



The Uniting Church
in Australia,
Synod of South Australia

Personnel Handbook

Workplace and Employment Conditions

Scope of Handbook

This handbook provides information for all personnel

There are a wide range of Workplace (Human Resource and Work Health and Safety) Policies and Procedures that govern ministry, employment and volunteering within the Uniting Church SA.

This handbook provides answers to the more frequently asked questions surrounding your workplace and employment terms and conditions.

The contents of this handbook are subject to amendment at any time at the discretion of the Executive Officer, Resources Board without notice. To ensure you are accessing the current version of this document, please refer to the website via the following link <http://sa.uca.org.au/human-resources/personnel-handbook>

If you wish to reference and access detailed policies or require further information, please contact the Manager Human Resources Manager in the Presbytery and Synod Office.

Unless indicated otherwise this handbook applies to all of the following three groups, being “S”, “L”, or “V” - definitions page 4 and 5 . Updated: March 2013

Definitions

Personnel

The term *personnel* include the following three categories of people:

1. People in specified ministries

- Minister of the Word
- Deacon
- Ministry of Pastor
- Lay Pastor (as defined in the Uniting Church Regulations pre 1 July 2008)
- Accredited Youth Worker (as defined under the Uniting Church Regulations pre 1 July 2008)

For specified ministries, the *Workplace Policies and Procedures* work in conjunction with the Uniting Church in Australia *Regulations* and *Code of Ethics* documents.

Please note:

Ministry of Pastor

In context of employment and industrial legislation (including leave provisions, superannuation levy, Long Service Leave, Workers Compensation Act) MOPs are deemed to be employees and are covered under the heading of *Employees* below. Therefore Workplace Policies for employee status will apply.

Conversely, the terms and conditions pertaining to a Minister of the Word in placement (in relation to specific allowances and entitlements) may at times be applicable to a Ministry of Pastor position as assessed by Uniting Church SA Pastoral Relations. Therefore in this instance not all Workplace Policies for employee status will be applicable.

2. Employees

These are personnel who are remunerated for the work they undertake within the Church and who are not in specified ministry (with the exception of some *Ministry of Pastor* appointments. Refer note above in section 1). The terms and conditions of employment are those prescribed in the relevant Award and the National Employment Standards (NES) of the Fair Work Act 2009.

Please note: Policies and conditions relating to Government superannuation levies will in some cases not apply to *Ministry of Pastor* positions.

3. Volunteers

Unpaid voluntary workers.

Workplace

The term '*workplace*' generally means, but may not be restricted to:

- any Uniting Church SA place of worship
- any Uniting Church SA congregational property
- any other property owned by Uniting Church SA
- any other location where Uniting Church SA activities or functions are being held

Alcohol and other Drugs

Uniting Church SA is committed to providing a safe, healthy and productive workplace. All personnel have a responsibility not to be affected by alcohol or another drug that impacts on work performance or safety. Personnel are expected not to be under the influence of alcohol, any illegal drugs or other medication that could adversely affect their own behaviour or place themselves or others at risk of injury, whilst in the workplace or travelling to and from the workplace.

Annual Leave (L only)

All full time and part time employees will be granted annual leave as determined by the *Fair Work Act 2009 (Cth)* or as prescribed by the relevant award.

Annual leave is an entitlement for all full-time or part-time employees on permanent or fixed term contracts. Annual leave may be taken subject to the required leave entitlements having accrued. Employees are entitled to four (4) weeks leave per year of service which accrues progressively and accumulates from year to year.

Employees are encouraged to take their leave as it is due and no later than 12 months after the leave is accrued. Annual leave should be taken at the time agreed between the Supervisor/Manager and employee.

Employees are required to complete a leave application form which is available from Payroll Services. These forms must be submitted to your Supervisor/Manager for approval at least 30 days prior to the commencement of leave. Please do not book any holidays prior to the leave application being approved.

Background and/or Medical Checks

Except where limited by law, Uniting Church SA reserves the right to conduct police checks and/or medical checks on its personnel. The need for such checks will be determined by legislation, compliance, mandatory requirements of the position, and WHS or *duty of care* policies.

Compassionate Leave (L only)

Uniting Church SA provides paid leave to employees when a member of their immediate family or household dies or sustains a life threatening injury or illness to help them cope with the death of an immediate relative in Australia. Compassionate leave is available to employees and, other than for casual employees, will be paid as determined by the *Fair Work Act 2009* (Cth) or as prescribed by the relevant award.

Car Parking at Synod Office

Uniting Church SA has car park spaces allocated for personnel and visitors in the basement of 212 Pirie Street. Staff are only to be allocated a car park because it is either (i) a necessary tool of trade of the position held and a part of the terms and conditions of their employment, or (ii) a part of the agreed remuneration package.

An allocated car park space shall revert back to the pool when a staff member (with an allocated car park) is on leave for greater than 3 days. The Fleet Administrator has the responsibility of managing the pool of car parking spaces .

Pool car park space vacancies are to be allocated in the following priority:

- Pre-sale Motor Vehicle Lease Scheme Vehicles
- Staff needing to stay for after hours meetings

- Staff required to use their personal vehicle for work purposes
- Staff wanting a car park for convenience reasons (for this reason a daily fee of \$16 will be charged and deducted from salary)

Change of Personal Details

Personnel are required to notify their Supervisor/Manager and Payroll Services of any change of address or telephone numbers. This enables contact to be made in the case of an emergency and to prevent personal details being forwarded to an incorrect address. This information will be treated confidentially.

Child Safe Environments

Under Section 11(1) and (2) of the Children's Protection Act 1993, people must, as either part of their profession or State legislation, report on reasonable grounds, incidents or suspicion of abuse and/or neglect of children and young people where the suspicion is formed in the course of a person's work or in carrying out official duties.

Children in the workplace

Uniting Church SA does not allow children to attend the workplace on a regular basis. However in exceptional circumstances children may accompany their parent to work on a once-off basis if prior arrangements have been made with their Supervisor/Manager.

When children of personnel accompany their parent, they are **not** permitted to use IT equipment belonging to Uniting Church SA. Additionally, whilst we are accepting of children accompanying their parents to the workplace, in order to reduce safety risks to children

and others involved, UCSA requires children to be appropriately signed in, issued with a visitors badge and are closely supervised by the parent at all times. The supervision will ensure that children are not able to walk around the workplace alone or create a disturbance.

Children must not attend the office if they have a health condition that could impact on the health of staff.

Communication (Printing/Written Style Guide Protocol)

Uniting Church SA has developed a *Style Guide* in order to ensure consistency and a professional image of its stationery and printed material by a standardised format. A copy of this *Style Guide* can be obtained from the *Communications team*.

Community Service and Jury Service Leave (L and S)

Personnel as defined by the National Employment Standards (NES) who are required to attend for community service/jury service leave on a day they would otherwise have worked, will be entitled to be absent from work and will be paid at their base rate of pay less any payment they receive from the court/community service activities. Personnel will be required to provide a "Certificate of Juror" or other recognised community service documentation, and evidence of payments received.

Personnel are entitled to take unpaid leave to carry out a voluntary emergency management activity when assisting with an emergency or natural disaster. Leave can also be taken for reasonable travel and rest time.

Conduct

It is important that any involvement personnel have with others, in any aspect of all Uniting Church SA activities and functions, is conducted in a manner which reflects positively on Uniting Church SA. All personnel are expected to behave in a way that reflects the values and ethos of the Uniting Church.

Personnel categorised as “S” are also required to comply with the Uniting Church SA *Code of Ethics and Ministry Practice* document and the *Uniting Church Regulations*.

Confidentiality

It is imperative that all personnel of Uniting Church SA keep sensitive information, gained in the course of their employment, strictly confidential. This information must not be discussed with other staff inside the Office or beyond the bounds of the Office, unless permission has been specifically granted to do so.

All documents coming into or issued from the workplace, unless for general publication, are also confidential.

A breach of the Confidentiality Policy may result in disciplinary action.

Contact with the Media

To ensure that the Uniting Church SA presents a consistent and positive image in its dealings with the media, the authority to speak rests solely with the Moderator or his/her delegate. All media inquiries shall be referred to the Communications Unit without any personal opinion being expressed whatsoever. Personnel in breach of this policy may be subject to disciplinary action.

Employee Assistance Program (EAP) (L only)

Uniting Church SA recognises that personal problems experienced by employees can seriously affect both the person's private and working life. To assist employees in addressing such problems, Uniting Church SA has contracted an external counselling service to provide a confidential Employee Assistance Program. For further information about the EAP policy, please contact the Human Resources Adviser in the Uniting Church SA Presbytery and Synod Office.

Equal Employment Opportunity

Uniting Church SA is committed to the principle of Equal Opportunity for all personnel regardless of (including but not restricted to) sex, sexual preference, marital status, race, political opinion, religion, impairment and age.

Uniting Church SA is committed to ensuring all existing personnel and persons seeking employment with, or services from Uniting Church SA are treated fairly and equitably in all aspects of their employment or the provision of services.

Appointments within Uniting Church SA will be by the merit-based selection process outlined in the Recruitment and Selection Policy.

Whereas UCA does not discriminate against appointing family members per se; if any conflict of interest or inappropriate favoritism or nepotism of any kind is found to occur, it will not be tolerated and the employee(s) and or personnel concerned may face disciplinary action.

Grievance Procedure

Uniting Church SA's intention is for all issues to be processed, in the first instance, within the person-to-person or person-to-supervisor relationship. However, in the event that this is not successful, a formal grievance procedure is put in place. Please refer to the Uniting Church SA Grievance Policy for further details of the procedure. Where an award or industrial instrument applies, the procedures set out there-in will apply.

Induction (and Orientation)

New personnel will receive induction and orientation at the commencement of their employment or engagement. This process encompasses Human Resources and WHS aspects and ensures that personnel have the necessary on the job training and meet the people that represent the key relationships to the person's role (both internal and external).

Uniting Church SA organisational information, work area familiarisation, housekeeping and general introductions to all teams and managers, also form part of this process. An Induction Plan will be provided and it is the joint responsibility the person's Supervisor and the person to ensure that all parts of this process are complete.

Industrial Instruments

The terms and conditions of employment may be in accordance with a federal modernized award. If this is the case, the Uniting Church SA will advise you of which award covers your employment conditions. Copies of your award are available at the workplace and you are encouraged to familiarise yourself with these terms.

Long Service Leave (L only)

Full time and part time lay personnel will be entitled to Long Service Leave under the terms and conditions of the Long Service Leave Act 1987. On completion of ten (10) years continuous service with Uniting Church SA, long service leave will be allowed to be taken in a minimum amount of two (2) weeks at a time convenient to Uniting Church SA.

Work Health and Safety

It is the duty of Uniting Church SA to take all reasonable precautions to avoid risk of injury to personnel by providing a safe system of work and a safe working environment. As a personnel member it is your role and responsibility to do this by means of:

- Follow safe and healthy work practices.
- Report hazards in the workplace and make recommendations to management on how to reduce the level of risk.
- Avoid adversely affecting their own health and safety or the health and safety of any other person through any act or omission at work, or by the consumption of alcohol or drugs.
- Make proper use of available safety procedures, safety devices and personal protective equipment.
- Comply with any reasonable instruction from an employer in relation to health or safety at work.
- Not (or cause another worker or visitor to) interfere with, remove, displace or render ineffective any safeguard, safety device, personal protective equipment or other appliance or work system provided for protection; except when necessary as part of an approved maintenance, repair or emergency procedure.
- Assist accident investigators or workplace inspectors.
- Report accidents, injuries and “near miss” incidents to their Manager/Supervisor as soon as possible after the event.
- Actively support the WHS consultation process.

Parental Leave (L only)

Parental leave is a generic term encompassing maternity, paternity and adoption leave and is available as leave for employees satisfying eligibility criteria. Uniting Church SA approves leave without pay (following written notice and appropriate documentation), for a maximum period of 52 weeks. In the case of Maternity Leave (for females), paternity leave (for males when they are the primary care giver) and adoption leave (for either parent). Employees may request an additional 52 weeks leave and any requests will be considered on their merits. Employees are eligible for parental leave having completed 12 months of continuous service. Casual personnel are entitled to parental leave if they are a long term casual and have a reasonable expectation of ongoing employment with Uniting Church SA.

For further details regarding parental leave contact Manager, Human Resources. People in specified ministries please contact Pastoral Relations at the Presbytery and Synod Office, as other conditions may apply.

Payroll (L and S)

All salaries are paid monthly by electronic funds transfer into your bank account. The pay cycle finishes on the last day of the calendar month, with your payment being deposited on the 15th of each month (ie two weeks in arrears and two weeks in advance).

Revisions to payroll information must be received by Payroll Services by the 7th day of the month to guarantee processing. For any payroll queries, contact the Payroll Services team at the Presbytery and Synod Office.

Performance Appraisals & Development Plans (PADPs) (L only)

Performance Appraisals and Development Plans (PADPs) are developed to:

- Reach agreement between personnel and their supervisors on the key priorities, measures of employees performance and targets for the position;
- Enable employees to have the skills and experience required to meet these targets.

It provides an opportunity for giving and receiving feedback regarding employee performance in order to help Uniting Church SA realise its goals and objectives in its ministry and mission activities. PADPs will be conducted at a minimum annually and maximum twice yearly.

Personal (Sick/Carers) Leave (L only)

All full time and part time employees will be granted sick/carers leave as determined by the *Fair Work Act 2009* (Cth) or as prescribed by the relevant award.

If you are unable to attend work at the normal commencement time, you are required to notify your Supervisor/Manager as soon as practicable.

If you need more than two days leave, you are required to provide a medical certificate or such other reasonable evidence for the third and subsequent days taken (ie a certificate is not required for the first two days leave).

People in specified ministries please contact Pastoral Relations at the Presbytery and Synod Office, as other conditions may apply.

Personnel Appearance

Uniting Church SA relies on all personnel for successful delivery of service and ministry. All personnel need to create a positive impression. Personnel are required to maintain an acceptable standard of personal hygiene and appearance.

Clothing needs to be appropriate, neat and clean and must also enable personnel to complete all normal duties safely.

Policies and Procedures

All personnel are required to be committed to the ethos of the Uniting Church Presbytery and Synod of South Australia (referred to in this booklet as Uniting Church SA). Personnel are also required to comply with all of Uniting Church SA policies and procedures. These have been established to ensure that:

- we meet the service standards expected by the Church;
- all personnel feel valued;
- we comply with relevant State and Federal legislation;
- we constantly remind ourselves that we are a church as well as a corporation.

Position Descriptions & Person Specifications (L only)

Position Descriptions & Person Specifications define the scope of a position and the skills and attributes required for the person to be able to perform the role. They provide a guideline for the role of the position and a basis for recruitment and assessment of work performance. Uniting Church SA will provide written Position Descriptions & Person Specifications for all positions and will review them regularly.

Selling on Premises

The sale of raffle tickets or other goods for purposes other than approved Uniting Church SA fund raising activities, is not permitted without prior approval from the Ministry Centre Executive Officer.

Sexual Harassment

All Uniting Church SA personnel have a right to feel safe from sexual harassment while they are at work.

Uniting Church Regulation 7.7.4 states:

“Sexual misconduct means:

- (a) *sexual harassment: any unwelcome sexual advance, or unwelcome request for sexual favours to a person, or engagement in other unwelcome conduct of a sexual nature in relation to that person, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the person complaining would be offended, humiliated or intimidated;”*

Smoking

Uniting Church SA is a smoke free working environment and aims to promote good health. Smoking is prohibited in all Uniting Church SA premises and workplace facilities. During unpaid breaks personnel may smoke in designated smoking areas outside of the buildings.

Social Media

Uniting Church SA understands that its personnel will participate in social networking sites. Social media can be a very powerful way for the Church to communicate.. When using social media, it is very

important to choose the most appropriate tool in order to achieve the intended purpose. Personnel of Uniting Church SA must be mindful when using electronic media, even when it is in personal time, to be responsible and respectful to others.

Due to personnel online comments and postings having potential to impact on Uniting Church SA, Uniting Church SA has adopted a Social Media Policy that must be observed when participating in social media and other forms of internet use. Social Networking activities for private purposes should not take place during work hours.

Special Leave without Pay (L only)

Leave without pay is a privilege and will only be granted to employees in special circumstances at the discretion of Uniting Church SA. It will only be considered when all current accrued annual, long service leave and where applicable, sick/carers leave has been taken.

All leave without pay applications must be endorsed by the appropriate Manager/Supervisor, and for Presbytery and Synod Ministry Centres the Executive Officer will be the final approving authority.

Termination (L only)

All employees are required to tender their resignation in writing and to give at least one (1) month's notice, or as otherwise stated in the Employment Contract or as prescribed by the relevant award, prior to completion date.

Time Off In Lieu (TOIL) (L only)

Before any TOIL is accrued or taken it must have prior approval of an Executive Officer or their delegate, that is accrual or taking of TOIL. TOIL is a process to be managed jointly by personnel and their Supervisor.

The TOIL policy provides an opportunity for flexibility in working hours and specifically takes into account the need for some employees to work outside of normal working hours in order to perform the inherent requirements of their role.

All employees (excluding Executive Officers, Managers, those people serving in placements (ordained or lay) and Casual personnel) are eligible to take time off in lieu of out of hours work as permitted by the relevant award or where the employee is award free.

Out of hours work is defined as per the relevant award or work performed during evenings or over the weekend. Meetings or seminars may necessitate this work. For example: Out of hours work does not include any additional time worked at the beginning or end of a normal workday. If a regular pattern of such work is prevalent, staff are encouraged to consult with their supervisor to determine what course of action can be taken to adjust their workload.

Approval for accruing and taking time off in lieu is always sought in advance from the appropriate Manager and/or Executive Officer, and should be recorded on the employee's time sheet. Except in very unusual circumstances, the amount of time accrued for time off in lieu should not exceed three (3) working days, i.e. 22.5 hours at any one time.

Time Sheets (L only)

All staff, other than those serving as Executive Officers, Managers or people in placements (ordained or lay) are required to complete a daily time sheet recording their start time, finish time and hours of work. Time sheets, which cover one calendar month, shall be initialed by the appropriate Supervisor and (if the supervisor is not an Executive Officer) handed to the Executive Officer immediately following the end of each month. The Executive Officer will then sign the sheet and forward it to the Payroll Services team for reconciliation of leave and record keeping. It is important that any leave taken be recorded accurately on the time sheet. You will also need to ensure that the appropriate leave forms have been submitted so that the Payroll Services team can reconcile these forms with your time sheet.

Time sheets are supplied electronically, monthly, from Financial Services.

Training, Development and Further Education (L & S)

Uniting Church SA recognises the need for its personnel to respond to change, and is therefore committed to developing and maintaining skills in all areas. Uniting Church SA is committed to systematic training to meet organisational and career development needs, and to maintaining an environment in which individuals are encouraged and financially assisted to develop their skills. Discussions on the training and development options available/appropriate to personnel will normally form part of the PADP process referred to on page 5.

Workplace Bullying and Harassment

All Uniting Church SA personnel have a right to feel safe from bullying while they are at work. Workplace bullying involves the persistent ill treatment of an individual at work by one or more other persons.

Common bullying behaviour can include intimidating another person, abuse of power, alienation of personnel, inappropriate comments, threats, sarcasm, ostracism and sabotage of a person's work.

It is a policy of Uniting Church SA that bullying is unacceptable conduct in the workplace and will not be tolerated.

Further information in relation to Equal Employment Opportunity, Sexual Harassment and Workplace Bullying can be found within the Equal Employment Opportunity Policy, available on the Uniting Church SA website.