



HUMAN RESOURCES POLICY

RECRUITMENT

This policy applies to applicants, permanent part-time and full-time employees and volunteers.

The ACT Jewish Community Inc (ACTJC) will seek to recruit the best available employee through external advertisements for any vacant remunerated position.

ACTJC will also internally advertise all vacant positions to encourage career advancement and to increase community participation.

ACTJC will select the best applicant for the duties of an advertised position through an open and transparent merit-based selection process addressing the required skills, knowledge, and qualifications.

PROBATION

A new employee must satisfactorily complete a probation period of six months. The probation period may be waived for cause only if the Board so determines by general resolution.

COMPLIANCE WITH COMMUNITY POLICIES

ACTJC employees must comply with all of the community's policies. Failure to do so may result in termination of employment.

INDUCTION

All employees (including contractors, casuals, volunteers and temporary staff) will be inducted into the ACTJC by the President or his/her delegate on the person's first day of employment or attendance.

The induction process must include the communication of Workplace Health & Safety requirements, duties to be undertaken, dealing with members and volunteers, and security requirements and the physical layout of the site.

The President or his/her delegate should also informally mentor a new employee or volunteer as far as is practicable.

PROFESSIONAL DEVELOPMENT

This section applies to permanent part-time and full-time employees only.

The Board can require a continuing employee to acquire a new skill or specific qualification for the purposes of his/her professional development. In such cases, the ACTJC will reimburse the tuition costs of the course if the employee completes the course satisfactorily within the minimum time.

For a new employee, reimbursement of tuition fees can be negotiated at the employee's interview for an ACTJC position e.g. in the context of the **Development Plan** referred to below.

The acquisition of a new skill or qualification acquired for professional development purposes must be documented on the employee's personnel file.

PERFORMANCE REVIEW

This section applies to permanent part-time and full-time employees only.

During the first month of an employee's commencement in a role, he or she will work with the President or his/her delegate to develop a **Performance Plan**. The Performance Plan should outline goals and objectives for the following 12-month period. The Performance Plan will also include an agreement of what competencies are to be demonstrated in the role.

An employees should initially draft his/her own Performance Plan and then arrange a discussion with President or his/her delegate so that the Plan can be agreed and finalised. If there is no agreement, both parties should attach a memo outlining their position and forward the Performance Plan to the Board for a final decision by general resolution.

The President or his/her delegate will conduct a formal **Annual Performance Review** with each employee within the first six weeks of the new financial year for the review period from 1 July to 30 June of the previous financial year. This will involve a formal interview with the employee to assess his/her performance against agreed objectives, targets and measures to arrive at a performance rating (unsatisfactory; satisfactory; highly competent; outstanding.)

The Board must agree the rating and sign it off.

During the Annual Review process (or the first month of commencing employment), each employee is to prepare a **Development Plan** with the President or his/her delegate. The Development Plan discussion should review the individual's development over the previous 12 months and outline his/her career directions and development priorities for the next 12 months.

The President or his/her delegate may also conduct progress reviews on an informal basis more frequently throughout the financial year.

The President or his/her delegate may also formally assess and discuss an employee's performance with the employee on an 'as needed' basis subject to 24 hours written notice being given to the employee.

It is the responsibility of employees to participate openly and honestly in planning and assessing their own performance and receiving feedback from the President or his/her delegate.

DAILY DIARY

This section applies to permanent part-time and full-time employees only.

An employee must keep a daily diary recording his/her start and end times with a mandatory lunch break of 30 minutes. This must include recording the start and return time of all work undertaken off-site that exceed 30 minutes together with the location and purpose of the off-site activity.

The daily diary must be filed on the employee's personnel file for audit purposes.

The Office Manager is to reconcile the employee's recorded start and end times per fortnight with the total hourly rate of pay paid to the employee for that fortnight.

In the event of illness or urgent/emergency family circumstances, leave will generally be taken as carer's leave or sick leave and should be documented in the daily diary in 15-minute intervals where the leave period exceeds 30 minutes.

NON-ATTENDANCE IN THE WORKPLACE

An employee must notify the President by telephone or email if the employee is unable to attend the workplace. Notice should be given as early as possible on the day and in any event no later than one hour after the employee is due to commence duty.

Failure to notify the President of non-attendance may result in a sanction being applied (e.g. deductions from pay).

DISPUTE RESOLUTION

The President or his/her delegate is responsible for identifying, preventing and addressing potential problems before they become formal grievances.

Employees and volunteers should in the first instance seek to resolve any issues with the President or his/her delegate at the earliest opportunity. Both parties should discuss the matter freely, work together to achieve a desired outcome, and treat each other with fairness and respect.

If the matter is not resolved informally between the parties and a formal grievance or dispute is notified, the dispute resolution provisions of any applicable Award will be followed.

If the employee or volunteer is not covered by an Award, the President or his/her delegate may refer the matter to the Board together with a report on the merits or otherwise of engaging a professional conflict resolution service. The report must identify the nature of the dispute or grievance and identify the cost applying to and outcomes that may be obtained from any mediation.

All parties are to maintain complete confidentiality at all times.

AUTHORISATION

Merrilyn Sernack
Secretary
ACT Jewish Community Inc

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