

SECTION 2

STAFF

2.1 19 Day Month

That the principles for operation of a 38 hour week / 19 day month be as follows--

1. RDO arrangements shall apply to ASU, MEU and LGIA staff
2. One RDO shall apply in every four-week period. RDO is achieved by working 8 hours a day for 19 days (i.e., 152 hours work equivalent to 4 weeks x 38 hours).
3. The pool manager is excluded from the RDO arrangements due to the nature of his work.
4. The CEO and Acting CEO will not take any rostered days off while the CEO is on annual leave.
5. 13 rostered days off per year will be allocated. Annual leave is to be 20 days, including one of the rostered days off. (Effectively reducing RDO's to 12 per year).
6. Hours of Duty (Admin staff)

Commence 8.00am

Finish 5.00pm

Lunch 60 min

Length of Day 8 hours

(Full RDO document held by CEO and issued to newly appointed staff)

2.2 Service Pay Scheme

The arrangements for the service pay scheme are as under -

This is based on sliding scale with the maximum of \$37.50 per week being paid after five years service as under.

1. Service pay would be paid in addition to existing wages / salary currently paid i.e., in addition to any over-award, machine bonus etc.
2. After the completion of -

ONE YEAR SERVICE - additional per week	\$ 7.50
TWO YEARS SERVICE - additional per week	\$15.00
THREE YEARS SERVICE - additional per week	\$22.50
FOUR YEARS SERVICE - additional per week	\$30.00
FIVE YEARS SERVICE - additional per week	\$37.50

3. Maximum service pay - per week \$37.50
4. For part time officers the service pay is rounded off to the nearest 1/4 and paid accordingly i.e., a 1/2 time officer would receive \$3.75 increment as against a full time officer receiving \$7.50.

This scheme does not apply to casual employees.

2.3 Sick Pay Bonus Scheme

This operates as under, and applies to the Shire of Moora Municipal Employees Union Collective Agreement 2008 staff and Council's Caretakers.

Council will pay up to 5 days untaken sick leave at Christmas each year. These 5 days are the first 5 days due each year. The first 5 days sick leave taken will be deducted from the 5 days Council will pay. So a person who has taken no sick days gets 5 days paid, a person who has taken one sick day gets 4 days paid, a person who has taken five sick days gets no days paid.

This scheme will not affect an employee's entitlement to sick leave under any award.

2.4 Relocation & Removal Expenses

That the policy relating to removal assistance for newly appointed Senior staff is as follows:-

1. An amount of \$10,000 or 50% of the actual, whichever is the lesser, be paid towards the costs of relocation & removal expenses on the following basis – 50% on arrival and 50% after 1 year service.
2. Relocation expenses to be refunded in full if the Officer leaves of their own accord within the first 12 months.

2.5 Corporate Wardrobe

CORPORATE UNIFORM SCHEME - GUIDELINES

- 1 A 'Corporate Wardrobe' subsidy will only be available to permanent full time, part time and contracted officers, after a qualifying period of 3 months for new employees.
- 2 Contributions by Council will be up to a maximum of \$500 per year per employee by Council for replacement/new items. Any cost above this will be met by the employee.
- 3 Staff transferring to another Local Authority or terminating with Council will be required to repay any outstanding balance of their contribution upon termination through a payroll deduction, but will not be required to reimburse Council any portion of its contribution.
- 4 Staff transferring from another Local Authority and already having corporate wardrobe clothing will be provided with a top-up issue at the discretion of the CEO in accordance with Clause 2.

5. Staff should make every endeavour to maintain the corporate clothing in a clean and tidy condition and to wear such clothing as a complete outfit and not mix with personal clothing.
6. Staff shall not wear the uniform other than for work related purposes. These guidelines may vary at the discretion of Chief Executive Officer.

2.6 Long Service Recognition

That to recognise long serving staff:-

An appropriate gift is presented to long serving staff in Council's employ on the following basis, and that the presentation is at a suitable function attended by full Council.

5. 10 years service \$250
6. 20 years service \$500
7. 30 years service \$1,000
8. 40 years service \$2,000

2.8 Staff Rental Conditions

That the following terms and conditions apply to housing premises made available on a rental basis by Council.

1. Garden, surrounds and yard to be maintained to a good standard and the building to be kept clean to normal standard.
2. Council will pay for utility costs in accordance with relevant employment contracts/conditions.
3. 4 weeks bond at market rental value shall be paid by the employee upon commencement of employment and retained in Council's Trust Fund to cover any damage to the residence required on the vacation of the premises.
4. Occupation of the residence to cease at any time employment with the Council ceases.
5. On vacating the premises the carpets are to be cleaned by a professional carpet cleaner at the cost of the employee and a copy of receipt provided to Human Resources.
6. Gutters to be kept free of leaves and debris.
7. Council reserves the right to inspect the residence at reasonable times. (See also Policy 8.2)

2.9 Transport for Workmen

1. Within a 10 kilometre radius of Moora start and finish at the depot in Council time.
2. Between 10-24 kilometre radius travel to and from the job in a Council provided vehicle in employee's time for which each person is paid 1/2hour extra per day.
3. Between 24-40 kilometre radiuses, with the same arrangement as above each employee is paid 1 hour per day travelling.
4. Beyond 40 kilometre radius is by arrangement. In past times this has resulted in employees being paid up to 1 1/2hours (in total) per day for travelling.
5. The person driving the vehicle gets paid overtime rates. The employees being transported get paid standard time. Driving is on a rotational basis.

2.14 Telephones – staff

Council identifies that there will be occasions where Senior Officers make and receive telephone calls from their private residence. In recognising this and the expectation that the officers will respond positively to the concerns of the public concerns or an emergency. Council has the following policy:-

1. That telephones be installed at residences occupied by the Senior Officers and Operations Supervisor.
2. That the official positions and telephone numbers of the above officers be listed in the telephone book under Shire of Moora.
3. Officers covered under this policy will be entitled to reimbursement for the telephone rental, service and maintenance charges and the cost of the first \$25.00 of telephone calls made each month.
4. Telephones installed in staff housing owned by the Shire of Moora will be transferred into the name of the Shire of Moora upon the officer vacating the residence to remove the associated connection fees. The officer will remain liable for any cost in excess of the amounts reimbursable under this policy.
5. All telephones in staff residences currently billed to the Shire of Moora are transferred into the Officers name.

2.15 Gratuity Payments - Section 5.50 of the Act

The Act reads -

5.50 (1) A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out;

- (a) The circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee- and

(b) The manner of assessment of the additional amount, and cause local public notice to be given in relation to the policy.

(2) A local government may make a payment -

(a) To an employee whose employment with the local government is finishing; and

(b) that is more than the additional amount set out in the policy prepared by the local government under subsection (1),

But local public notice is to be given in relation to the payment made.

That for the purpose of Section 5.50 (1) of the Act, the following approximate amounts be spent on presentations made to employees who retire or resign after a period of satisfactory service of;

5 years	\$ 250
10 years	\$ 500
15 years	\$ 750
20 years	\$1,000
25 years	\$1,250
30 years	\$1,500
35 years	\$1,750
40 years	\$2,000
45 years	\$2,500

2.17 Leave Management – Annual & Long Service

This policy applies to all employees who are employed on a full time or part time basis, but does not apply to employees employed on a casual basis.

1. All employees shall take annual leave in the year which it is accrued unless deferral has been arranged through their line manager and been approved by the CEO.
2. All employees shall take long service leave within three years of the date it becomes due unless deferral has been arranged and approved by the CEO.

Reimbursement of Fees

1. An employee who undertakes an approved course of study may apply to the Chief Executive Officer to have compulsory fees (other than for supplementary examinations and late enrolment or late entry fees) reimbursed after completion of the semester/term.
2. Employees shall provide as much notice as possible to their Line Manager when seeking leave of any type.
3. Emergency Service, study leave and jury leave shall be paid normal rates from the time of absent from work to the total of ordinary time usually worked in that day, but not including time in excess of ordinary working hours, weekends or public holiday rates.
4. Emergency service, jury and study leave does not accrue.

2.18 Council Employees – Own Housing

Council provides a \$500 annual allowance on rates to full time employees (pro rata for part time employees) who own and live in their own home in the Shire of Moora.

Only one allowance per residence to apply where there is more than one employee living in the same home.

2.19 Council Employees – Accommodation Allowance

Council provides an accommodation allowance of \$10 per week to all employees who own and live in their homes within the Shire of Moora.

Only one allowance per residence to apply where there is more than one employee living in the same home.

2.20 Council Employees – Admission to Moora Swimming Pool

That Council offers each employee who holds a permanent position at the start of the pool season a non-transferable, non-redeemable family/adult pass for the Moora Swimming Pool.

2.21 Council Employees – Shire owned Gym Membership

That Council offers each employee the opportunity to become a member of the Shire owned 'Moora Health & Fitness' at no cost.