

STAFF INFORMATION

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The people you support
do not live in your
workplace, you work
in their home.

Open Future Learning

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Roster Coordinator

NWRSS is open to hearing from anyone inside or outside the organisation who might be interested in the position of Roster Coordinator. The person who holds this position will not be able to do any support work.

Identification for Entry into Shared Homes

If trades or home service industry people need to get into a shared home, the home will be notified of the visit. If shared home staff don't feel comfortable about the identity of someone needing to get into the home they can ring the manager or a member of the management team for confirmation.

Staff Reviews

We are commencing a review of each staff member's understanding of the requirements of their job by using the Induction/Orientation checklist that is used for new employees. Assistant Direct Service Coordinators will do this on-site during work time. The intention of the review is to highlight areas that employees need to update or refresh themselves on.

Parking at 51 William Street, Devonport and 38A Hogg Street, Wynyard

With both of these properties now being used as bases for lifestyle programs we need a policy on parking.

There will be no-on site parking. Both properties have ample on-street parking. If a client needs to be driven on to the property it will be for drop off and pick up only.

Fire Safety

More and more of our training will be self-managed by staff through access to written material, DVD's and online links.

Fire Safety booklets are being placed in the Operational Booklet that is in shared homes, and on our website.

All of the fire extinguishers in our shared homes are the same and have very simple and easy to read instructions on them. Don't go past the label as it will tell you exactly how to use it.

Infection Control

Some staff have asked about training for infection control. Please familiarize yourself with the policy on the website. We are searching for a DVD on this.

Sick Leave

Personal and carers sick leave lets an employee take time off to help them deal with personal illness, caring responsibilities and family emergencies. The following explanation is based on the National Employment Standards and the wording in your modern award or enterprise agreement may differ slightly from that provided below:

Entitlement to paid personal / carers leave

Q. Who is entitled to take paid personal / carers leave?

A. Only full and part time employees are entitled to paid personal /carers leave. Casual employees are not entitled to paid personal /carers leave, however casual employees are entitled to unpaid carers leave

Q. How much paid personal / carers leave am I entitled to?

A. For each year of service you are entitled to 10 days (pro rata of 10 days each year depending on the hours of work for part-time employees) of paid personal / carers leave

Q. How does my entitlement accrue?

A. Your entitlement to paid personal/carers leave accrues progressively during a year of service according to the employee's ordinary hours of work, and accumulates from year to year

Taking of paid personal / carers leave

Q. When may I take paid personal / carers leave?

A. You may take paid personal / carers leave for the following reasons:

- Because you are not fit for work due to personal illness or injury, affecting yourself, or

- to provide care or support to a member of your immediate family, or a member of your household, who requires care or support because of;
 - a personal illness, or personal injury, affecting the member
 - an unexpected emergency affecting the member

Q. Who is classified as immediate family or a member of your household?

A. An immediate family member is a spouse, de facto partner, child, parent, grandparent, grandchild, sibling or child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner. A household member is any person who lives with you

Q. How much paid personal / carers leave can I take?

A. You can take as much paid personal / carers leave as you have accumulated. There is no minimum or maximum amount of paid personal or carers leave that can be taken at a time, however notice and evidence requirements must be met if required

Payment for paid personal / carers leave

Q. How is personal / carers leave paid?

A. You are paid at your base rate of pay for your ordinary hours of work in the period during which you take a period of paid personal / carers leave

Cashing out of paid personal / carers leave

Q. Can I cash out my paid personal / carers leave?

A. Generally the answer is no. Paid personal / carers leave cannot be cashed out. The only exception is when a modern award or enterprise agreement specifically allows for cashing out to occur. If the modern award or enterprise agreement is silent on cashing out then this cannot occur

Employment termination and paid personal / carers leave

Q. Is paid personal / carers leave paid out when my employment ceases?

A. Generally the answer is no, unless the modern award or enterprise agreement specifically allows for payment out to occur

Unpaid Carers Leave Explained

Entitlement to unpaid carers leave

Q. How much unpaid carers leave can I take?

A. You are entitled to 2 days of unpaid carers leave for each occasion

Q. When am I entitled to take unpaid carers leave?

A. You are entitled to take unpaid carers leave when a member of the employee's immediate family, or a member of the employee's household, requires care or support because of:

- Personal illness, or personal injury, affecting the member
- An unexpected emergency affecting the member

Q. How may I take the 2 days per occasion?

A. You may take the 2 days either as a single continuous period of up to 2 days or any separate periods to which you and your employer agree

Notice and evidence requirements for both paid and unpaid leave explained

Notice requirements

Q. Must I give notice of taking leave?

A. You must give your employer notice of the taking of both paid and unpaid leave

Q. When must I give notice to my employer?

A. You must notify your employer as soon as practicable (which may be a time after the leave has started) and you must also advise of the period, or expected period, of the leave

Evidence requirements

Q. Must I provide evidence when taking either paid or unpaid leave?

A. You must provide evidence, if required by the employer, which would satisfy a reasonable person. Evidence may be in the form of a medical certificate or statutory declaration; however a modern award or enterprise agreement may also include terms relating to the kind of evidence that an employee must provide

Please use email, SMS or Message Bank to ask management team members any questions that arise from reading these sheets or prescribed reading and viewing training material.

Authorised by: Neal Rodwell – General Manager.

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