



5.5 EMPLOYMENT CONTRACT/TERMS & CONDITIONS

Human Resources

Applies to	Last reviewed and version No.	Next review date
Staff, Students, Volunteers	June 2012	TBC - CONTACT HUMAN RESOURCES FOR CURRENT EMPLOYMENT CONTRACT CONTENT

Policy context (this policy relates to)

Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

Policy

The employment of all VACCA staff is subject to specific terms and conditions. These terms and conditions will be stipulated within the Employment Contract given to all new staff. The Employment Contract is the final step taken in the legally binding contract undertaken between VACCA and staff. It is the final step as an expressed contract has already been implied when the successful applicant accepted the offer of employment, with the exception of an unsatisfactory police check being returned.

The Administration Manager will have delegated responsibility to draw up all Employment Contracts in conjunction with the relevant Program Manager, however all Employment Contracts must be approved by the Chief Executive Officer.

Staff must sign the contract in their first week of employment. The CEO will be the second party to sign the contract. Staff must be provided with a copy of the fully signed Employment Contract, and a second copy is kept in the Staff member's Personnel File.



Procedures

The Administration Manager in conjunction with the relevant Program Manager is responsible for drawing up the Employment Contract. The Contract will be approved by the CEO before being handed to the Staff member. The Contract will be given to the new Staff during their first week of employment and will include the following terms and conditions of employment:

- Probationary Period – the usual time frame for probation is 3 months. This may differ in some cases, but nevertheless, must be stipulated within the Contract. Assessments will be undertaken during the Probationary Period and a review at the end of the probationary period which will include a critique of the Staff member's work performance and professional behaviour.
- Time Limited Role – the Contract must state the full period of employment.
- Conditions of Employment – Statement that the Contract is subject to a satisfactory police check, the signing of a Confidentiality Agreement, abiding by VACCA's Code of Conduct and all other policies. Will also include the working hours, allowable breaks, and entitlements to leave.
- Role / Key Duties - the type of position, possibly including daily, weekly or monthly tasks associated with the role. These would be the basis of an assessment of how a person is performing in the position.
- Status and Responsibilities - this incorporates whether the position is full-time, part-time, permanent or temporary, who the position reports to and if appropriate, who they are responsible for.
- Remuneration – the amount or range of salary the applicant can expect to be paid, which, where appropriate, includes the Award classification.
- After the initial 3 month probationary period, a yearly review is then administered in accordance with the PD.



Documentation related to this policy

Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this policy

Frequency	Policy Sponsor	Policy Committee Approval	CEO Approval
TBC	Corporate Services (Director)	TBC	TBC

UNDER REVIEW