



SRS

What Makes SRS an Attractive Employer?



FAMILY FRIENDLY

SRS is committed to being a place where people want to work and we are keen to ensure that we attract and keep great staff. SRS supports staff in meeting their family or personal commitments as well as their work commitments. SRS values the need for workplace practices that retain valued existing staff and attract excellent new employees.

Family Friendly Policy includes:

Recreation Leave: 4 weeks (152 hours) annual leave per year. Leave loading of 17.5% applies (?what about leave per roster?)

Special Leave: 1 week (pro-rata if contracted less than 76 hours f/n) for working 10 weekends per year of 4 or more hours each weekend. Leave loading of 17.5% applies.

Long Service Leave: 6 months long service leave for each completed 15 years of recognised service.

Paternity Leave: One week paid leave. Up to 51 weeks unpaid leave (12 months continuous service is needed to gain eligibility).

Carer's Leave: Up to 10 days personal sick leave p.a. can be utilised for care of child, partner or aged parent. Production of a medical certificate is required.

Compassionate Leave: Up to 3 days per annum may be approved for emergency circumstances, including the death or serious illness of a family member or close relative.

Other Leave: Leave with or without pay may be approved in a range of other circumstances on a case-by-case basis (eg study leave, community service leave).

Other initiatives include:

- Flexible Family Friendly working hours – when possible
- Telecommuting/working from home
- Job sharing using part-time employment
- Part-time employment



Free Staff & Family Support

- ✓ Professional mentoring & coaching for personal or work related problems;
- ✓ Assistance to all employees and their immediate family members.



Training & Development CAREER PLANNING

SRS encourages all staff and managers to maximise their learning through a combination of programs and other on-the job development opportunities.



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SALARY PACKAGING

DEFINITION: *Salary paid to the employee before tax for expenses.*



Packaging benefits are granted at the discretion of SRS CEO or Board and are regulated by taxation legislation laws and SRS policy. Examples of benefits:

- *Laptops
- *Mobile Phone
- *Tools of Trade
- *Computer software
- *Subscriptions
- *Airport Membership
- *Remote Housing
- *Venue Hire
- *Holiday Accomm.
- *Meals/Entertainment

And or payments for repayment of a **debt:**

- a) **Loan repayments** (home, car, personal)
- b) **Insurance** (health, home, vehicle, life)
- c) **Rent**
- d) **Telephone & Utility Bills**
- e) **Credit Card Bills**

Yearly fee & membership apply. The actual benefit will vary depending on your financial situation and it is recommended that you seek financial advice from your financial planner or accountant prior to applying.

Employment Status

Staff may be employed on a 'fixed-term' basis for a period of up to 3 years OR an 'ongoing' basis – employed with no termination date intended, once appointment following probation period is confirmed – termination may only occur on specific grounds.

Public Holidays

All statutory public holidays are observed within SRS.



OTHER BENEFITS:

Fleet Vehicles – SRS has a pool of fleet vehicles for staff to utilise for SRS clients with approved travel funding.

Lap Tops: May be available with some programs.

Mobile Phones: Staff may be provided with a mobile phone for a range of work related purposes.

Active Support Assistant - Pay Range

Social, Community, Home Care and Disability Services Industry Awards 2010

Plus: 9% Superannuation – staff can choose their own fund.

Administrative/Management Positions – As per relevant award or as negotiated based on skills, qualifications and experience.

Salary & Performance Related Pay

Commencing salary is generally the minimum for the classification of the advertised position. Advancement through the salary range is based on qualifications and performance, following an annual assessment based on an individual work performance plan which is agreed annually.

Overtime

Generally, time in lieu of overtime is credited up to a maximum of 38 hours.

Staff have the option to submit a request to work 10 hours above 76 hours, paid at flat ROP. This request must be submitted in writing and approved by Human Resources.

Allowances & Expenses

A range of allowances, either work related or in the nature of reimbursement of expenses (eg. travel) apply in defined circumstances.

Grievance Procedures

All employees have access to SRS grievance procedure to resolve disputes arising from their employment.

REWARD & RECOGNITION

SRS offers various means of reward & recognition for staff, both formally and informally including:

- Recognition of years of loyalty
- Bonus (one off payment for exceptional achievement beyond the normal job requirements)
- A range of informal and formal methods of acknowledging achievements.

