

## GEELONG GRAMMAR SCHOOL NON-TEACHING STAFF HANDBOOK

### PREAMBLE:

*Welcome to Geelong Grammar School. This Handbook has been prepared so that you may be better informed about policies, procedures, benefits and other issues concerning your employment at the School. It also contains further details about the conditions of your employment which could not be fully described in your letter of appointment.*

*This Handbook will be updated periodically to reflect changes and additions which may be made to policies and conditions from time to time.*

*We wish you success in your position and hope that your employment relationship with us will be a rewarding experience.*

### A BRIEF HISTORY .....

*Geelong Grammar School was established in 1855 as a school for boys in central Geelong. In 1914, the School moved to Corio and in the early 1970's, girls began attending. Geelong Grammar School is Australia's largest co-educational boarding school with approximately 800 full time boarding students (600 at Corio) and 1,600 students in total.*

*The main campus at Corio is attended by full boarding and day students in Years 5, 6, 7 & 8 (Middle School) and 10, 11 & 12 (Senior School).*

*Timbertop campus (near Mansfield) was established in 1953 and is attended by all Year 9 students on a full boarding basis.*

*The Glamorgan campus in Melbourne (Pre-School to Year 6), and Bostock House campus in Geelong (Pre-School to Year 4) prepare students for Corio and Timbertop. Both campuses are day schools.*

*Geelong Grammar School brings together a cross-section of students from within Victoria, interstate and overseas. It is an Anglican School with the motto Christis Nobis Factus Sapientia meaning 'In Christ is our Wisdom'.*

*As an employer, the School is committed to the development of its employees and encourages its staff to participate where practicable, in the broad areas of student and staff activity undertaken in the School and its broader community.*

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### STAFF CONDITIONS AND BENEFITS

## **HOURS OF WORK**

Although employment contracts may vary, the general office hours at each campus are:

Corio:	8.30 - 5.00pm
Bostock:	8.00 - 4.30pm
Timbertop:	8.30 - 4.00pm
Glamorgan:	8.30 - 5.00pm

Please refer to your letter of appointment/employment contract or your manager for your specific hours of work.

## **OVERTIME**

On occasions, it may be necessary for staff to work over and above their 'normal' hours of work. For weekly paid (award-based) staff, overtime provisions may apply, however payment for overtime will not be made unless the overtime was authorised in advance by your Department Manager. Alternatively, a time off in lieu arrangement may be mutually agreed.

## **LUNCH BREAKS**

The commencement time and duration of lunch breaks will vary in each department (usually 30 minutes). At boarding campuses, a meal is provided in the dining hall during term. Staff should provide their own lunches during school holidays.

## **PUBLIC HOLIDAYS**

All full-time and part-time employees will be entitled without loss of pay, to the following public holidays which fall on - New Year's Day, Australia Day, Labour Day, Anzac Day, Good Friday, Easter Monday, Queens Birthday, Melbourne Cup Day (Glamorgan/Timbertop), Geelong Cup (Corio and Bostock House), Christmas Day and Boxing Day.

## **LEAVE ENTITLEMENTS**

### **Leave Applications**

Leave applications must be completed for any type of leave taken including annual leave, sick leave, long service leave, rec leave, or any other paid or unpaid leave. The leave application must be approved by your department manager and forwarded to the Human Resources Department located at Corio, for processing. Applications for leave other than short-term sick leave must be submitted prior to the commencement of leave.

### **Annual leave**

All full-time employees are entitled to four weeks annual leave per year unless your employment contract/ letter of appointment states otherwise. In most cases, it is preferred that annual leave be taken during term breaks where possible. In some areas, the four weeks leave is paid automatically at Christmas.

Cont'd

### Annual leave cont'd

Permanent part-time employees are entitled to four weeks annual leave on a pro-rata basis. Casual employees receive a casual loading and do not accrue annual leave.

Employees commencing annual leave for a period of one week or more will receive their holiday pay in advance prior to the commencement of such leave, unless otherwise requested.

Employees are expected to take their annual leave entitlement (excluding accrued leave) within 18 months of it falling due. The total of an employee's entitlement and accrual must not exceed 30 days at any time.

### Rec leave

Some administrative and ancillary staff may be required to work on a public holiday which falls during the School term (please refer to your letter of appointment). Where a public holiday is worked, two days off with pay will be granted. These days are commonly known as 'rec' days and must be taken by the end of the School year in which they fell due.

### Sick leave

All full-time and part-time employees are entitled to 12 days sick leave per year, or the entitlement specified in the Award under which they are employed, whichever is the greatest. Casual employees receive a casual loading and do not accrue sick leave.

Sick Leave must be reported to your Department Manager by 10am on the day of absence. Unreported absences will not be tolerated. An absence of two consecutive days or more must be supported by a valid medical certificate. Failure to produce a certificate may result in non-payment for that period.

### Long Service Leave

All non-teaching staff (full-time, part-time and regular casual employees) are entitled to 13 weeks long service leave after 15 years continuous service. Approval may be granted for pro-rata long service leave to be taken after 10 years service. For part-time and casual employees, payment for long service leave will be based on the average hours worked over the twelve month period prior to taking the leave.

### Parental Leave

Full-time and part-time non-teaching staff are entitled to a maximum of 12 months unpaid maternity/paternity leave (per child), after 12 months continuous service has been completed with the School.

Except for a period of one week at the time of the birth, an employee and his or her spouse must take parental leave at different times. Unpaid parental leave will not break the continuity of service with the School, but will not count towards long service leave entitlements.

### Compassionate Leave

Up to two days leave with pay shall be granted to an employee in the event of a death in the immediate family, i.e. wife, husband, father, mother, child, step-child, brother, sister, grandparent, step-brother or sister and parents-in-law.

## **JURY SERVICE**

If you are called for jury service, you must notify your department manager of the times and dates you are required to attend. The School will pay your wages/salary for the period that you are required to attend jury service. Payment received for attending jury service should therefore be forwarded to the Human Resources Department and marked payable to Geelong Grammar School.

## **SUPERANNUATION**

The School contributes a minimum of the Superannuation Guarantee Levy amount into an approved superannuation fund for each employee who earns over the required threshold.

Employees have the option to add personal contributions into the fund. For further information regarding superannuation, please contact the Human Resources Department, Corio.

## **USE OF PRIVATE MOTOR VEHICLES**

Every attempt must be made to secure a School vehicle for authorised School business travel. In the event that you are required to use your own private vehicle, you will be reimbursed at a set rate per kilometre.

Travel reimbursement forms can be obtained from the general office at each campus. Claims for reimbursement must be authorised by the Head of Campus or Business Manager.

## **RESIGNATION**

Unless otherwise stated in an employment agreement, the required notice period is as follows -

### **Weekly paid staff**

Years of Service	Notice Period
Under 1 year	1 week
1 year & less than 3 yrs	2 weeks
3 years & less than 5 yrs	3 weeks
5 years & over	4 weeks

**Monthly paid salaried staff** 1 month

In certain circumstances, the required notice period may be reduced at the discretion of management.

## **SCHOOL POLICIES AND PROCEDURES**

### **APPEARANCE AND GROOMING**

Each individual is expected to dress appropriately to their particular position within the School. Since this is a matter of individual taste, we do not wish to set forth strict guidelines. Your dress, however, must be in a manner not to offend fellow staff, students or visitors to the School.

### **ASSISTANCE WITH STUDIES**

Geelong Grammar School is pleased to encourage staff to pursue formal recognised study courses which are relevant to their employment at the School. Applications for assistance should be made to your department manager. Final approval will be given by the Business Manager.

### **HEALTH & SAFETY**

Geelong Grammar School is committed to the concept of making its workplace a safe one. Each campus has an active Occupational Health & Safety Committee which meets regularly to review health and safety issues.

An Accident Record Book is located in the General Office at each campus and at reception at Corio campus. It is important that any incident or injury be reported to your Manager/Supervisor and that the details are also recorded in the Accident Record Book.

### **Environmental Commitment**

We ask that all employees appreciate their working environment by making a conscious effort to maintain a clean and tidy work area. Orderliness in your work area reduces accidents, improves health conditions, reduces fire hazards and adds to the efficiency of your work.

Visitors immediately notice the cleanliness of the School including buildings, offices, grounds and other facilities and obtain a positive impression of the School and its employees when attention to neatness and cleanliness is observed.

### **WorkCover**

If you consider you have sustained a work-related injury, you may lodge a WorkCover claim. Following the lodgment and subsequent acceptance of a claim, you will be covered for lost work time and/or medical expenses relating to the injury. Claim forms can be obtained from the general office at each campus, your manager or the Human Resources Department at Corio.

### **Smoking**

Corio and Timbertop campuses permit smoking in designated areas outside School buildings. Staff are asked to use their discretion during school hours and refrain from disposing cigarette butts on school grounds. Glamorgan and Bostock House are smoke-free campuses.

## **EQUAL OPPORTUNITY**

Geelong Grammar School has an Equal Opportunity policy which is issued to staff on commencement of employment.

Geelong Grammar is active in its approach to Equal Opportunity and encourages input and feedback from staff to assist the continuing development of the School's Equal Opportunity program.

Information regarding Equal Opportunity can be obtained from the Human Resources Manager.

## **STAFF CONDUCT**

Geelong Grammar School expects all staff to observe the rules of conduct governing their work environment. If these rules are breached, it will be necessary to take corrective measures in the form of disciplinary action.

The following are some of the actions which are considered to be acts of misconduct. This list however, is not conclusive.

1. Frequent lateness or unreported absences.
2. Disorderly or immoral conduct on School premises.
3. Stealing School property or personal property of another employee.
4. Falsification of employment applications or personnel records.
5. Reporting to work under the influence of illegal drugs or alcohol.
6. Unauthorised removal of School property.
7. Making false, malicious statements concerning the School or any employee/student of the School.
8. Sexual harassment.
9. Fighting, threatening or attempting bodily injury to another person on School premises.
10. Unauthorised personal use of School equipment.
11. Making unauthorised disclosures of any information of a personal nature about students, staff or other members of the School community.
12. Not following measures set out to protect the security of the School and its property, including computer security procedures.

## **HARASSMENT**

Geelong Grammar School has a strict policy on harassment which incorporates sexual harassment, racial harassment, bullying and victimisation.

Each employee is issued with a copy of this policy on commencement of employment at the School. Staff are expected to be aware of the contents of this policy and to abide by them.

## **ISSUE RESOLUTION**

Geelong Grammar School has a responsibility to provide an effective and acceptable means for staff to bring problems or concerns relating to their employment to the attention of management.

For that reason, a formal procedure has been established which assures fair and equitable consideration of all problems and concerns which may arise throughout the course of your employment. Please remember that for this procedure to work, you must want it to work and use it when an informal method does not or cannot resolve your problem or concern.

- Step 1            Discuss the situation with your immediate supervisor. Your supervisor will make every effort to satisfy your problem or concern in a reasonable period of time (up to 5 days). If you feel that the problem is of such a nature that you do not wish to discuss it with your supervisor, refer to Step 2.
- Step 2            If you are not satisfied with the decision or have not received any feedback from your supervisor within a reasonable period of time, refer the problem in writing to your supervisor's manager/supervisor.
- Step 3            If you are still not satisfied with the decision made, you should refer the problem in writing (including all steps which have been taken to date) to the Human Resources Manager who will arrange a meeting with the Head of Campus or Business Manager. The decision made at this level will be final.

### **STAND DOWN**

Geelong Grammar School may stand down an employee for any part of a day or days during which the employee cannot usefully be employed, due to a cause for which the School cannot be held responsible (ie power failure, strike etc)

During this stand down period, the employee will be unpaid. Alternatively the employee may choose to take annual or recreational leave entitlements.