

Aro Valley Community Council Incorporated (AVCC) Employment Policy and Procedure

(Updated April 2013)

1. Definitions

"AVCC" refers to the Aro Valley Community Council meeting in general meeting or the AVCC Committee exercising its governance role under the Constitution.

"Co-chairs" refers to the duly elected co-chairs of the Aro Valley Community Council, and also includes any person acting in this role as authorised under the Constitution.

"Employer" means the Co-chairs or such other persons as may be delegated specific employment relations roles from time to time in accord with this policy.

"Manager" means the person(s) identified in a staff member's employment agreement as their manager, or where the person identified as manager does not have appropriate delegations, the co-chairs.

2. Rationale

AVCC may from time to time employ staff. The quality of the programmes offered, projects undertaken, events held, and the smooth running of the Aro Valley Community Centre is a direct reflection of the quality of the staff appointed and the way they conduct themselves in the workplace. This policy sets out the basis for the conduct of employment relations by the Aro Valley Community Council.

3. Objectives

- To ensure that the Aro Valley Community Council has a robust recruitment and appointment processes to employ the best possible staff to serve our community
- To ensure that the roles of personnel are clearly defined and workloads are managed effectively
- To support a pleasant working environment within the Aro Valley Community Centre and support staff to feel valued in the work that they do
- To ensure that the Aro Valley Community Council has fair, reasonable and effective employment relations policies in place
- To support staff at the Centre to continuously develop professionally, and that they can meet their own professional goals as well as the expectations of the community

The Aro Valley Community Council will abide by the Human Rights Act 1993, or any subsequent legislation, in relation to non-discriminatory practices in the areas of recruiting and selection, or in promotion and career. The Act also prohibits racial and sexual harassment in the workplace.

4. Roles

AVCC: The AVCC approves policies and monitors their implementation. The establishment of new permanent staff positions must be approved by the AVCC, either by the Committee or at a General Meeting.

AVCC Employment Sub-Committee: An employment sub-committee is established to provide support and guidance to the co-chairs in the conduct of employment relations. This role includes

the delegated approval from the AVCC to approve policies for the conduct of employment relations, approval of job descriptions and amendments to job descriptions, approval of advertisements for permanent roles, approval of recruitment processes and timelines for staff and the creation or disestablishment of temporary or casual staff positions. The membership of the Committee will include at least one co-chair, the Treasurer and two other members of the AVCC Committee. The Employment Sub-Committee reports to the AVCC Committee.

AVCC Co-chairs: The conduct of employment relations is delegated to the co-chairs. The roles of the co-chairs include the appointment and management of staff, approval of employment agreements, approval of advertisements for temporary and casual staff, and the development of appropriate HR policies (e.g. leave, reviews and so forth) for approval by the Employment Sub-Committee. The co-chairs will report on this work to the committee and at the AGM.

The co-chairs may further delegate specific responsibilities from time to time to members of the Employment Committee, permanent staff of the AVCC, or suitably qualified members of the AVCC. All such delegations will be in writing and for a specified purpose and period of time.

5. Permanent and Casual Staff Positions

The AVCC employs permanent and casual staff.

Permanent staff at the time of writing include:

- the Aro Valley Community Centre Co-ordinator ("the Coordinator")
- the Cleaner and
- the Accounts Clerk.

Casual staff include School Holiday Programme (SHP) Personnel.

All staff will have an up to date job description and a written employment agreement.

Further staff positions will be established or disestablished in accord with the provisions of this policy.

6. Recruitment

The persons responsible for the recruitment of a permanent or casual staff position will prepare a recruitment timeline and submit it to the Employment Committee for approval. The timeline must include the following steps:

- Approval of job description (if changed)
- Advertising of position (including timing and scope of advertising and the process of acknowledging applications)
- Assessment of candidates (including people involved and the proposed process)
- Notification of successful and unsuccessful candidates.

Assessment of candidates will normally be expected to include assessment of written applications, interviews, referee checks and police checks prior to any offer of employment being made. Any of these steps may be omitted with the express approval of the Employment Sub-Committee.

7. Contractors

The AVCC may contract other personnel from time to time (e.g. trades-people) to undertake specific tasks.

The AVCC co-ordinator oversees the selection processes for these roles. The process must be approved by the co-chairs.

Where anticipated expenditure (either payment to a contractor or the cost of the project for which they are engaged) exceeds the financial limits as stipulated in the Financial Policy, the appropriate financial approval needs to be obtained before any contracts are entered into. A contestable selection process appropriate to the size and nature of the task will normally be followed in selecting a contractor.

All contractors will have a written agreement setting out the terms of their contract.

8. Staff Induction Procedure

New staff member will be welcomed on his/her first day or at a time otherwise agreed.

The Coordinator will ensure that the new staff member completes an IRD form and other forms required for payment of salary, and that the method of recording hours worked is explained. The Coordinator will also ensure that the new employee is provided with all the information required for induction to the Aro Valley Community Centre. This includes:

- copies of Centre policies
- daily and weekly routines information
- the up-to-date office manual, the plan for the year
- the location of files (both digital and hard copy)
- e-mail access
- emergency procedures
- security procedures

When the co-ordinator is unable to fulfil this duty, and no other staff are available, the co-chairs will oversee this process.

9. Staff Performance Appraisal Process (Permanent Staff)

All permanent staff will undertake an annual performance review with the co-chairs at a time agreed upon by the co-chairs and employee (preferably between April-June of each year). The performance review will be based on how the employee meets the requirements of their job-description. The first step of the process will involve the employee undertaking a self-appraisal where they present their employer with a written document measuring themselves against their job description and any other relevant comments. A discussion between the employee and employer will then follow and the employer will provide feedback and recommendations before a final review is completed by the employer.

In recognition of the voluntary nature of the AVCC, the performance review may take place outside of normal working hours of the employee and the employee will be compensated with time in lieu on a 1-for-1 basis. The employee may bring a support person of their choosing to the meeting. The support person can be anybody except a member of the AVCC committee. All records pertaining to the performance review process will be retained and treated as confidential.

10. Professional Development Procedures (Permanent Staff)

10.1. Professional development needs assessment

Individual professional development needs will be identified through the staff performance

appraisal process.

10.2. Support and Approval for professional development

The Aro Valley Community Council budget will include an amount for each staff member's professional development each year.

To apply for payment of professional development costs and/or leave the employee will first seek approval from their manager prior to the course beginning by outlining the following course details:

- Start and completion dates, times, and location
- The course, conference, or hui title, and provider
- How the course will benefit the employee and the Aro Valley Community Centre
- Any associated costs

Approval and reimbursement of costs will be based on the relevance of the course to the job, and the AVCC's and the employee's professional development needs identified through the staff performance appraisal process. Where the co-chairs approve professional development activities on a day not normally worked by the employee, (*i.e.* the weekend), time in lieu will be granted.

10.3 Reporting of professional development

Any professional development undertaken should be evaluated to ensure it has met the needs of the employee and the AVCC. This evaluation may involve the employee reporting back to other staff and the co-chairs at a meeting.

The staff member will file a record of all professional development undertaken, noting date, hours, and description of the content. Notes pertaining to the evaluation of the course by the AVCC co-chair(s) or delegate thereof, will also be included with the employees file.

11. Time in lieu/Overtime

All time in lieu accumulated/overtime worked must be agreed upon prior to it taking place. This will be identified in individual employment agreements. If there is no agreement, the employment sub-committee will need to make a decision.

12. Leave other than for professional development

12.1. Annual Leave

Employees' entitlements to annual leave are set out in their employment agreements. Each staff member must apply to their manager in writing for annual leave prior to it being taken. In all instances, other affected parties must also be informed and leave taken must be clearly noted and documented.

12.2. Sickness/Bereavement Leave

Employees' entitlements to sick leave and bereavement leave are set out in their employment agreement. If a staff member requires time off work for sickness/bereavement leave, be it paid or unpaid, they must make every effort possible to notify their manager and all affected parties of their absence.

For the co-ordinator this will involve contacting the Pre-School and asking them to put up a sign on the door notifying the community of their absence, and immediate communication prior to any absence with the co-chairs. For all other staff this will involve communicating prior to any absence with their manager. Sickness/Bereavement Leave must be noted on a timesheet.

13. Confidentiality and Privacy

The AVCC will ensure employees rights to privacy are respected in the conduct of employment relations. Employment relations discussions will in the ordinary course of events be confidential to the Employment Sub-Committee, the employer and the employee.

Any concerns regarding the conduct of employment relations will be addressed through the grievance procedures set out in employment agreements. Employees may not discuss the conduct of employment relations with members of the AVCC without the prior consent of their employer.

14. Discipline and Dismissal Procedures

14.1. Implementation

The co-chairs will implement all discipline procedures. They will first determine whether or not an issue is serious enough to engage the staff member involved in a formal disciplinary process. They will report back on the disciplinary issue to complainants (if any), affected parties (if any), and to the Employment Sub-Committee. If the matter is sufficiently serious, the AVCC Committee will be informed in general terms.

The purpose of any disciplinary action is to prevent reoccurrence of the inappropriate behaviour/misconduct and the emphasis is on the corrective action required to change the employee's conduct and providing the employee a reasonable opportunity to do so.

Disciplinary proceedings are confidential between the Employment Sub-Committee, the employer and the employee while they are in progress.

14.2. Disciplinary Process

Before commencing a disciplinary process, the AVCC co-chairs should provide the employee with all the relevant information at the outset and the consequences that the employee is facing (e.g. a warning or dismissal). The employee should be invited to a meeting to provide a response, have enough time before the meeting to consider the information provided and to prepare his or her response (either orally or in writing). The employee should also be told who is coming to the meeting and should be informed of his or her right to bring a support person or representative. An employee may be fully or partly stood down from their duties on pay while a disciplinary process is underway.

14.3. Process for Dealing with Misconduct

If an employee is to be disciplined for misconduct, other than serious misconduct, they will first receive a verbal warning from the co-chairs. If any misconduct continues, be it a continuation of the initial misconduct or a different type of misconduct, the staff member will receive a written warning from the co-chairs. Three instances of misconduct can result in dismissal.

14.4. Process for Dealing with Serious Misconduct

The AVCC co-chairs will exercise their right to terminate employment immediately should a staff member engage in serious misconduct.

14.5. What constitutes Misconduct at the Aro Valley Community Centre:

Misconduct includes, but is not limited to:

- Poor performance and/or failure to follow procedures (e.g. as per job description, AVCC Policy) whether deliberate or not.
- Misrepresentation of the AVCC and its members (e.g. in correspondence with third parties)
- Failure to arrive at work/meetings or arriving unreasonably late without explanation.
- Open hostility (e.g. withholding information, undermining other staff)
- Verbal abuse/offensive language
- Failure to disclose matters relevant to employment at the time of application

14.6. What constitutes Serious Misconduct at the Aro Valley Community Centre:

Serious misconduct includes, but is not limited to, those examples stipulated in individual employment agreements.

14.7. Right of Reply:

A staff member who has been dismissed has the right-of-reply via written correspondence to the AVCC Committee. The dismissal may be revoked if the AVCC Committee considers it unwarranted. If the AVCC Committee considers the original decision to dismiss is warranted, the warning/dismissal will be finalised and no other direct correspondence will be entered into.

Approved in AVCC Meeting Dated:

Approved _____ **(Date)** _____
AVCC Co-Chair

Approved _____ **(Date)** _____
AVCC Co-Chair