



## BENEFITS OF EMPLOYMENT

### UMFC IS PROUD TO BE AN EMPLOYER OF CHOICE

This status is maintained by fostering an inclusive and employee-centered culture based on the values of Participation, Respect, Excellence, Justice and Honesty.

At every opportunity and based on our values the Agency strives to:

- provide meaningful and challenging work
- provide opportunity for growth and development
- support effective, open communications
- recognise contributions and achievement
- provide flexibility in work arrangements and
- maintain excellent employment conditions

### BENEFITS OF EMPLOYMENT AT UMFC INCLUDE

In addition to the entitlements under the Social Community Homecare and Disability Award 2010 and the National Employments Standards the Agency provides:

#### A family friendly workplace

Where employees are actively encouraged and supported to have a healthy work/life balance.

#### Flexible Work Arrangements

Staffs are encouraged to discuss their need for flexibility around work commitments with their Manager/Supervisor. Within the parameters of safety, uncompromised standards of service delivery and budgets, managers will work with you to make arrangements that best fit your needs at a given time. Every effort is made to accommodate reasonable requests.

#### Training and development

Each program has a budgeted commitment to training and development. The Agency encourages further education and training through a planned approach with your Manager/Supervisor within the Supervision process. Additionally, the Agency undertakes two 'whole of Agency' catered meetings that are developmental and teambuilding in nature.

#### Supervision

The Agency is committed to supervision with a minimum of two hours a month for each full time worker. Supervision provides the opportunity for you to have specific time with your supervisor and is about supporting you to be good at, and enjoy, your work.

#### Paid parental leave

The Agency provides 6 weeks paid (at base rate) parental leave (prev. known as maternity leave) which is funded by individual services *in addition to* the Federal Government Paid Parental Leave scheme that provides eligible working parents with 18 weeks of paid leave (usually associated with birth mothers or the initial primary carer of an adopted child) after a 12 month qualifying period.

The Agency also provides 2 weeks paid (base rate) partner leave which is funded by individual services *in addition to* the Federal Government Dad & Partner Pay scheme of 2 weeks.

Please Note: this Paid Parental Leave section does not apply to HRCLS staff who have different paid parental leave provisions as identified in their MBA.

#### Recreation Leave

- **Annual leave** of 4 weeks as per award (with leave loading & cumulative) plus
- **Agency Leave** of 1 week per year pro rata (at base rate) capped at 38hrs and not paid out on termination.

The Agency encourages workers to take their leave regularly for wellbeing reasons. The timing of leave is best worked out in advance with your Supervisor and the Manager who will consider your needs along with those of the program.

## **Personal Leave**

Under the SCHCADS Award 2010 staff are eligible for 10 days personal leave per annum.

**In addition** to this entitlement the Agency provides:

- an additional 5 days of personal leave i.e. 15 days per annum (cumulative/ not paid out on termination)
- the ability to take up to 10 of those 15 days without medical certificate/evidence of reason. This is an Agency benefit in recognition that accessing a certificate etc. may be unnecessarily difficult or inconvenient. Supervisors and Managers monitor personal leave and employee wellbeing and evidence can be asked for in relation to personal leave if felt necessary. Evidence (certificate/stat dec) is required if personal leave is taken during any form of recreation leave and re-crediting of leave is requested.

Please Note: this Personal Leave section does not apply to HRCLS staff who have different personal leave provisions as identified in their MBA.

## **Compassionate Leave**

Under the National Employment Standards of the Fair Work Act, staff are eligible for 2 days compassionate leave for each 'permissible occasion'. In addition to this entitlement, the Agency provides an extra day of compassionate leave (ie a total of 3 days, matching that of the HRCLS MBA) for each 'permissible occasion'.

## **Jury Duty**

From time to time staff may be required to undertake jury duty. If this occurs the staff member will discuss the matter with their supervisor and arrangements for attendance will be made if/as required. Remuneration at a staff member's normal hourly rate continues for the duration of the jury duty. There is a small amount of jury duty remuneration provided by the government and many organisation's request this amount be refunded to their organisation to offset the cost of their absence. UMFC does not require this and is happy for the staff member to retain the amount paid as a 'bonus' for undertaking a community service. If a staff member does not wish to keep the money they may choose to donate it to Trust in Kids.

## **Community Service Leave (Emergency Services)**

Under the National Employment Standards staff are entitled to unpaid leave to undertake emergency services duties. If a staff members takes leave from their work at UMFC for this purpose (after complying with the notice and evidence requirements), the Agency will continue to pay the person/s at their ordinary rate for their contracted working hours.

## **Salary Packaging**

As a Public Benevolent Institution (PBI) the Agency chooses to provide the benefit of salary packaging to employees of the Agency. Employees may currently package up to the relevant threshold for PBI's and in line with ATO regulations. The Agency uses external consultants *Eziway* to manage salary packaging for a small fee paid by the employee. Tax free benefits may include rent, mortgage, credit cards, superannuation, meals entertainment and laptops along with novated leases. The HR Systems Manager is available for any queries (Ext 2263) or alternatively contact **Eziway direct on 1800 932 394.**

## **Employee Assistance Services**

While the Agency encourages staff to approach their supervisor or a more senior member of staff if they are experiencing problems, it is recognised that from time to time, this may not be the preferred option. An Employee Assistance Program (EAP) is therefore provided by an external company for confidential, professional and free counseling (up to 6 sessions) and is available to support all employees of Upper Murray Family Care. This EAP service can be used to confidentially discuss any work or personal issues. To access the Employee Assistance Program call **acacia connection – 1300 364 273.**

### **Staff Social Club**

For a small fortnightly contribution (able to be deducted from your pay) you can be a member of the social club and attend reduced price or free functions and activities organised from time to time throughout the year by the Social Club Committee. Additionally, reduced price movies tickets are available for purchase by staff from Wangaratta and Wodonga Reception.

### **Christmas Lunch**

As recognition of the hard work, professionalism and commitment to the agency values and mission demonstrated consistently by staff, a catered Christmas lunch is provided at an external venue and all staff and Board members are invited to enjoy each other's company and to celebrate the work of the Agency.

Document No:	Version: 1.2	Owner: DWS	Approved by: CEO for SMG
Date reviewed: November 2015	Date of next review: November 2016		