



INFORMATION SHEET: *Benefits of Employment*

Version: 1.0

Scope: All

Date: January 2012

UMFC is proud to be an Employer of Choice.

This status has been achieved by fostering an inclusive and employee-centered culture based on the values of Participation, Respect, Excellence, Justice and Honesty.

At every opportunity we strive to:

- provide meaningful and challenging work,
- provide opportunity for growth and development
- support frequent, open and two-way communications,
- recognise contributions and reward achievement.
- provide flexibility in work arrangements and
- strive to maintain excellent employment conditions.

In more detail benefits of employment at UMFC include...

A family friendly workplace:

Where employees are encouraged and supported to have a good work/life balance.

Flexible Work Arrangements

By negotiation with the Manager, we encourage workers to work their contracted hours in the mode which suits them and this includes flexible work hours within the fortnight. When necessary we will work with you to make arrangements that best fit your needs at a given time. Every effort is made to accommodate reasonable requests subject to agency needs being met.

Training and development

Each program has a budgeted commitment to training and development. We encourage further education and training through negotiated study leave. Additionally, each year for all staff the Agency holds two ½-day meetings and a full-day Conference that are developmental in nature.



Participation ~ Respect ~ Excellence ~ Justice ~ Honesty

Supervision

We are committed to supervision with a minimum of two hours a month for each full time worker. Supervision provides the opportunity for you to have specific time with your supervisor and is about supporting you to be good at and enjoy your work.

Paid parental leave:

UMFC provides 6 weeks paid Maternity leave and 2 weeks paid Paternity leave which is funded by individual services **in addition to** the Federal Government Paid Parental Leave scheme that provides eligible working parents with 18 weeks of Parental Leave after a qualifying period of 12 months.

Recreation Leave

Annual leave of 4 weeks as per award (with leave loading & cumulative) plus

Agency Leave of 1 week per year (no leave loading and not cumulative).

We encourage workers to take their leave regularly for wellbeing reasons. The timing of leave is best worked out in advance with your supervisor and the Manager who will consider your needs in conjunction of those of the program.

Working Extra Hours

From time to time, workers may need to work extra hours. Before extra hours are worked, they need to be authorised by the worker's Supervisor or Manager. Extra hours may be worked on a time in lieu basis (one for one) that then enables workers to use this time at a later time of their choice (after arrangement with the supervisor) OR paid as extra contract hours OR paid as overtime.

Personal Leave

Up to 10 days personal leave per annum can be taken *without medical certificate/evidence of reason*. This is an Agency benefit in recognition that accessing these may be unnecessarily difficult or inconvenient. Supervisors and Managers monitor personal leave and employee's wellbeing and evidence can be asked for in relation to personal leave if felt necessary.



Salary Packaging

Employees may currently package up to the relevant threshold for public benevolent institutions. UMFC uses external consultants *Eziway* to manage salary packaging. Tax free benefits may include rent, mortgage, credit cards, superannuation, meals, entertainment and laptops. The HR Systems Manager is available for any queries.

Leave Without Pay – Leave of Absence

By negotiation with the Manager, every effort is made to accommodate reasonable requests subject to agency needs being met and being consistent with policy and procedure.

Employee Assistance Services

While we encourage staff to approach their supervisor or a more senior member of staff if they are experiencing problems, we recognise that from time to time in an individual’s life, this may not be the preferred option.

Our Employee Assistance Program (EAP), is provided by an external company, to provide confidential, professional and free counselling and support to all employees of Upper Murray Family Care. The EAP can be used to confidentially discuss any work or personal issues that are an inevitable part of life.

To access the Employee Assistance Program *call PPC Worldwide – 1300 361 008.*

Staff Social Club

For a small fortnightly contribution (able to be deducted from your pay) you can be a member of the social club and attend reduced price functions and activities organised from time to time throughout the year by the Social Club Committee.

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| Prepared By: | HR Systems |
| Date: | January 2012 |
| Review Date: | January 2013 |
| Related Documents: | Employee Assistance Procedure (to be hyperlinked) Leave Without Pay Procedure Supervision Guide |