

## Interchange Shoalhaven. HR Policy: Conditions of Employment

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### 1.0 PURPOSE

- 1.1 The conditions of employment for Interchange Shoalhaven paid staff are specified in Interchange Shoalhaven's Contract of Employment.
- 1.2 This contract is based on the relevant awards with some above-award clauses added following discussions with staff, their unions and the employer body.

### 2.0 SCOPE

- 2.1 This policy applies to all staff employed by the Interchange Shoalhaven.

### 3.0 RESPONSIBILITIES

- 3.1 Board of Directors
  - 3.1.1 Endorse Conditions of Employment Policy.
  - 3.1.2 Comply with Conditions of Employment Policy.
- 3.2 Management
  - 3.2.1 Comply with Conditions of Employment Policy.
  - 3.2.2 Ensure organisation complies with Conditions of Employment Policy.
- 3.3 Staff
  - 3.3.1 Comply with Conditions of Employment Policy.

### 4.0 PROCEDURE

- 4.1 All paid staff should have an Contract of Employment, which is to be signed by the staff person and the Coordinator or Board member prior to their commencing work. (See also, Recruitment of Staff.)
- 4.2 Interchange Shoalhaven's policy on staff conditions of employment are specified in the Contract of Employment.
- 4.3 Each staff person shall be given a copy of their signed 'Contract of Employment' prior to commencing employment.
- 4.4 Probationary Period; The initial contract of employment for a new worker should be 3 months.  
If the Board is not happy with the person's performance their employment can be terminated on the day the agreement expires by giving at least 14 days notice in writing.
  - 4.4.1 Subsequent contracts of employment could be for a year or more and should be negotiated between the Board and the employee.
- 4.5 Review of Duty Statements
  - 4.5.1 Duty Statements should be reviewed whenever the Contract of Employment is due to expire or be reviewed. If the duty statement needs to be changed the Contract of Employment should be terminated by giving not less than 14 days notice in writing to the employee that their employment will cease on the expiry of the current term of their employment.

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- 4.5.2 A new Contract of Employment should then be signed in relation to the revised duty statements.
- 4.5.3 Changes to the duty statements within a current term of employment must be agreed to by the employee.
  
- 4.6 A copy of the current Contract of Employment is included below:
  - 4.6.1 **NOTE:** before a contract of employment is signed by an employee, the board must ensure it is checked against the relevant award, National Employment Standards or seek legal advice to ensure that it complies with that award.

### REFERENCE DOCUMENTS

Form: Contract of Employment

Work Instruction: Duty Statements

Policy: Recruitment of Staff

[Modern Award](#)

[National Employment Standards](#)