Employment Policy

for the Capricorn Conservation Council

We respectfully acknowledge the Traditional Owners of the land and waters which we conserve and protect, the Darumbal Country and the Woppaburra Country. We pay respect to the Elders, past, present, and emerging, for they hold the memories, the culture, and the dreams of the Aboriginal and Torres Strait Islander People.

PURPOSE	This policy is to ensure that all employees (whether permanent or casual) work within a framework that is consistent, fair and supportive of the needs of the individual and Capricorn Conservation Council.
POLICY	This policy provides the framework for the employment and welfare of all employees. This policy aligns with the terms and conditions provided in the National Employment Standards. **I. RECRUITMENT AND SELECTION** All staff selection shall be made on merit and based on the Equal Employment Opportunity (EEO) principles. Selection based on merit shall mean that an applicant has the skill and ability to perform the job, appropriate formal qualifications and /or credentials, relevant experience or transferable skill, and relevant personal attributes to work as an effective member of the team. Prospective employees must be willing to subscribe to Capricorn Conservation Council's core values and objectives. Requests for recruitment of new positions must be approved by the Management Committee. A position may be filled by appointing, transferring or promoting an existing employee, and/or advertising externally, or engaging an individual or entity as a contractor or temporary staff. A clear position description must be prepared for each position to be filled. This may be provided to applicants. Reference and background checks must be undertaken including Working with Children background check (where applicable), qualification / trade certificate verification, and eligibility to work in Australia confirmation. At least one employment-related referee shall be contacted for verbal or written reference check. Confidentiality shall be maintained at all stages of the recruitment and

selection process.

Complaints regarding recruitment and selection shall be reviewed by the Management Committee.

II. Probationary Period

As a general condition, all permanent employees shall be required to serve a probationary period of 3 months.

III. Standard Hours

Standard hours are 38 hours per week for full time employees. Reasonable additional hours may be required on a regular basis. If an employee is required to work on a weekend or Public Holiday, an alternative day off will be negotiated with the immediate supervisor.

IV. Annual Leave

Full time employees shall be entitled to **four weeks of paid annual leave** for each completed year of service (pro-rata for part time staff). The annual leave shall accrue on each anniversary date of employment.

Subject to agreement, an award or agreement-free employee may purchase extra annual leave in exchange for forgoing an equivalent amount of pay.

The employee will be required to take annual leave during an annual office close down. Leave without pay will be taken if an employee's entitlement to leave is exhausted.

Casual employees are not entitled to accrue annual leave entitlements.

Cashing out of annual leave is permitted if an agreement allows the practice. Subject to agreement, an award or agreement-free employee may cash out annual leave at any time. However in all cases, the employee must retain an entitlement to at least four weeks paid annual leave and there must be a separate agreement in writing on each occasion.

Employees shall not accrue more than 6 weeks of annual leave.

A leave application form must be completed and approved by the President before commencing the leave. In normal circumstances, at least 4 weeks' notice should be given prior to commencement of the leave.

V. Unpaid parental leave

Unpaid parental leave is available to all employees having or adopting a child if they have completed at least 12 months or continuous service.

The leave must be associate with:

a) The birth of a child to the employee, the employee's spouse, or the employee's de facto partner, or
b) The placement of a child under 16 year of age with the employee for adoption.

A casual employee qualifies after working on a regular and systematic basis for at least 12 months, with a reasonable expectation of ongoing employment. Other casual employees are not eligible.

Once an employee has completed 12 months of continuous service, he or she is entitled to a separate period of parental leave for each future child.

An employee should give at least 10 weeks of written notice of intent to take parental leave. In addition, the employee must give at least 4 weeks of written notice of the start and end dates before the anticipated commencement of the parental leave.

A leave application form must be completed and approved by the President before commencing the leave.

VI. PAID PARENTAL LEAVE

An employee may be entitled to a Government-funded paid parental leave of up to 18 weeks. The parental leave will be paid at the National Minimum Wage.

A leave application form must be completed and approved by the President before commencing the leave.

VII. PERSONAL / CARER'S LEAVE

This leave covers both sick leave and carer's leave.

Permanent employees are entitled to 10 days **paid** personal/carer's leave per annum. This leave accrues on a monthly basis and from year to year.

A medical certificate may be required where an employee has:

a) Two or more consecutive days' absence due to illness; or
b) Taken one or more consecutive days' absence prior to or following a Public Holiday.

A casual employee is not entitled to paid personal/carer's leave.

Permanent and casual employees are entitled to 2 days of unpaid carer's leave on each occasion when a member of the employee's

immediate family or household requires care or support because of a personal illness, injury or unexpected emergency.

If an award or agreement allows, the practice of cashing out of paid personal/carer's leave is permitted. However, the employee must retain an entitlement to at least 15 days of untaken paid personal/carer's leave and there must be a separate agreement in writing on each occasion.

An award or agreement-free employee cannot cash out paid personal/carer's leave.

A leave application form must be completed and approved by the President before commencing the leave.

VIII. COMPASSIONATE LEAVE

A permanent employee is entitled to two days of **paid** compassionate leave per occasion for the purpose of attending the funeral of a member of an immediate family or household or for spending time with a member of the immediate family or household who has sustained a life-threatening injury or illness.

A casual employee is not entitled to paid compassionate leave.

A leave application form must be completed and approved by the President before commencing the leave.

IX. COMMUNITY / JURY SERVICE LEAVE

Permanent and casual employees are entitled to unpaid community leave and 10 days jury service leave. For jury service leave, the employee is entitled to 'make up pay' for the first 10 days that the employee is absent for a period of jury service. Make-up pay is the difference between jury service pay and the employee's base pay. The employee may be required to provide evidence of the need for the leave.

A leave application form must be completed and approved by the President before commencing the leave.

X. LONG SERVICE LEAVE

The *Industrial Relations Act 1999* provides long service leave entitlements for most employees in Queensland, including casual, regular part-time and seasonal employees subject to certain conditions.

Long Service Leave is 8.6667 weeks of paid leave after 10 years'

	continuous service and 4.3333 weeks for a further 5 years of service. An employee who has completed 5 years, but less than 10 years of continuous service, is entitled to pro-rata payment if the employee: a) Dies b) Resigns as a result of illness, incapacity, domestic or other pressing necessity; or c) Terminated for any reasons other than serious and wilful misconduct. Employees cannot accept payment for Long Service Leave in lieu of actually taking the leave accrued. A leave application form must be completed and approved by the President before commencing the leave.
FLEXIBLE WORKING ARRANGEMENTS	An employee who is a parent or has responsibility for the care of a child may submit a written request for flexible working arrangements once the employee has completed 12 months or continuous service.
PUBLIC HOLIDAYS	An employee is entitled to all gazetted public holidays without loss of pay, provided the public holiday falls on a day on which the employee ordinarily works. An employee may be requested to work on a particular public holiday and will be entitled to one-day's leave in lieu or the public holiday on a mutually agreeable day. However, such a request may be refused by the employee on reasonable grounds, e.g. family responsibilities, etc.
ABSENCE WITHOUT LEAVE	An employee who does not report for work at the usual time and does not provide notification and explanation for that absence may be considered as being absent without leave and may be liable for loss of pay. Continuous absence without notification for 3 or more working days may be regarded as an abandonment of employment. This may lead to dismissal.

PERFORMANCE REVIEWS	Performance reviews shall be undertaken for all employees before the conclusion of a probationary period and on an annual basis. The review will be in the form of a meeting with the Capricorn Conservation Council Management Committee and will cover areas such as: a) Performance against workplan; b) Attitude and staff relations; c) Development; d) Future objectives; and e) Areas requiring improvement. All formal complaints concerning performance reviews shall, in the first instance, be referred to the President.
CONFLICT OF INTEREST	An employee must not engage in any conduct which conflicts (or appears to conflict) with the objects, activities, or business of Capricorn Conservation Council and/or duties and responsibilities of the employee including, but not limited to accepting any benefit, in money or otherwise, as an inducement or reward for any act or conduct in connection with any matter or business in relation to the group or the employee's duties and responsibilities. If there is any dispute about whether a conduct conflicts (or appears to) with the objects, activities or business of Capricorn Conservation Council and/or duties and responsibilities of the employee, the decision of the Management Committee will be determinative.
POLICIES AND PROCEDURES	An employee must comply with all Capricorn Conservation Council policies, procedures and practices as prescribed and amended from time to time.

CONFIDENTIALITY	An employee may use confidential information solely for the purpose of performing duties and not for the benefit of the employee or any third party. An employee must not disclose confidential information except where the disclosure is: a) Necessary in the course of performing the duties; b) To another employee; c) Made with the prior written consent of the Management Committee. d) Required by law. Where an employee is permitted to disclose confidential information , the employee must disclose such information only to persons who: a) Are aware and agree that the confidential information must be kept confidential; or b) Have signed a confidentiality agreement; and c) Have a need to know (and only to the extent that each has a need to know). **NB: The employee's obligations under this clause continue after the termination of employment.**

	AUTHORISATION:	
	This version was approved on:	27-03-2024
	This version takes effect on:	27-03-2024
	Authorised by:	CCC Management Committee
	President:	Mick Jones
	President signature:	

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