



**THE AUSTRALIAN FILM,
TELEVISION
AND RADIO SCHOOL**

**TERMS AND CONDITIONS OF
EMPLOYMENT**

A GUIDE FOR EMPLOYEES

2012

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1. Welcome to the Australian Film, Television and Radio School.

Welcome to the Australian Film, Television and Radio School (AFTRS). We hope you enjoy your time here.

This booklet is designed to give you a brief guide to the basic operational procedures and policies of AFTRS as they relate to your employment. The terms and conditions of employment of employees of the School are determined by the Australian Film, Television and Radio School Enterprise Agreement 2011, various Federal legislation, policies and guidelines, and policies determined by the CEO of the School. You can obtain more detailed information on specific matters from your supervisor, Human Resources or the AFTRS Intranet.

2. Your Employment

People at the School are employed as Fixed Term Contract employees, Ongoing employees, Temporary employees or as casual employees known as PC1s.

If you are a fixed term contract employee, your contract will usually be for between 1 and 3 years. Subject to review it is possible for your contract to be extended to an aggregated total of 6 years for non-teaching staff or the expected graduation date following the 6 years for teaching staff. After this, if the position is still required, the appropriate market will be tested and an employee selected on merit. You are welcome to apply for the position again.

If you are an ongoing employee you will be permanently appointed to your position and your employment will be for an indefinite period subject to the continuing need for the position and your satisfactory work performance.

Temporary employees are generally employed for between three and twelve months. You are entitled to most terms and conditions that fixed term and ongoing staff are.

If you are a casual employee (PC1) your conditions of employment are those in provision 6.28 of the AFTRS Enterprise Agreement 2011.

The AFTRS Enterprise Agreement 2011 can be found on the AFTRS website and intranet.

3. Probation

If you are a fixed term contract or ongoing employee you will generally be subject to a probationary period of 6 months. The probationary period allows you to be properly inducted into the School and to learn the requirements of your position.

A Probationer Report will need to be completed by your supervisor and discussed with you at the 3rd and 6th months. The areas which are considered are your conduct, diligence, efficiency and any general matters. You are entitled to submit any written comments you wish about the report or the process. Your supervisor will make a recommendation and forward all documents to the decision maker (Delegate) who will consider them and make a decision.

It is possible that your probationary period will be extended by the CEO to a maximum of 12 months. This will happen where it has not been possible to establish

that your work performance has been satisfactory or if any required, external checks have not been completed.

If you are in a position that requires you to undergo an external check (e.g. criminal history, working with children, medical) your probation will continue until the check is completed. If you are unable to meet the external check requirements your appointment may be terminated.

When you have satisfactorily completed the probationary period your employment in the position will be confirmed.

4. Your Job (staff)

When you applied for your position you would have received a copy of the duty statement describing the principle duties and responsibilities of the position you are now occupying.

Your duty statement should be complete, accurate and up-to-date. Discuss with your supervisor or the Head of Human Resources any inaccuracies in the description or permanent changes in your duties that you believe should be reflected in the description. Although areas of responsibility may change fairly rapidly, this does not necessarily mean that your duty statement needs to be changed.

5. Classifications

The classification level (linked to salary band) of a position is established according to the AFTRS work level standards (available on the intranet). Positions are classified according to:

- the functions performed;
- the knowledge and skills required;
- the complexity of the work;
- responsibility and accountability requirements;
- supervision responsibilities;
- communication requirements;
- pre-requisite qualifications, training and experience, and, in exceptional circumstances,
- market value.

Positions are not classified on the basis of any attributes of the occupant of the position i.e. the duties are placed at a level, not the person.

Review of a position can be initiated in a number of ways (by you, your supervisor or senior management) and is always undertaken when a position becomes vacant. In the event that your position is reclassified upwards you immediately become an “unattached” staff member. You must then undergo a merit selection for the reclassified position.

Your rights regarding redeployment and redundancy are protected under the AFTRS Enterprise Agreement 2011 and the National Employment Standards in the *Fair Work Act 2009*.

6. AFTRS Values and the Code of Conduct

In pursuing our objects AFTRS values:

- creativity;
- enterprise;
- excellence;
- diversity, and
- respect.

As an employee of the School you are expected to perform your duties honestly and with integrity, without discrimination, and to act with care and diligence.

In particular you will:

- a) treat everyone with respect and courtesy and without coercion, bullying or harassment of any kind;
- b) comply with all applicable laws and any instrument made under such laws;
- c) maintain appropriate confidentiality about any dealings relating to AFTRS employment and comply with Privacy legislation;
- d) not provide false or misleading information in response to a request for information that is made for official purposes;
- e) comply with any lawful and reasonable direction given by someone in AFTRS who has authority to give the direction;
- f) disclose and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with your employment;
- g) use AFTRS resources in a proper manner;
- h) not make improper use of inside information, or their duties, status, power or authority in order to gain or seek to gain a benefit or advantage for yourself or another person;
- i) at all times behave in a way that upholds the AFTRS values and the integrity and good reputation of AFTRS , and
- j) not consume alcohol, legal drugs or other substances to the extent that they adversely affect performance during working hours.

A breach of any element of the Code of Conduct may result in an allegation of misconduct except (i) in the instance of “whistleblowing” unless you are aware at the time that it is not grounded in fact.

7. Duty of Care

In the course of your dealings with clients of the School (including internal clients) and the public, you have a “duty of care” in relation to any advice or information which may be acted upon by the person you have advised. In some cases, the School and you may be held responsible for losses sustained by the client(s) who acted on your advice and legal action may be taken against you.

Provided you act in accordance with the AFTRS Code of Conduct and only provide advice in areas you would reasonably be expected to have knowledge about in your position, it is unlikely legitimate legal action could be taken against you successfully.

8. Your Supervisor

Your supervisor is the person who assigns your work, evaluates your performance and considers requests for leave. They are your prime contact and a general source of information although you should feel free to seek advice from Human Resources at any time.

9. Performance Agreements and Appraisal

AFTRS operates a performance agreement and appraisal scheme which is not linked to salary or more formal performance management systems. Although feedback and information sharing is ideally a continual process, the appraisal creates a more formal forum.

Shortly after commencing employment your supervisor should arrange a time to meet with you and discuss what is expected of you in the next twelve months. It is an opportunity for you to ask questions and for you to agree on goals and training needs for the first year. At this meeting you will agree on the duties you will be expected to undertake over the next 12 months.

After a year performing the duties of a position you will be asked to participate in another appraisal and agreement meeting. This provides an opportunity for you and your supervisor to discuss your performance against the goals you previously agreed, any external factors which may have influenced your performance, any training or development needs you anticipate over the next year, and to set goals for the next 12 months. It is also an opportunity to ensure that your duty statement accurately reflects the work that you are doing. If you do not agree in any areas the matter can be forwarded to your supervisor's manager for review.

The final Agreement document will be forwarded to Human Resources who will consider any proposed position changes and record any requests for training. It will then be placed on your performance appraisal file which is held in Human Resources.

10. Suggestions

As a member of staff you are actively encouraged to suggest improvements in methods, procedures, working conditions, service to students and the public, employee morale, health and safety, and any other area of AFTRS' operations. There are a number of committees which include staff representatives and a Workplace Forum that meets twice a year. There is also an annually elected staff member of the AFTRS Council. You can also always discuss your suggestions with your supervisor or the Head of Human Resources.

11. Counselling

On occasion it is necessary for supervisors or Human Resources staff to counsel staff concerning their work performance. This may include personal problems when directly related to their work. If you are experiencing problems you should normally discuss them with your supervisor or Human Resources.

If you are to receive formal counselling you should be advised in advance. You have the right to have a representative attend with you. This is a person of your choosing would not normally take part in the counselling.

If you have any questions relating to this process you should contact Human Resources.

12. Employee Assistance Program

AFTRS has an ad hoc arrangement with an Employee Assistance Program provider which allows staff to attend confidential professional counselling on matters relating to work or personal difficulties. Staff may contact the provider, Access Programs, directly on 1800 818 728 and have automatic approval for up to 6 sessions. The Head of Human Resources will need to be contacted if further sessions are recommended. The details of the counselling are not reported to AFTRS and no records of individuals are kept.

13. Grievances

The AFTRS' grievance process is outlined in Section 14 of the School's Enterprise Agreement. You can also find it on the Intranet.

If you have a complaint about anything concerning your employment, working conditions or work relationships, including discrimination, sexual harassment or any other job related matter subject to the control of management, you may submit a grievance under the School's grievance procedures. There are a number of exceptions to this and you should check with Human Resources.

If you believe that you have a grievance, first you should discuss it informally with your supervisor (if appropriate). If they are unable to resolve the matter to your satisfaction, raise it with the Head of Human Resources, a staff representative, or your Divisional Director. Once informal processes have been exhausted you may lodge a formal grievance through the Head of Human Resources, the Director Corporate Services, a union delegate, or direct to the CEO requesting that the matter be investigated.

All complaints will be handled fairly and objectively, and staff members are free to submit a grievance without any kind of restraint, interference, coercion, discrimination or reprisal by any level of management. At any stage you may consult with a representative of your choice.

If you need more information please contact Human Resources.

14. Your Personnel File

Your personnel file contains all official documents in connection with your employment and, together with your computerised personnel records, is the permanent record of your service with the School. Most of the material in your file will be forms you have filled out when you first commenced employment at the School and copies of notices that have been sent to you about your employment. These are retained in Payroll.

Any reports on your work performance should be discussed with you before being placed on your personnel file. If there are any adverse comments Human Resources staff will ensure you receive a copy if you have not already signed the document as "sighted". Any records of unsatisfactory work performance are generally kept for a limited period before being destroyed.

Upon request you may inspect and request a copy of any material in your official personnel file. If your personnel file is incomplete, incorrect, out of date, misleading or contains irrelevant material, you may ask Payroll staff to check, update, augment or delete as appropriate.

Some records, e.g. medical, performance management or discipline, are retained in Human Resources. Should you wish to view any of these please contact the Head of Human Resources.

15. Union Membership

You have a right to join a union for which you are eligible. For staff employed in the Academic stream the National Tertiary Education Industry Union (NTEU) would be the appropriate union. All other staff may be represented by the Community and Public Sector Union (CPSU). These two unions are parties to the AFTRS Enterprise Agreement 2011.

16. Industrial Democracy

The term "Industrial Democracy" refers to significant input of employees into decision making through structures and processes in the workplace. Involving employees in the process of review in areas that will affect them is vital to the ongoing effective performance of AFTRS. This may be direct involvement, either individually or in groups, or indirect involvement either through representatives.

The School's Council includes both a staff and a student member who are elected by secret ballot. There is also provision for staff representation on other Committees such as the Occupational Health and Safety Committee.

The current Enterprise Agreement allows for a Workplace Forum. This consists of up to 5 management and 5 staff representatives and meets at least twice a year to consider work related issues.

17. Disciplinary and Misconduct Provisions

The AFTRS' disciplinary and misconduct provisions are outlined in provision 17 of the AFTRS Enterprise Agreement 2011.

The first step in any disciplinary action will normally entail counselling by your supervisor or another authorised staff member. You have a right to respond to any allegations of misconduct and to be accompanied by a representative of your choice during any counselling.

The steps involved in investigating a charge of serious misconduct i.e. a breach of the code of conduct, are:

- you will be notified in writing of the nature of the allegation in sufficient detail to properly respond;
- you will have seven days to respond in writing;
- the CEO will appoint an “unbiased person” to investigate and make a recommendation to the CEO;
- the CEO will determine what action, if any, should be taken (this may range from counseling to termination of employment), and
- you will have seven days to show the CEO why this action should not be taken.

In the case of a decision to terminate your employment where the only avenue of appeal is through the *Fair Work Act 2009* unfair dismissal provisions.

18. Poor Performance

If normal feedback, counselling and training procedures have not improved your work performance, inefficiency procedures apply.

If you have not achieved an acceptable standard of work performance your supervisor shall give you a formal written warning detailing the required standard and how you are failing to meet it.

The CEO or delegate will appoint an independent person to formally assess your performance over 3 months. The assessor shall advise the CEO or delegate whether your performance has sufficiently improved or if further action is required. If you do not achieve an acceptable standard of work performance the CEO will issue a notice of “Intention to Retire”. You will have 7 days to respond.

The CEO will then decide whether to issue a notice of retirement, re-assign duties with or without salary reduction, withhold the payment of an increment, or take some other action. If your performance is identified as unsatisfactory a second time within a 12 month period a shortened process will apply.

If you resign or accept an offer of early retirement with immediate effect and the process will cease.

The only avenue for review of a decision to terminate an employee’s employment is through the provisions of the *Fair Work Act 2009*.

19. Pay Periods and Paydays

Payday is every second Thursday and your pay covers a two week period. Pay advice slips will be available through the employee access to the Payroll system (AURION). This will indicate details of your entitlements and deductions and any other variations made for that pay. Pay advice slips should be examined carefully and any errors reported immediately to Payroll for investigation.

Deductions will be made from your pay for income tax, superannuation (if appropriate) and, if you wish, for options such as health insurance or payments to a credit union or building society.

If you have any questions regarding payroll you should direct them to Payroll.

20. Income Tax

The amount withheld from your pay for income tax under the Pay As You Go (PAYG) system, is determined by the amount of your gross pay each fortnight. On commencement you will need to complete a Tax File Number declaration form to ensure that deductions are made at the appropriate level. At the end of each financial year you will be given a Payment Summary (formerly known as group certificate) to be used with your income tax return.

21. Superannuation

AFTRS provides Choice of Fund for most employees, and most employees will have the opportunity to join a fund to which AFTRS pays employer contributions of up to 15.4% as well as the fund administration fees. Staff also have the facility to Salary Sacrifice employer contributions and make personal contributions.

More information is available from Payroll.

22. Advances

If you will be absent for 1 week or more on approved leave such as recreation, long service or maternity leave and a payday falls during that leave you may apply for an advance payment of your continuing net pay for the payday(s) you will be absent.

23. Increments

Most positions at AFTRS have a range of salary rates applicable to them. If your work is determined to be at an acceptable level of competence you will receive a salary increase each year (unless affected by leave without pay) until you reach the maximum salary applicable to your level.

The provisions for the following classifications differ.

Technical Trainees and AFTRS 1

Junior rates apply to these classifications. Salary increases will occur on your birthday until you have reached the adult rate.

Academic 3

You must have been employed at the Academic 3 level for 3 years before you are eligible to progress to the 4th salary point. Further increases will only be considered following a 12 month period at the current salary point. These increases are subject to CEO approval.

24. Overtime

At times your supervisor may ask you to work beyond your normal hours to meet workload requirements and management priorities. In this event (subject to your salary level) you will be entitled to either Time in Lieu of overtime or overtime. A

cash payment of overtime, or agreement to time in lieu of overtime, must be approved by your supervisor prior to the overtime being worked.

If you work part time you must work the equivalent of a full time fortnight (i.e. 73 ½ hours) prior to any entitlement to overtime on Mondays to Fridays. Hours you work in addition to your ordinary hours but which do not exceed 73 ½ hours in the fortnight, will be paid at single time. Part time staff who work on weekends will be covered by overtime provisions. PC1s are not covered by the overtime provisions.

Except with the approval of the CEO, if your salary exceeds the maximum an AFTRS Level 6 you are not entitled to be paid overtime or accrue formal time in lieu. Staff at the AFTRS Level 6 may elect to receive additional salary in lieu of overtime or time in lieu. Human Resources or Payroll can provide further information.

You may refuse to work hours in excess of ordinary hours on a given day for reasons that may include, but need not be limited to, your family responsibilities or pre-arranged personal commitments.

A meal allowance may be payable to you in certain circumstances when you work overtime.

25. Shift Duty (Approved shiftworkers only)

If you are rostered to perform ordinary duty on a shift basis where any part of the shift falls between 7pm and 7.00 am Monday to Friday, you will be entitled to a penalty payment. Penalty payments apply for any rostered time worked on Saturday or Sunday.

If you are required to work rostered shifts you will be advised in writing of the hours of commencement and cessation of your shifts. These hours may be changed with 7 days notice or, if less notice is given, overtime may be payable.

26. On Call Provisions

If you are directed to be contactable and available to return to duty you will be entitled to an on call allowance. You have the right to refuse to be placed on call.

27. Leave

PC1 employees have no entitlement to paid leave or paid public holidays and receive a 20% loading in lieu. They may, however, accrue long service leave.

If you are absent from work you must submit a completed leave application form (usually electronically) to your supervisor. Your supervisor will then make a recommendation as to whether the leave should be approved and forward the application to Payroll. Payroll staff will check whether you have available credits and a decision concerning whether the leave should be approved will be made.

Wherever possible you must obtain approval for leave in advance. Approval cannot be assumed. If you proceed on leave without obtaining approval it may be considered unauthorised absence and result in salary deductions and/or a charge of misconduct.

27.1 Recreation Leave

As a staff member you are entitled to four weeks recreation leave each year. Under some circumstances shiftworkers are entitled to 5 weeks recreation leave each year. Any leave without pay exceeding 22 working days will result in a reduction of leave credits. Recreation leave is intended to provide a beneficial break from duty each year and you are encouraged to take your full leave in the year it accrues.

If you have more than 2 years recreation leave entitlement and 1 week of recreation leave credits, the CEO may direct you to take up to $\frac{1}{4}$ of the leave.

If you have accrued more than 2 years recreation leave credits and have already taken 2 weeks recreation leave in the current calendar year, you may elect in writing to “cash out” recreation leave. You may only do this once a year and must keep at least 4 weeks of recreation leave.

If you are ill while on recreation leave and have a medical certificate and sufficient personal/carers leave credits to cover the period of illness, you may apply to have your recreation leave re-credited and your personal/carers leave debited.

You may also apply to convert your recreation leave to half pay e.g. one week of full pay recreation leave would become two weeks at half pay.

27.2 Additional Paid Leave

You may apply to purchase up to four weeks additional paid leave in one year. If approved, your fortnightly salary will be reduced in proportion to the amount of additional leave in a year which has been agreed to.

27.3 Annual Shut Down Leave

In addition to recreation leave entitlements, all staff will be entitled to annual shut down leave on full pay from Christmas Day until New Year's Day.

27.4 Personal/Carers Leave

If your employment is for more than 12 months you will be credited on your date of commencement with 23 days accruable personal/carers leave. You will be credited with the same amount on each anniversary of your commencement unless you have taken leave without pay which may delay the crediting date.

If your contract is for less than 12 months you will be eligible for 1 day accruable personal leave with pay per completed month. They will then be credited with 1 day paid personal leave for each additional 22 days of service.

Personal/carers leave may be accessed if a you are sick or injured, if you are required to assist in meeting family caring responsibilities, or for other personal reasons. This may include one “moving day” per Personal/Carers Leave credit year.

Medical certificates may be required for any leave due to illness if:

- the absence is over 3 consecutive working days;
- you are submitting a claim for compensation;
- if your duties are restricted;

- if you have taken more than 5 separate periods of leave due to illness during a calendar year without providing medical certificates, or
- where AFTRS has reasonable grounds for suspicion you have abused basic leave entitlements.

In most cases AFTRS will accept medical certificates from medical practitioners, registered nurses, dentists, optometrists, opticians, radiographers, physiotherapists, chiropractors, podiatrists or osteopaths. Statutory Declarations may also be accepted if it is not reasonably practical to have obtained a medical certificate.

Applications for personal/carers leave must be submitted to Payroll through your supervisor as soon as possible.

27.5 *Compassionate Leave*

You are entitled to access 2 days of paid leave on the death of an immediate family or household member, or to spend time with them if they are suffering a life-threatening illness or injury or are dying.

27.6 *Discretionary Additional Leave*

The purpose of this leave is to provide financial assistance to staff suffering from chronic, long-term illness or other long term situations that would normally fall under the personal/carer leave provisions. The CEO may grant leave if you have used all your personal/carer leave entitlement, have been employed by the School for at least 12 months, and if you submit a medical certificate or other relevant documentation. Part time staff have access to this provision on a pro rata basis.

27.7 *Leave Without Pay*

You may apply for leave without pay for a number of purposes such as child care or to engage in outside employment in the industry. You should be aware that leave without pay may effect your other leave entitlements. There are specific conditions relating to this leave and approval cannot be assumed.

If you are considering applying for leave without pay you should discuss your application with Human Resources.

27.8 *Long Service Leave*

You are covered by the *Long Service Leave (Commonwealth Employees) Act 1976*. In general this means that if you have completed at least 10 years service with AFTRS or other organisations prescribed by the Act may be entitled to long service leave. You should discuss your own situation with Payroll staff.

27.9 *Prior Service*

Prior service with other public sector organisations may be considered in the calculation of your personal/carer leave credits (provided the break between periods of employment was less than 2 months) and service for long service leave purposes (provided the break between periods of employment was less than 12 months). If you think you may be eligible to have your prior service considered you should contact Payroll.

27.10 Maternity Leave

You are covered by the *Maternity Leave (Commonwealth Employees) Act 1973*.

Under these provisions you may be granted up to 52 weeks of maternity leave. If you have over 12 months of service you may be entitled to receive 12 weeks of paid Maternity Leave. Alternately you may choose to take 24 weeks and receive the equivalent of half your salary.

If you are entitled to paid maternity leave you are entitled to a period of additional paid leave of 2 weeks to count as service, which may be taken as 2 weeks at full pay or 4 weeks at half pay. Any additional leave may consist of other forms of paid leave or maternity leave without pay.

27.11 Pre-Adoption Leave

If you are identified as the primary caregiver you may be entitled to up to 2 weeks paid leave prior to adoption to attend medical examinations etc. Any employee is entitled to up to 2 days without pay to attend compulsory interviews or examinations prior to adopting a child under 5 years old.

27.12 Primary Caregiver/Adoption Leave

If you have primary responsibility for the care of a newborn child or adopted child under 5 years but are not entitled to maternity leave you may be entitled to 8 weeks of leave on full pay or 16 weeks of leave on half pay. See Human Resources for further details.

27.13 Parental leave

You may be entitled to up to two (2) weeks of paid leave for the purposes of caring for a new born or adopted child for whom you have responsibility. Paid leave is only available within 12 months of the birth or adoption of a child and counts as service for all purposes.

In addition AFTRS you may be eligible to apply for leave without pay for up to two (2) years to fulfil long term child care responsibilities in your immediate family. This leave does not count as service.

27.14 Foster Care

If you are entering into long-term formal fostering arrangements you may be eligible for leave as per Primary or Non-Primary Caregiver provisions. Please see Human Resources for further information.

27.15 War Service Sick Leave

There is provision for some previous members of the Defence Forces to obtain paid leave relating to illness or injury which are directly war caused. Please contact Payroll if you would like further information.

27.16 Defence Reservist Leave

The CEO may approve periods of leave for the purposes of defence force training or Reserve service. Please contact Payroll for further information.

27.17 Community Service Leave

You are entitled to be absent from work without pay to participate in eligible community services including regular training, all emergency services responses, reasonable recovery time and ceremonial duties. The CEO may also grant you leave without pay to undertake other community volunteering for organizations registered with Volunteering Australia.

27.18 Leave for Jury Service

If you are called for jury service you are required to notify your supervisor and Human Resources as soon as possible. You will be granted any periods of leave sought for this purpose, leave will be paid and will count as service. If you receive jury fees you should pay them to AFTRS.

27.19 Other Paid Leave

Subject to CEO approval you will be entitled to paid leave for the purposes of volunteer firefighting or acting in the State Emergency Service at times of emergency.

27.20 Religious/Cultural Observance

You may access Personal/Carer leave, flex leave (where applicable) or leave without pay for the purposes of religious or cultural observances.

27.21 Leave to Attend Fair Work Act Proceedings

If you are required to attend Fair Work Act proceedings as an employee representative in a matter directly related to AFTRS or as a witness, the CEO may approve paid leave.

28. Outside Employment Policy

Applications to engage in outside employment (paid or unpaid) must be approved in writing by the CEO.

- *Concurrent Employment* – Full time staff will generally be given approval to engage in industry related outside work which is short term or requires a limited number of regular hours. Part time staff will generally be given approval to engage in any form of outside work. AFTRS is the primary employer so approval will not be given if the outside work will have an adverse affect on AFTRS or your performance at AFTRS.
- *Outside Employment While on Leave* –. Approval may be given for staff to undertake industry related work while on leave without pay provided they have been employed by AFTRS for at least 12 months, the leave is not for more than 8 weeks in a teacher's 3 year contract, and they indicate their intention to return to AFTRS following their leave. Approval of leave is always subject to operational requirements and approval will not generally be given to staff to engage in paid employment with an outside agency while they are on any leave and receiving salary from AFTRS.

29. Attendance and Absence

A full time normal working day is 7 hours 21 minutes from 8.45 am to 5.06 pm Monday to Friday with one hour for lunch. This is 73 ½ hours per fortnight. Shiftworkers will be advised in writing of their hours and these will average 73 ½ hours per fortnight. The normal working day for a part time staff member will be defined in their employment contract.

If you are to be absent from work for any reason without prior approval you must notify Payroll or your supervisor within 4 hours of your normal commencing time.

29.1 Attendance Recording

If you receive a salary up to or including the top of the AFTRS 6 level, you are required to record your commencing and ceasing work times on a fortnightly attendance record, unless you are within a category that is permitted to “opt out” of the formal scheme. At the end of the fortnight the attendance record must be certified by your supervisor and forwarded to Payroll.

If you are receiving a salary above this level or have elected to “opt out” of the formal scheme you must keep a record of working hours in a form agreed with your supervisor which should be available to the CEO, your supervisor or for auditing purposes on request.

29.2 Flex Time

Under the AFTRS’ flex time scheme all staff eligible for overtime (with the exception of those who are employed as shift workers, on specified hours and some part time staff) have access to flex time working arrangements. This is always subject to supervisor approval and operational requirements.

You are required to work “core hours” between 10 am and 12 noon and between 2 pm and 3.30 pm. You may choose when you take a lunch break (minimum ½ hour between 12 noon and 2 pm) and may start work anytime between 7.00 am and 10 am and finish work anytime between 3.30 pm and 7.00 pm.

If you work more than 73 ½ hours in a fortnight you will have a flex credit. If you work less than 73 ½ hours in a fortnight you will have a flex debit. At the end of each pay fortnight you will be able to carry over a credit of up to 20 hours or a debit of up to 10 hours to the next fortnight. Any debit over 10 hours at the end of a pay fortnight will be deducted from your salary. AFTRS discourages staff from consistently working long hours so up to 3 flex days within a pay fortnight may be approved to reduce credit.

Your supervisor may require you not to work extra hours where there is insufficient work to justify it.

29.3 Flex Bank

If your credit exceeds 20 hours at the end of a pay fortnight Payroll will automatically transfer the excess hours to your flex bank to a maximum of 36 hours and 45 minutes. You and your supervisor will be advised of any amounts in excess of this and you will have 2 weeks to use the excess flex credit. Anything remaining of the excess flex credit at that time will be converted to time in lieu at time and a half. You are permitted to use their flex bank credits to extend recreation leave.

29.4 Extra hours for senior staff

If your salary is above the maximum for overtime and it is expected you will work extra hours, you may reach agreement with your manager for flexibility in your working arrangements. This agreement should in advance of working the additional hours and may include flexible working hours or time off work. Time off work will not be granted on an exact time for time basis and extra hours will not be paid in lieu.

Please note that flex credits or extra hours for senior staff will not be paid out under any circumstances.

29.5 Individual Flexibility Arrangements

If you and your manager genuinely agree you may seek the CEO's approval to vary your working hours and/or related provisions. The agreement must be in writing, signed by you and your manager, and result in you being better off overall. Either you or the School may terminate the agreement at any time (if agreed) or with 28 days written notice.

30. Staff Development and Training

AFTRS is committed to staff development and aims to maximise existing and potential capabilities of all staff by the following methods.

1. The performance agreement and appraisal scheme which provides feedback on job performance with the aim of improving performance and identifying staff development/training needs.
2. Staff nominating for formal training courses/activities which will assist them in performing their duties in a more efficient manner.
3. Staff rotation opportunities if they arise.
4. An in-house training program.
5. Granting leave without pay to undertake outside work activity and remain up to date with industry developments.
6. Attendance of staff at AFTRS courses if time and places are available and the course is identified for professional development by the supervisor.
7. Access to 10 days' non-accruable professional development leave for staff who are engaged for more than 12 months.
8. Research opportunities under certain circumstances.
9. Access to Studybank. These provisions allow for staff who are currently undertaking or wish to undertake a course of study directly relevant to their work at the School to apply to be recognised as approved students, take leave up to 5 ½ hours per week to attend compulsory lecture/tutorials, or to obtain some financial assistance with course fees and books.
10. Access to 1 day per year Cultural Development Leave (or a cash payment once each year).
11. Annual reimbursement of Professional Association Membership Fees (limited).

Please see Human Resources for further information.

31. Compensation and Rehabilitation

If you are injured while on duty you should report the matter immediately to your supervisor if you are capable. You, and a witness to the accident/incident if

available, must fill out an Accident/Incident Report form regardless of whether the injury is disabling. The forms can be obtained from Human Resources, First Aid Officer or the intranet.

If you intend to make a claim for compensation you should speak to Human Resources as soon as you can. You may make a claim for compensation if you believe your injury or illness is work related or occurs whilst attending an approved training activity. Staff of AFTRS are covered for compensation by the Federal body, Comcare, not Workcover.

The current compensation legislation places an emphasis on rehabilitation. If you are absent from work for any period or have restricted duties due to a work related injury or illness, you are likely to be placed on a return to work program. Human Resources will discuss this with you if the situation arises.

AFTRS also has a general rehabilitation policy which operates for staff who are sick or injured but does not relate to compensation. This can be obtained from the Internet or intranet.

If you have any queries about compensation or rehabilitation please contact Human Resources.

32. Information Technology

AFTRS provides staff and many PC1s with access to the AFTRS network. Prior to being issued with a user identification you will be required to sign an agreement to abide by the ICT User Policy. The policy is available on the Intranet.

33. Occupational Health and Safety

AFTRS has a commitment to safeguarding the health and safety of its staff, students, volunteers and visitors. The School has a legal responsibility to provide safe working equipment, procedures and conditions. All staff have a responsibility to follow safe practices and offer safety suggestions. The methods that AFTRS uses to ensure we meet our goals follow.

33.1. Health and Safety Committee

This is a Committee consisting of management and staff representatives. Meetings are held every 3 months and recommendations are made to senior management. The Head of Human Resources is the Chair of the Committee. Meeting minutes are made available on the intranet. All staff are welcome to attend meetings or to raise agenda items.

33.2. Health and Safety Representatives

A number of staff are elected as Health and Safety Representatives. If there is an area of health and safety concern within AFTRS these staff may be approached to investigate or recommend an external investigation. They are also in a position to ensure work does not proceed in an unsafe area. Health and Safety Representatives are members of the Health and Safety Committee. Human Resources or Facilities Services can advise you of who the current representatives are. A list is also placed on the Intranet.

33.3. Use of Keyboards

If you are required to use a keyboard a Screen based equipment eyesight test may be arranged for you by Human Resources when you commence. Further tests may be arranged every 2 years or if you request them. If the examination finds that you require spectacles to operate screen based equipment AFTRS will contribute towards the cost.

Familiarise yourself with the ergonomic standards that apply and adopt correct posture so that you can avoid any health problems associated with incorrect practices. If you are not sure what “correct” practices are you may contact Human Resources.

Supervisors must seek to eliminate or reduce non-essential keyboard work, reduce the frequency of peak loads and otherwise reduce the pressure on keyboard users. There should be no periods of sustained keyboard activity for more than one hour when a rest break of 10 minutes must be taken. Other work should be completed in these rest periods but should not be of the same repetitive nature.

33.4. Emergency Evacuation Procedures

The names of the AFTRS’ Evacuation Wardens and the procedures to follow in case of evacuation are available on the Intranet. In the case of an emergency or drill you must recognise the authority of the Wardens and obey their orders. Warning alarm you should prepare to leave the building but remain where you are. On the 2nd alarm, when advised to evacuate, you should leave the building by the closest exit.

The meeting area in Sydney for an evacuation is the bottom of the Heritage Park stairs. Should this be unsafe staff should meet in the showring. Staff may not re-enter the building until advised it is safe to do so.

33.5. First Aid

If you require access to first aid you should contact a first aid officer. Names of first aid offers are listed in the internal telephone list and on the intranet and displayed around the School. A First Aid Room is located on the Ground Floor next to the Print Room if required. Please note that all Security Officers are trained in first aid if you should injure yourself outside of normal working hours.

33.6. No Smoking

AFTRS has a no smoking policy and employees are not permitted to smoke inside AFTRS buildings, cars or in any confined space. Smoking is limited to identified outside areas. AFTRS would also remind employees who smoke to remember the effect of passive smoking on their non-smoking colleagues and behave with consideration.

33.7 Health and Fitness Leave

Staff (excluding temporary staff) are entitled to 1 day of paid leave each financial year for purposes directly related to maintaining or improving their health, fitness or well being. If they do not use this leave they will receive a payment in lieu amount.

34. Home Based Work Guidelines

Under some circumstances AFTRS will allow either formal long term or informal ad hoc home based work. Approval must not be assumed. You can obtain a copy of the guidelines from Human Resources or on the intranet.

35. Leaving AFTRS

35.1 Resignation

All resignations must be in writing and signed. The following notice periods apply.

Fixed Term and Ongoing Staff

Head of Department equivalent and above	8 weeks
Teaching staff and AFTRS 7 equivalent	4 weeks
All other staff	3 weeks

<i>Temporary Staff</i>	1 week
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This notice period may be waived. See the Head of Human Resources for further information.

35.2 Career Transition Program

Fixed term staff who are leaving AFTRS after a minimum of 6 years as a staff member are entitled to up to \$4000 for career transition services either as reimbursement or direct payment for the service.

35.3 Retirement

If you are 54 years or over AFTRS will reimburse up to \$350 for financial advice in preparation for a career change or retirement. This will only be done on 1 occasion.

If you have any questions relating to any of the topics in this Guide please contact Human Resources. Human Resources operates on a “drop in” basis and Shannon or Nicki would be happy to help you at any time.