



SECTION 4 STAFFING POLICIES

4.6 Staff Rostering Policy

Aim:

The Gums Childcare Centre aims to provide continuity of care for children and reasonable working hours for staff through effective rostering.

Process:

1. The Director / Assistant Director is responsible for maintaining the staff rostering system.
2. The roster should provide continuity of care to children, particularly during the course of the day.
3. The roster should provide regular work patterns for individual staff, and should take account of the needs of staff.
4. The Director / Assistant Director should consult with staff on any proposed changes to the roster, and where possible give staff at least one week's notice of any change to their shift times.
5. In an emergency the Director / Assistant Director may call on staff to change shift with less than one week's notice.

Full Time Permanent Staff

1. Full time permanent staff are specifically hired by The Gums CCC as full time employees. They are employed to work an average of 38 hours per week.
2. The Gums CCC reserves the right to alter the method of working the 38 hour week in order to accommodate the needs of its business and the needs of the children attending its centre. Actual hours worked are negotiated between The Director / Assistant Director and the staff member concerned. The Centre Director / Assistant Director reserves the right to instruct the staff member as to the required hours if agreement cannot be reached between The Director / Assistant Director and the staff member concerned.

Part Time Permanent Staff

1. Part time employees are employees who are employed and paid as part time employees. Part time staff are employed for an agreed number of hours per week which is less than 38. Part time employees must be provided with at least 3 hours of work on any day that they are requested to work.
2. Part time employees are entitled to all of the benefits available to full time employees such as annual leave, but on a proportionate basis depending on the number of hours that they work per week. If a public holiday occurs on a day when a part time employee would normally be required to work, the part time employee is entitled to be absent from work without loss of wages for the number of hours that would normally have been worked by that employee on that day.

Casual Employees

1. Casual employees are employees who are employed and paid as casual employees. Casual employees are paid a casual loading to compensate them for the lack of security in their employment and for the non availability of benefits available to permanent employees such as annual leave, sick leave and payment for public holidays when they are not required to work. Casual employees must be provided with a minimum of 2 hours of work on any day that they are requested to work.

Centre Closure days

1. All staff that are rostered on, on a Catastrophic Day will be paid for the hours they were rostered on for.
2. All staff that are rostered on, on a day that is considered a local emergency or if the centre has been advised by local authority's to close, will be paid for the hours they were rostered on for.
3. The Centre is closed for two-weeks over the Christmas and New Year period, during this time staff are expected to take annual leave. Casual staff will not be paid over this time.