



# Conditions of Employment Policy

<b>Policy Number</b>	QA4/1	<b>Title</b>	Conditions of Employment
<b>Revision</b>	3.0	<b>Written By</b>	Policy Team and Nominated Supervisor
<b>Reviewed By</b>	EHOOSH Management Committee	<b>Approved By</b>	EHOOSH Management Committee
<b>Supersedes</b>	2.1	<b>Effective Date</b>	May 2025

## 1. Policy Statement

Eastwood Heights OOSH is committed to providing fair, transparent, and legally compliant employment conditions for all educators and staff. Our conditions of employment promote professionalism, support staff wellbeing, and ensure that our service operates within the requirements of the National Quality Framework (NQF) and Fair Work legislation.

## 2. Background

The Education and Care Services National Law and Regulations, along with the National Quality Standard, require services to employ qualified, capable, and professional staff. Providing clear, fair employment conditions supports staff retention, promotes a positive workplace culture, and directly contributes to high quality care for children.

### **3. Procedure**

The implementation of clear employment procedures at Eastwood Heights OOSH ensures that all educators and staff understand their rights and responsibilities. Through structured processes for employment, attendance, conduct, and professional development, we maintain a positive and compliant work environment that supports the delivery of high quality education and care

#### **3.1. Employment Terms**

Employment at Eastwood Heights OOSH is governed by the relevant modern award, industrial agreement, and the Fair Work Act 2009. Staff contracts clearly outline the terms of employment, including classification, pay rates, working hours, probationary periods, and termination procedures. This ensures that all employees are aware of their conditions from the outset

#### **3.2. Staff Records**

Accurate and confidential records are maintained for all staff members, including qualifications, Working with Children Check (WWCC) details, emergency contacts, and any relevant medical information. Staff are required to notify the Nominated Supervisor immediately of any changes to their personal information to ensure records are kept up to date.

#### **3.3. Attendance and Punctuality**

Staff must attend all rostered shifts on time and notify the Nominated Supervisor/ Responsible Person in Charge of any absences as early as possible. Absences due to illness should be supported by a medical certificate where necessary. Consistent punctuality and reliable attendance are essential for maintaining quality care and service delivery.

#### **3.4. Wages and Superannuation**

Wages are paid according to the Children's Services Award 2010 and accurately reflect each staff member's classification and entitlements. Superannuation contributions are made in accordance with the Superannuation Guarantee (Administration) Act 1992, ensuring that

staff receive their correct benefits.

### 3.5. Leave Entitlements

Annual leave, personal/carer's leave, and other types of leave are provided in line with the Fair Work Act 2009 and relevant awards. Staff must submit leave requests in writing with reasonable notice to allow for staffing adjustments and continuity of care.

### 3.6. Professional Conduct

All staff are expected to uphold the Early Childhood Australia Code of Ethics, maintain confidentiality, act professionally at all times, and align their behaviour with the service's philosophy. Any concerns related to conduct must be raised through appropriate grievance procedures.

### 3.7. Professional Development

Educators and staff are encouraged and supported to participate in professional development opportunities. Individual training needs will be identified during the appraisal process, and staff are expected to actively pursue continuous improvement to enhance their practice.

### 3.8. Grievance and Conflict Resolution

Staff grievances must be addressed in accordance with the service's Grievance Policy. Concerns should be raised promptly and respectfully, and confidentiality will be maintained throughout the grievance process to ensure fair and equitable outcomes

## 4. Roles and Responsibilities

#### Approved Provider

- Ensure employment practices comply with relevant laws and awards.
- Maintain accurate employment records.

	<ul style="list-style-type: none"> <li>• Support the provision of a safe and fair workplace.</li> </ul>
<b>Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>• Implement employment procedures fairly and consistently.</li> <li>• Manage induction, appraisals, and training support.</li> <li>• Address attendance, conduct, and performance issues promptly.</li> </ul>
<b>Responsible Person in Charge</b>	<ul style="list-style-type: none"> <li>• Monitor daily staffing, attendance, and punctuality.</li> <li>• Support new staff and escalate concerns to the Nominated Supervisor.</li> </ul>
<b>Educators and Support Staff</b>	<ul style="list-style-type: none"> <li>• Follow the service's conditions of employment.</li> <li>• Maintain professionalism, punctuality, and confidentiality.</li> <li>• Actively engage in professional development.</li> </ul>

## 5. References

### 5.1. Statutory Authority

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Fair Work Act 2009
- Children's Services Award 2010
- Work Health and Safety Act 2011 (NSW)

### 5.2. Relevant Service Policies

- Staff Appraisal Policy
- Professional Development and Training Policy
- Grievance Policy
- Governance and Management Policy

### 5.3. National Frameworks

- National Quality Standard (NQS)
- Early Childhood Australia Code of Ethics

## 6. Legislative Requirements.

### Education and Care Services National Law Act 2010

Regulation 126	Centre-based services—general educator qualifications
Regulation 150	Staff Record
Regulation 168(2)(i)	Staffing arrangements policy and procedures
Regulation 169	Additional staffing requirements
Regulation 170	Policies and Procedures to be Followed
Regulation 177	Prescribed Enrolment and Other Documents

### Revision Chronology

Version Number	Date	Reason for Change
1.0	January 2017	Creation of Policy
2.0	April 2019	Endorsed by OOSH executive committee
2.1	December 2019	Edit Employment Status
3.0	May 2025	Updated and Reviewed in New Template