. The review will be completed no later than 30th October annually.

3.10 Leave Entitlements

As per the Staff Agreement leave request must be applied for in advance and approved by the supervisor

3.10.1 Management Guidelines – Clause 36 Leave Without Pay (LWOP)

- Requests for unpaid leave are to be made using the Request for Leave Form - Course of Employment on YG Extranet.

- It is important to consider that unpaid leave will count for service for the purposes of long service leave, unless at the request of the employee, it was agreed in writing that it will not be counted.
- Except in special circumstances as approved by their Manager, Employees should use paid leave entitlements (i.e. Annual Leave or Long Service Leave) before accessing Leave Without Pay.
- LWOP is only used when the employee has used their paid leave entitlements or has failed to submit timesheets for approval
- Therefore upon receiving a request for a substantial period of unpaid leave (e.g. 3 months plus), advise the employee that this request is conditional upon the employee requesting in writing that this period of unpaid leave not count towards service for the purposes of long service leave.
- Requests for unpaid leave must be confirmed using the Keypay Time and Attendance System. The Superannuation Fund must also be notified in writing.

4. DEFINITIONS

N/A

5. SCOPE

The Human Resources Policy applies to YMCA Geelong Inc.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Governance	Board – Approve Human Resource Policy Chief Executive Officer- organisational leadership for the development and implementation of appropriate Human Resource Planning.
CEO	Provide leadership and resourcing to support the implementation on the Human Resource Policy.
Payroll Co-ordinator	Maintain, update and review policy. Ensure implementation is adhered to in the payroll processing procedures.

7. MONITORING, EVALUATION AND REVIEW

- Human Resources Policy will be monitored on an annual by the Board and the CEO to provide an update via the monthly management report.
- Staff Salaries to be presented to the Board for approval in June /July annually
- Manager Salaries to be presented to the Board for approval in April annually
- CEO Salary to be presented to the Board for approval in October annually.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

- YMCA Staff Agreement 2008
- YMCA Geelong Managers Agreement
- YMCA Geelong CEO Agreement

9. DOCUMENT HISTORY

Approved by: Board of YMCA Geelong Inc

Meeting number and date: 28/06/2016

Resolution number: 160605

Effective date: 01/07/2016

Review date: 28/06/2019

Policy Owner: Chief Executive Officer

Contact Details policy owner: geelong@ymca.org.au; 5221 8344

Amendment history:

Version	Date	Author	Change Description
V1	July 2008	EBA - YMCA Victoria template	Create policy
V2	04/04/2014	Shona Eland	Update to new template.
V3	05/04/2016	Shona Eland	Updated Policy to include Clauses: 3.5 Employee Terms and Conditions 3.5.1 Public Holidays 3.5.2 Family Violence Leave 3.5.3 Volunteer Leave & Management Note 3.6 Staff Salary 3.7 Management Salary 3.8 Executive Salary 3.9 Leave entitlements 7. Monitoring –Included dates for reviews of Staff, Management and Executive salaries 8. Supporting Doc- added YMCA Geelong Staff Agreement 2008 YMCA Geelong Manager Agreement YMCA Geelong CEO Agreement

As adopted by the YMCA Geelong on 28/06/2016



Chief Executive Officer YMCA Geelong Inc.