



GEELONG FOOTBALL UMPIRES' LEAGUE INC.

HUMAN RELATIONS POLICY

VERSION 1

Adopted by the Board on

17 December 2012

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**REVIEW HISTORY OF GEELONG FOOTBALL UMPIRES' LEAGUE
HUMAN RELATIONS POLICY**

Version	Date reviewed	Date endorsed	Content reviewed/purpose
<i>One</i>	<i>November 2012</i>	<i>17 December 2012</i>	

1. SCOPE

This policy applies to all GFUL Employees

2. POLICY

The GFUL Human Resource policy is divided into the following sections:

- Position Description
- Advertisement of Vacancies
- Selection Procedures
- Suitability for Employment
- Remuneration
- Leave
- Hours of Work
- Performance Plans
- Professional Development
- WorkSafe

3. POSITION DESCRIPTION

A position description is a written statement that describes the main objectives of a job, the essential functions, job qualifications, and other related information. A well prepared position description appropriately describes duties, skills, responsibilities of the job, environmental and working conditions specific to the job, as well as any qualification and experience required to perform the job.

Accurate job descriptions are developed through a job design process with the objective of establishing, individual yet integrated jobs within the workplace. It is ultimately about restructuring jobs, which facilitate the effective and efficient performance of duties and tasks, by individuals to achieve the organisations goals and objective.

4. ADVERTISEMENT OF VACANCIES

Vacancies will be advertised as widely as needed to attract a reasonable field of suitable applicants and to enhance the diversity of the workforce. Vacancies are advertised ongoing wherever possible, or fixed term where they meet the GFUL criteria.

The closing date for applications will generally be 15 working days from the date of advertisement of the vacancy.

Fixed term vacancies should be advertised for the maximum of three year period to attract the best field of applicants.

5. SELECTION PROCEDURES

The GFUL selection procedures have been designed to ensure that the best person for the job is selected through a process that is procedurally fair and based on merit.

For the purpose of selection, merit is defined as the extent to which each applicant has:

- The skills, knowledge, experience past performance and other personal qualities relevant to the work to be performed.
- Demonstrated good conduct appropriate to the GFUL.
- Potential for further development in the GFUL.

The GFUL selection process is based on the following principles:

- Employment decisions are based on merit.
- Employees are treated fairly and reasonably.
- Equal employment opportunity is provided.
- Human rights as set out in the Charter of Human Rights and Responsibilities are upheld and
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment.
- The Equal Opportunity Act 1995 specifies that all applicants must receive fair and equitable treatment without regard to age, breastfeeding, gender identify, impairment, industrial activity, employment activity, lawful sexual activity, marital status, parental or carer status, physical features, political belief or activity, pregnancy, race, religious belief or activity, sex, sexual orientation or personal association(whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.

6. SUITABILITY FOR EMPLOYMENT

As part of the process for maintaining high standards of conduct in the workplace, it is essential the GFUL ensure that procedures for criminal records checks are implemented and legislative obligations pursuant to the Working With Children Act 2005 are implemented.

7. REMUNERATION

Payment

Staff are paid fortnightly on Thursday for service for the preceding fortnight up to the Saturday of the week in which pay is received.

Pay is transferred electronically into a nominated bank account.

Superannuation

Under the provisions of the Superannuation Legislation Amendment (SLA) Choice of Superannuation Funds Act 2004, all employees are required to be a member of a superannuation fund to which GFUL as an employer must make contributions.

The superannuation arrangements for an employee will generally be determined by the date that their current period of employment commenced.

Choice of Superannuation Fund

Under the provisions of the SLA (Choice of Superannuation Funds) Act 2004 all employers are required to offer eligible employees the opportunity to choose the superannuation fund to which they wish to direct their employer's superannuation contribution.

Salary Packaging

Participation in salary packaging is voluntary

Staff that chooses to participate in salary packaging has the discretion to mix of salary and benefits.

Generally, the benefit items that are attractive from salary packaging purposes are limited to those that receive concessional taxation treatment (e.g. motor vehicles) or those items that are exempt from Fringe Benefits Tax (FBT) e.g. additional superannuation, professional membership fees in addition to study fees and laptop computers (business related purposes).

8. LEAVE

Annual leave (also known as recreation leave & holidays)

Full time employees are entitled to 152 hours (20 days) annual leave per annum.

Part time employees receive an annual leave entitlement on a pro-rata basis calculated according to the time fraction worked.

Staff members may only access the annual leave entitlements they have accrued.

Approval of annual leave will take into account the personal needs of the staff member and the operational requirements of the workplace.

Half annual pay leave may be approved on request.

Staff members are expected to take annual leave by the end of the calendar year following the year it was accrued i.e. staff member should not accrue more than 40 days annual leave at any point in time. (NB unless otherwise agreed, staff may be directed to take leave.)

Personal Leave (leave for injury/illness and carer's leave)

Personal leave is available for staff members when they are absent due to illness or injury; to care for an immediate family or household member who is sick or who requires care due to an unexpected emergency.

Long Service Leave (LSL)

LSL entitlement is three calendar months after 10 years of full time eligible service and one and a half calendar months for each five years of full time eligible service thereafter.

Time in Lieu (TIL)

TIL is defined as the hours worked which are additional to a staff member's normal hours of duty, on average 76 hours per fortnight, and is available within GFUL Board of Management approval. (NB Prior approval to work TIL is required)

9. HOURS OF WORK

This policy is referenced to employment awards.

Standard hours for full time staff members 76 a fortnight.

Standard day is 7.6 hours, not including an unpaid meal break of not less than 30 minutes free from assigned duties.

10. PERFORMANCE PLANS

Performance and development arrangements apply to GFUL staff.

Performance standards reflect both the requirements to perform at the required standard in their job and what the employee must do in addition to this in order to achieve progress.

Performance plans are linked to business plans and recognises effective performance through salary progression.

Accountability and progression criteria are set at the beginning of each performance cycle and signed off by the GFUL BOM with mid-cycle reviews and a final assessment.

Feedback on performance will support ongoing learning and development.

For salary progression to occur, all performance standards and progressions measures must be met.

11. PROFESSIONAL DEVELOPMENT

The GFUL is committed to provide professional learning and development opportunities for staff to enhance their skills and knowledge for effective best practices.

12. WORKSAFE

The GFUL is committed to ensuring the safety, health and wellbeing of its employees through the provision of safe workplaces.

The Victorian WorkSafe Authority operating under the title of WorkSafe is responsible for administering the Victorian WorkCover Scheme under the Accident Compensation Act 1985.

GFUL staff are entitled to make a WorkCover claim in the event of an injury being sustained in the course of their employment within 30 days of becoming aware of it.

Staff lodges a WorkCover claim for weekly benefits and present a WorkSafe Certificate of Capacity.

All WorkCover injuries must be reported to the GFUL CEO as soon as possible so a claim can be completed by the employee within 5 days of the injury and submitted to the GFUL insurer within 10 days.

The GFUL insurer will notify a claimant and their manager in writing of the acceptance or rejection of the claim within 28 days of having received the claim.

13. EMPLOYMENT CONDITIONS

Employment Conditions are in accordance with the National Employment Standards as contained in section 59 to 131 of the Commonwealth Fair Work Act 2009.