

7 | Human Resources Management

HUMAN RESOURCES MANAGEMENT

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7: Human Resources Management

7.1: Staff Records

Policy Owner: Compliance Team Leader – **Portfolio Area:** Compliance

Introduction and Purpose:

This policy refers to the records and details of all employees that must be stored. This includes full time, part time, casual workers, contractors and students/volunteers.

Who does this Policy Apply to:

All Team Members

What is our Policy:

At Hills District Speech Therapy these are the requirements for staff records:

For all clinic staff, the following records must be kept:

- Identification
- Proof of right to work
- Pre-employment checks Worker screening Qualifications and/or experience
Completion of NDIS worker orientation
- Details of continuing professional development Professional certificates, Insurance and transcripts

For all Support staff, the following records must be kept:

- Identification
- Proof of right to work
- Pre-employment checks Worker screening
- Qualifications and/or experience
- Completion of NDIS worker orientation

Responsibilities:

Governance:

- Ensure our policies are maintained and followed through by all members of HDST through ongoing training and supervision.
- Ensure a secure method of storing staff records is provided.
- Request and store staff records as per the above policy.

Clinic Managers:

- Ensure all staff are trained and supervised in the implementation of this policy.
- Adhere to the policy and respond to any breaches.

- Document any breaches to this policy in the relevant register and follow the steps to ensure appropriate action is taken.

Team Members:

- Adhere to the policy and respond to any breaches
- Provide updated staff records as requested by HDST.

Families:

Tools and Resources:

Important documents	Other supporting documents

References:

Policy owner	Compliance		Content author	Compliance Team Leader	
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7: Human Resources Management

7.2: Worker Screening

Policy Owner: Compliance Team Leader – **Portfolio Area:** Compliance

Introduction and Purpose:

This policy refers to reducing unnecessary risks to participants/clients, ensuring a high quality of the services provided. Worker screening controls ensures all employees are properly qualified and do not have criminal records.

Who does this Policy Apply to:

All Team Members

What is our Policy:

PAID WORKERS

Pre-employment checks:

At Hills District Speech Therapy these are the requirements when taking on new employees:

- Two stage initial interview
- At least one referee check (two recommended)- guidelines are followed for questions to be asked and documented
- A NDISWC verified and linked to The Speech Therapy Collective.
- A valid WWCC - checked and verified
- All employees are required to obtain a NDIS Worker Screener. This is to be completed and checked at least once every 5 years. To be obtained through Service NSW. The person who needs to obtain this is the one responsible for ordering and paying its cost.
- To obtain and maintain a valid WWCC. Those records must be genuine and prepared by the staff member and verified through Service NSW. The person who needs to obtain this is the one responsible for ordering and paying its cost.
- A NDISWC includes but not limited to:
 - Giving consent to a criminal history check, and to your identity, criminal and workplace records, and other information about you being shared with other agencies involved in NDIS regulation and worker screening.
 - To provide information from your history about other worker screening checks, court orders relating to child protection, crimes committed overseas and workplace misconduct matters
 - All employed Staff members with a verified NDISWC are linked to The Speech Therapy Collective.

- All checks are completed and documented in staff records and records maintained for the duration of their employment by the Admin Team Leader.
- If a job candidate refuses to obtain a NDISWC, this person cannot be being employment until this has been obtained and verified.

Working with children check:

- It is a check of a person's criminal history specifically relating to crimes involving children. WWCC is valid for 5 years. The person who is needed to obtain this check is the one responsible for ordering and paying its cost. WWCC does not represent a criminal record check. This is a mandatory requirement for Students/Volunteers.

UNPAID WORKERS (Work experience and volunteers)

Pre-employment checks

At Hills District Speech Therapy these are the requirements when work experience students and volunteers commence at HDST:

- Referee check
- WWCC if over the age of 18 and engaging unpaid work
- Police check if over the age of 18
- Ensure that relevant insurances are provided from the relevant school or institution
- Contact details for their school or institution is provided
- Contact details for their legal guardian is provided if under the age of 18
- Ensure all other relevant checks are completed as per procedures made available to HDST team.

Responsibilities:

Governance:

- Ensure our policies are maintained and followed through by all members of HDST through ongoing training and supervision.
- Ensure all checks have been completed before onboarding paid and unpaid workers as per the current procedures

Clinic Managers:

- Ensure all staff are trained and supervised in the implementation of this policy and associated procedures.
- Adhere to the policy and associated procedures.
- Ensure all checks have been completed before onboarding paid and unpaid workers as per the current procedures.

Team Members:

- Adhere to the policy and associated procedures.
- Provide updated staff records to meet worker screener requirements as set out in HDST policies.

Families:

Tools and Resources:

Important documents 3. Students and Volunteers (Web view)	Other supporting documents
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References:

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7: Human Resources Management

7.3: Staff Leave Policy

Policy Owner: Compliance Team Leader – **Portfolio Area:** Compliance

Introduction and Purpose:

To inform team members of the principles that underpin the provision of leave and to define when team members are eligible for leave. This policy needs to be read in conjunction with and is informed by the *Health Professionals and Support Services Award 2020*.

Who does this Policy Apply to:

All Team Members

What is our Policy:

Principles of Staff Leave at HDST

1. Hills District Speech Therapy is committed to providing team members leave arrangements which allow access to paid and unpaid leave to support the personal needs of team members and the operational requirements of Hills District Speech Therapy.
2. The following conditions apply to all types of leave:
 - Casual staff are not entitled to paid leave.
 - A part time staff member is provided the same leave entitlements as a full-time staff member in an equivalent position, except that leave will be accrued and paid on a pro rata basis.
 - Where practicable, all absences must have prior approval.
 - Team members are required to give sufficient notice of leave requests to permit consideration of the application and, where the leave request is approved, to permit alternative arrangements to be made for the team member's duties.
3. All leave applications require approval in accordance with the approval arrangements specified in the respective procedures.
4. Approval of leave beyond those provided for under relevant procedures will require approval from the Directors (or nominee).

Annual Leave

- Annual leave cannot be taken in advance of accruals, except in exceptional circumstances to be determined by the Directors or nominee.
- HDST will deduct annual leave balance debits from termination pay.

- A team member who is ill during a period of annual leave or long service leave may request that the leave entitlements be re-credited out of their personal leave balance, subject to submission of an appropriate medical certificate.
- Notice requirements:
 - Team members are required to give the following notice for taking annual leave unless another arrangement has been agreed to with your supervisor.

Period of leave to be taken	Minimum notice required
Less than a week	Agreement with your supervisor (team leader notified and approved)
1-2 weeks	1 month
2-4 weeks	2 months
4 weeks or more	3 months

Excess Annual Leave Management

- Team member leave accruals will be monitored by human resources to ensure that excess leave is not accrued. Human resources will liaise on a regular basis with appropriate supervisors and advise them of which team members have accrued excess leave.
- Annual leave accrual of more than six weeks (pro rata) entitlement will be regarded as 'excess leave'.
- Where a team member wishes to accrue more than 6 weeks of annual leave, they must seek approval from their supervisor.
- Where a team member has accrued excess leave and has not applied for leave which will bring down the excess, their supervisor will notify them, and leave must be taken at a mutually agreed time. The amount of leave to be taken must be sufficient to reduce the team member's excess leave to four weeks (pro rata) annual leave accrual.

Cashing Out Annual Leave

- A team member, other than casual, may cash out their excess annual leave, subject to approval from the Directors
- The following conditions will apply:
 - The staff member must always have a balance of at least four weeks paid annual leave remaining.
 - A written agreement must be made each time a staff member requests to cash out annual leave.
 - The payment of cashed out annual leave must equate to the same amount as what the team member would have been paid had they taken the leave.

Personal Leave

- All team members, other than casuals, are entitled to 10 paid working days per year (pro-rata) personal leave.
- Personal leave is provided for the following circumstances:
 - Sick leave for all staff members for recovery from personal illness or injury
 - Carer's leave for all staff members to care for an immediate family member who requires care or support because of:
 - personal illness or injury
 - personal incapacity
 - an unexpected emergency affecting the team member
 - to provide care for a medical condition, subject to a medical certificate.
 - Bereavement leave for an immediate family member
 - Cultural leave for the purpose of attending essential religious or cultural obligations
 - Antenatal leave for the purposes of attending appointment associated with antenatal care.
 - Other compassionate or appropriate grounds as determined by the Team Leader- Human Resources.

Public Holidays and Christmas Closedown

- The HDST office will be closed on all public holidays and will be taken on full pay.
- The public holidays observed each year are:
 - New Year's Day Anzac Day
 - Australia Day Queen's Birthday
 - Good Friday Labour Day
 - Easter Saturday Christmas Day
 - Easter Monday Boxing Day
 - HDST office closure
- The closure of HDST office of up to two weeks over Christmas and New Year will be determined by the Directors.
- Team members will be required to take annual leave over the Christmas closedown period.
- If no annual leave is accrued, team members will be required to take leave without pay.

Parental Leave

- A short-term payment while you're on leave from work to care for your new child. Paid by the Australian Government
- All employees are eligible for paid parental leave, ensuring they meet the eligibility requirements as outlined in the Government Department of Human Services website (see link below under resources).

- At HDST we support and encourage you to continue your professional development during your parental leave period and we welcome you to any in-house PDs which may be presented during this time.
- According to Fair Work NSW, all employees, including casual employees and contractors, are entitled to 12 months of unpaid parental leave (see link below under resources).

Time in Lieu

- HDST will NOT book clients outside your working hours, without prior permission from you.
- Time in lieu can only be requested by clinical staff, team leaders, clinic managers and directors.
- What constitutes TIL?
 - If out of hour clients have been discussed, approved and booked, you may log this as time in lieu (TIL)
 - Face to face extra hours can be added as TIL without approval.
- What generally does not constitute TIL?
 - Any extra admin tasks are generally NOT time in lieu as per our flexible working environment.
 - It is also an expectation that you meet your administration requirements and manage your caseload within your work schedule. Therefore, time in lieu cannot be accrued if a clinician is not meeting their caseload expectations.
- In some exceptional circumstances, some specific duties and tasks may form time in lieu- This is discretionary, on a case-by-case basis and needs to be discussed and approved by clinic managers and your supervisor prior to logging approved time in lieu.

Working from Home

- WFH needs to be approved by your supervisor if it is not a part of your regular and arranged working week.
- WFH can only be requested by clinical staff, team leaders, clinic managers and directors.
- If you are not consistently meeting caseload then there is generally no reason for additional time required for non-client based tasks.

Long Service Leave

- HDST provides Long Service Leave (annual Leave and monetary bonus) for 5 years of service for their employees.
- After 5 years of service at HDST, employees will be gifted \$2000 and 5 days (1 week) of annual leave pro rata.

- Time spent as a contractor WILL be taken as years of service when determining this period BUT long service leave will not be available to staff that are current contractors.
 - E.g. if a staff member started at HDST as a contractor but moved to employee after 1-2 years, then those contractor years will be considered when determining the 5 years of service.
 - If a staff member is currently a contractor at their 5 years of service, they will not be entitled to the long service leave bonus.

Responsibilities:

Governance:

- Ensure our policies are maintained and followed through by all members of HDST through ongoing training and supervision.
- Determine the dates of closure during Christmas closedown and communicate these dates in a timely manner to clinic managers and wider team.

Clinic Managers:

- Ensure all staff are trained and supervised in the implementation of this policy and associated procedures.
- Adhere to the policy and associated procedures.

Team Members:

- Adhere to the policy and associated procedures.
- All team members are required to submit a leave application to their supervisor in advance of their annual leave being taken.
- Contact their supervisor as soon as practicable to advise their inability to attend work and provide the reason(s) and anticipated period of absence when taking personal leave.

Families:

Tools and Resources:

Important documents

[7. Human Resources](#) (Web view)
[7. Leave](#) (Web view)

Other supporting documents

References:

Parental Leave Pay: <https://www.servicesaustralia.gov.au/parental-leave-pay>

Parental Leave Duration: <https://www.fairwork.gov.au/leave/parental-leave>

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