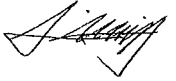
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: CONDITIONS OF EMPLOYMENT		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff & Management.

2. Policy Statement

The YMCA of Sydney aims to provide a flexible, harmonious working environment that ensures the rights of employees are met at all times. All staff will be employed under the appropriate awards and conditions.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Duty of Care Policy
- 3.2. Confidentiality Policy
- 3.3. Disciplinary Policy
- 3.4. Grievance Policy
- 3.5. Professionalism Policy
- 3.6. OH&S Policy

4. Responsibilities & Delegations


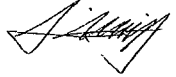
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. Appropriate Awards and Conditions
- 5.2. Income Tax Assessment Act
- 5.3. Superannuation Act
- 5.4. Industrial Dismissal Act
- 5.5. Health and Safety Act

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.


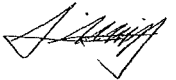
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
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PROCEDURES

- All relevant conditions set down by the award will apply to all employees. This includes sick leave, annual leave, overtime, jury duty, study leave, careers leave etc.
- Management will ensure they are aware of the appropriate conditions and be kept up to date in relation to any changes in the Award from the Human Resources Manager.
- Appraisals will be conducted on an annual basis.
- All staff will maintain professional behavior at all times.
- All grievance issues are to follow the appropriate procedures as outlined in the grievance and discipline and dismissal policies.
- Staff will be paid fortnightly in the form as advised by Management.
- Annual leave will be taken as negotiated with Management.
- Annual Leave when necessary will be rostered to ensure the required staffing levels are maintained at all times.
- Applications for leave must have 4 weeks prior notice and be approved by the Area Manager.
- The Area Manager, based on each individual's request, will determine applications for leave without pay.
- Prior to the start of employment, the candidate must proceed through the appropriate recruitment procedures and personnel file must indicate the completion of each step – Interviews, Reference Checks, Identification Checks and Working with Children Checks.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
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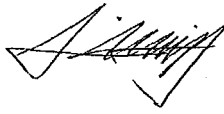
I endorse the Conditions of Employment Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009