



CONDITIONS OF EMPLOYMENT OF THE PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA

The PFFWA exists to:

- represent and promote the interest of all students in Catholic Schools in Western Australia, their families and Affiliated Associations;
- promote the improvement of educational (including religious education) and moral standards of students;
- co-ordinate activities for Affiliated Associations which are consistent with the objectives of the Federation;
- promote and protect the right of every Australian child to share equitably in the public expenditure on education;
- promote the Code of Canon Law, Canon Number 793 : *“Parents and those who take their place, have both the obligation and the right to educate their children. Catholic parents have also the duty and the right to choose those means and institutes which, in their local circumstances, can best promote the catholic education of their children. Parents have moreover the right to avail themselves of that assistance from civil society which they need to provide a catholic education for their children.”*
- promote for parents a real freedom of choice of schools for their children to attend;
- provide advice and support to Affiliated Associations consistent with the objectives of the Federation and within the resources of the Federation; and
- work collaboratively and in partnership with the Catholic dioceses of Western Australia, relevant peak bodies, and government agencies to represent and advocate for parents of students in Catholic Schools in Western Australia.

The following principles are applied to employment in the office of the Parents and Friends' Federation of Western Australia:

- *The purpose of work:* work exists for the person, not the person for the work. Work must serve each person's humanity and dignity; it is the way in which people share in God's creative work as co-creators.
- *A fair go all round:* employees have the right to a just wage and employers have the right to expect a fair day's work.
- *The common good:* all individual rights must be exercised within the context of the promotion of the common good of the Mission and Goals of the Parents and Friends' Federation of WA.
- *Solidarity:* we belong to one human family. As such we have mutual obligations to promote the rights and the development of all.
- *Subsidiarity:* responsibilities and decisions should be attended to as close as possible to the level of the individual's accountability.
- *Participation:* participation in decision making is based on each individual respecting the dignity and liberty of all participants and acknowledging the appropriate level of subsidiarity.
- *Equity:* all substantive positions shall be determined by merit selection, consistent with legislative requirements.
- *Option for the poor:* preferential treatment should be afforded to the marginalised and disadvantaged.

1 THE EMPLOYING AUTHORITY

All staff members are employed by the Parents and Friends' Federation of Western Australia, upon approval by Council.

2 THE EMPLOYER'S RESPONSIBILITIES

The employer undertakes to manage the workplace so that employees are able to carry out the objectives of the P&F Federation in an environment that is supportive of the distinguishing virtues that characterise their work. In particular, the employer will:

- 2.1 provide an induction program that allows adequate opportunities for new members of staff to become familiar with the Mission, Values, Goals and cultural context of the P&F Federation;
- 2.2 develop, implement and promote appropriate human resource management strategies;
- 2.3 encourage subsidiarity and collaboration in decision-making;
- 2.4 provide a safe, supportive environment;
- 2.5 provide fair remuneration within a transparent structure;
- 2.6 provide a duty statement for all positions and review performance in the context of the Mission, Values, Goals and Objectives of the Federation; and
- 2.7 provide access to appropriate professional development.

3 THE EMPLOYEE'S RESPONSIBILITIES

Staff of the P&F Federation must be fully supportive of the objectives and ethos of Catholic Education. Employees are required to:

- 3.1 contribute actively to the maintenance and development of the Catholic ethos of the Federation through a manner of life and stated beliefs which are in keeping with the teachings of the Catholic Church;
- 3.2 be conversant with and support and promote the policies and procedures of the P&F Federation;
- 3.3 maintain the professional standards of the P&F Federation;
- 3.4 maintain appropriate levels of confidentiality of information and materials to which they have access;
- 3.5 support efforts to achieve the Mission, Values and Goals of the P&F Federation;
- 3.6 take adequate measures to ensure the safety and well being of themselves and others;
- 3.7 keep abreast of developments in professional theory and practice in areas immediately relevant to their fields of responsibility;
- 3.8 take part in conferences and inservices related to their duties and responsibilities as required;
- 3.9 promote the optimum use of resources and to take proper care of P&F Federation property;
- 3.10 attend staff and Council meetings;
- 3.11 competently perform the duties detailed in their job description and assigned to them; and
- 3.12 demonstrate initiative-taking in leadership and commitment to interactive forms of Professional and Personal Development.

4 TERMS OF EMPLOYMENT

Staff members of the PFFWA are employed under the following terms:

4.1 Contracts

Staff members will be employed by a written Contract of Employment that sets out salary and conditions for the position. Contracts for staff may be ongoing or for a fixed term. Fixed term contracts will finish automatically at the end of the specified period. A new contract for a further fixed term may or may not be offered.

4.2 End of Contract Process

A contract review will normally be completed six months before the expiry of the current contract. The end of contract report will cover the employee's performance in the position as well as the ongoing need for the position to be retained by the Federation.

4.3 Commencement Date

This is by agreement between the Federation Council and staff member.

4.4 Salary

Salary levels for each position are published in the Catholic Education Office of Western Australia Salary Band Schedule. The salary scales are reset from 1 January each year. New employees will generally commence on the lowest salary level for the position and will increment annually until the top level is reached. Any staff member taking Leave Without Pay (LWOP) for three calendar months or more will have any salary increments delayed by the period of LWOP. Part-time staff will need to work the Full-Time Equivalent (FTE) of one year before each increment on the salary scale.

4.5 Hours of Work

The PFFWA operates on a 38 hour week. Office hours are generally worked between 8.00am and 5.30pm, with specific hours being negotiated with the Federation Council. Some duties may be required to be performed outside these hours.

4.6 Other Employment

A full-time staff member is not permitted to engage in any other employment without the approval of the President.

4.7 Superannuation

Paid to the Fund nominated by the staff member. Staff of the PFFWA are permitted to make personal contributions by salary sacrifice (i.e. pre tax).

4.10 Leave

4.10.1 Long Service Leave (LSL)

1. LSL for each year of service accrues at the following rates:
 - (a) up to 10 years continuous service, 1.3 calendar weeks for each year of service;
 - (b) for each subsequent year, 1.86 calendar weeks for each year of service.
2. For part-time staff, payment for the period of leave will be based on the average part-time percentage worked for the period during which the leave is accrued.
3. A staff member of the PFFWA is entitled to take LSL when 10 weeks has accrued and should in any event take leave when 13 weeks have accrued. Permission to extend beyond two years is possible in exceptional circumstances with the approval of the Federation Council.
5. LSL will normally be taken in one continuous period.
6. Any public holiday which occurs during the period a staff member is on long service leave shall be treated as part of the long service leave and extra days in lieu are not granted.
7. Notice of intention to take long service leave must be lodged with the Federation Council by October of the previous year.

4.10.2 Annual Leave

Annual leave accrues at the rate of 20 working days per calendar year, based on full-time employment, and should be taken by February of the following year. The PFFWA does not pay holiday leave loading.

4.10.3 Sick Leave

Sick leave accumulates at the rate of 12.5 working days per calendar year. A medical certificate is required after three days absence. Up to 65 accrued days sick leave may be taken in any one calendar year.

4.10.4 Family Leave

A staff member is entitled to use ten days of sick leave in any one year as family leave to care for a sick family or household member. Family leave is not cumulative.

4.10.5 Bereavement Leave

In the event of the death of an immediate family member, up to three days bereavement leave may be taken.

4.10.6 Examination Leave

One day is available to take each examination.

4.10.7 Special Leave

1. Applications for any other leave, either paid or unpaid, should be discussed with the President.
2. Extended leave without pay will only be considered after two years of service.

5 STAFFING

5.1 Personnel Files

Personnel records that cover the legal requirements of record keeping will be maintained for each employee. An employee may view his or her file on request.

5.2 Screening

Prospective employees must provide a current CrimTrac 100 point check Police Clearance.

5.3 Annual Performance Review & Development

A Council sub-committee will conduct the annual performance review and development interviews with staff, usually during November each year. The process is a formal opportunity to set aside time for a comprehensive discussion with each staff member about their contribution to the organisation and their development needs in the coming year.

5.4 Misconduct/Inadequate Performance

Issues of misconduct or inadequate performance will be addressed at the time of occurrence.

5.5 Professional Development

Professional development needs are discussed during the annual performance review process.

5.6 Resignation

As much notice as possible should be given with respect to resignation. Requests for less than six weeks notice should be negotiated with the President.

6 EMPLOYEE PROGRAMS

6.1 Conflict Resolution

Grievances with the organisation, harassment or difficulties in individual relationships should be addressed in the first instance by the immediate parties (if applicable). Then, until resolution, through the Vice-President or President. However, at any stage an employee may directly approach either of the above. **The Workplace Relationship Policy in the Staff Handbook has the relevant details.**