

Conditions of Employment of the Catholic Diocese of Bunbury and its Organisations

1.0 MISSION AND VALUES

Work is for people, not people for work. Through work, individuals not only contribute to the common good but also achieve fulfilment as human beings.

In this respect, the Church teaches that employees and employers should be regarded as partners in their place of work and in their respective roles. Mutual respect, esteem and goodwill should underpin the relationship between the employer and the employee. Employees are to be encouraged and enabled to see their work not merely as a source of income, but as providing a service and a benefit to others in society

Accordingly, every person in the workplace - employer and employees - is entitled to be treated with respect and dignity.

To this end, the observance of fair and just principles and practices is required for the establishment and maintenance of a workplace that encourages and supports the full development of all persons serving in the parish.

Above all else, the parish and its employees should be a partnership working towards the achievement of the parish ministry and mission, underpinned by clearly expressed values and principles. To achieve these goals, there needs to be a consistent application of Church teaching and proper employment practices in the workplace.

2.0 EMPLOYER

2.1 The Roman Catholic Bishop of Bunbury is the employing authority.

2.2 The Parish Administrator is responsible for meeting the requirements and standards established in this document, and to exercise the necessary discretion in the setting of employment arrangements where this document allows flexibility at the workplace level.

3.0 TYPES OF ENGAGEMENT AND HOURS OF WORK

3.1 Full-time employees work an average of 37.5 hours per week. These hours may be averaged, by agreement with the employee, over a defined period of time.

3.2 Part-time employees work an average of less than 37.5 hours per week on a regular basis. These hours may be averaged, by agreement with the employee, over a defined period of time.

3.3 Part-time employees receive the benefit of public holidays if such days fall on a day they would have normally worked. That is, they are entitled to a paid day off work if the business is closed because of a public holiday.

- 3.4 Casual employees work on an irregular basis. This means that they do not have regular fixed hours of employment, and have no expectation of ongoing or further employment. Casual employees are paid a loading of 20 % above their classification hourly rate of pay. This compensates the casual employee for not receiving the benefits of annual leave, sick leave and public holidays. Casual employees are paid only for the time they have worked.
- 3.5 Working hours are normally between 8.30am and 5.30pm from Monday to Friday. These may be varied by agreement to meet the needs of the parish or the employee.
- 3.6 Employees are entitled to a daily 15-minute morning tea break. The duration of the morning tea break may vary by agreement with the Parish Administrator. The morning tea break is unpaid.
- 3.7 Employees are entitled to a 45-minute meal break on each day that they work at least five hours. The duration of the meal-break may vary by agreement. The meal-break is unpaid.
- 3.8 In accord with the need for proper rest, employees are entitled to time off in lieu (calculated on a time for time basis) if:
 - 3.8.1 they work more than 37.5 hours in a week;
 - 3.8.2 they work on a public holiday.

4.0 ANNUAL LEAVE

- 4.1 From 1 July 2019 full-time employees are entitled to 23.5 days of paid annual leave for each twelve months of continuous service. The additional 3.5 days of annual leave are in lieu of 17.5% annual leave loading which will no longer apply from 1 July 2019.
- 4.2 Part-time employees are entitled to proportionate paid annual leave for each twelve months of continuous service.
- 4.3 Casual employees are not entitled to paid annual leave.
- 4.4 Annual leave is cumulative from year to year. However, given the need for proper rest, employees are encouraged to take annual leave that accrued in respect of a period of twelve months' continuous service no later than a date six months after the end of the twelve-month period, unless otherwise agreed with management.
- 4.5 Full-time and part-time employees may seek, with the approval of the Parish Administrator, to utilise proportionate accrued annual leave in any year of employment.
- 4.6 Unused annual leave is payable on termination.
- 4.7 Employees are entitled to have a day credited to their annual leave entitlements for each public holiday that falls within a period of annual leave. Public Holidays are New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Western Australia Day, Queen's Birthday, Christmas Day & Boxing Day.

5.0 SICK LEAVE

- 5.1 Full-time employees are entitled to ten days of paid sick leave for each twelve months of continuous service.
- 5.2 Part-time employees are entitled to proportionate paid sick leave for each twelve months of continuous service.
- 5.3 Casual employees are not entitled to paid sick leave.
- 5.4 Sick leave is cumulative from year to year.
- 5.5 Full time and part time employees may seek, with the approval of management, to utilise proportionate accrued sick leave in any year of employment.
- 5.6 Unused sick leave is not payable on termination.
- 5.7 A medical certificate is required for any absence in excess of two consecutive days or where the single day absences of an employee are greater than five days in any one-year.

6.0 CARER'S LEAVE

- 6.1 Employees are entitled to use up to five days of their sick leave entitlement in each year to care for family members or members of their immediate household who are sick or injured and in need of immediate care and attention. (Carer's leave is not an additional amount of total sick leave entitlement.)
- 6.2 Employees may access annual leave entitlements for single day absences to care for family members or members of their immediate household who are in need of immediate care and attention.
- 6.3 Employees may request unpaid leave to care for family members or members of their immediate household who are ill and need their care. Unpaid carer's leave is to be approved by the Parish Administrator.
- 6.4 Family members include but are not limited to the spouse of the employee, children, parents, grandparents, grandchildren, brothers and sisters, and parents - in law and grandparents - in law of the employee.
- 6.5 Employees will be required to provide reasonable evidence of their need for carer's leave.

7.0 BEREAVEMENT LEAVE

- 7.1 Employees are entitled to a maximum of two days paid leave on each occasion of the death of a member of their family or a member of their immediate household.
- 7.2 Where an employee requires more than two days leave, the Parish Administrator may approve the use of annual or unpaid leave.

8.0 JURY SERVICE

- 8.1 Employees who are required to attend for jury service are entitled to payment of any loss of their normal time wages.

9.0 LONG SERVICE LEAVE

- 9.1 Employees are entitled to:
 - 9.1.1 thirteen weeks of paid long service leave after ten years of continuous employment.
- 9.2 Employees are entitled to proportionate paid long service leave:
 - 9.2.1 after seven years of continuous employment.
- 9.3 Employees will continue to accrue long service leave after ten years of continuous employment at the rate of one and one-third weeks per annum of continuous service or at a greater rate if more generous under applicable legislation.
- 9.4 Employees are requested to give six weeks' notice of their intention to take long service leave. This assists with planning and organization of work for the period that the employee is on leave.
- 9.5 Given the need for proper rest, employees are encouraged to take long service leave no later than a date twelve months after the full accrual of the entitlement, unless otherwise agreed with the Parish Administrator.
- 9.6 The Parish Administrator may approve long service leave in advance to meet the particular circumstances of an employee, where that employee has seven or more years of continuous service. (This is to be deducted from any future entitlement to long service leave.)
- 9.7 Employees are entitled to a payment, upon resignation or termination (other than termination for misconduct), or by death, ill health or other necessity after completion of seven consecutive years of service on a pro rata basis of 1.3 weeks for each completed year of service.

10.0 PARENTAL LEAVE

- 10.1 Unpaid maternity, paternity and adoption leave is available, with the exception of casual employees, to every employee with more than one years' service. Unpaid parental leave is available for individual periods of up to twelve months
- 10.2 This time can be shared between both parents, but not taken at the same time, other than following the birth or adoption of a child when the father is entitled to one week's unpaid parental leave at the same time as his spouse.
- 10.3 An employee is required to begin maternity leave six weeks prior to the expected child's date of birth, unless she has a medical certificate from her Doctor saying she is fit to continue to work.

- 10.4 The Parish Administrator is to assist employees in meeting their family needs by being flexible in facilitating leave and return to work arrangements, including a temporary or permanent transfer to part-time duties.
- 10.5 Employees will be entitled to return to their position of employment prior to taking such leave, or to a comparable position if this is no longer available.

11.0 STUDY LEAVE

- 11.1 Full-time employees may apply to the Parish Administrator for paid study leave of up to 5 days each year. Study leave does not include travel time to and from the place of study.
- 11.2 Part-time employees may apply to the Parish Administrator for paid study leave on a proportionate basis.
- 11.3 Casual employees are not eligible for paid study leave.
- 11.4 The Parish Administrator may formulate additional policies concerning study and similar leave.

12.0 SPECIAL UNPAID LEAVE

- 12.1 Employees may apply for special unpaid leave to meet particular circumstances of pressing need or urgency.
- 12.2 The Parish Administrator may approve such an application if the employee has utilised all of their paid leave entitlements, there is a pressing and urgent necessity for the leave to be taken and the needs of the organization can be accommodated.
- 12.3 Unpaid leave of any nature for a period greater than three months is not counted as continuous service for the purpose of leave entitlements. While employees on unpaid leave for a period greater than three months do not accrue annual, sick and long service leave, their entitlements are not decreased and are reactivated upon their return to work.

13.0 EXPENSES

- 13.1 Employees are entitled to reimbursement of pre approved expenses that they incur in the course of their employment.
- 13.2 Expenses for authorized travel will include accommodation, travel, meals, petrol, incidental costs associated with the performance of work, and other similar expenses.
- 13.3 Employees are to submit claims for reimbursement with supporting evidence (e.g. Tax Invoice) of the expenses.

14.0 TERMINATION OF EMPLOYMENT

- 14.1 Either the Parish or the employee may terminate his or her employment by providing one month's notice of termination or resignation in writing.
- 14.2 In the circumstance of termination as a consequence of redundancy, as soon as the Parish identifies a potential redundancy situation, all potentially affected employees are to be notified in writing and provided with information about the circumstances that may lead to redundancies.
- 14.3 The Parish is to consider available alternatives to redundancy; establish fair and reasonable criteria for selecting the employees to be declared redundant; identify the number and type of jobs to be declared redundant; and outline any redundancy package to be offered to employees whose employment is to be terminated.
- 14.4 The Parish will investigate all available alternatives to redundancy, including: redeployment; job sharing; natural attrition; and/or voluntary redundancies.
- 14.5 The Parish shall pay redundant employees a severance payment, which is based on the Redundancy Test Case standard of the applicable federal or Western Australian industrial relations jurisdiction.
- 14.6 Employees are entitled to receive up to eight hours paid leave during the notice period to attend job interviews. The leave need not be taken all at the same time and the Parish may ask for reasonable evidence that it was needed.

15.0 GRIEVANCE PROCEDURE

- 15.1 A grievance is any matter that an employee believes to be unjust or unfair, or seeks to bring to the attention of the Parish Administrator.
- 15.2 Any grievance is to be notified to the immediate manager of the employee either verbally or in writing.
- 15.3 The manager is to attempt to resolve or to provide an answer to the matter within two working days.
- 15.4 If the manager is not able to resolve the matter, the employee may approach the Parish Administrator.
- 15.5 If the matter cannot be resolved by the Parish Administrator, the employee may approach the Bishop.

16.0 CLASSIFICATIONS AND SALARY

- 16.1 The Parish is responsible for the setting of appropriate salary levels for employees and any subsequent review of employees.
- 16.2 At engagement, employees are to be placed at an appropriate salary, based on the required level of competency, responsibility and skill to effectively perform the duties of the position.

17.0 SUPERANNUATION

- 17.1 Superannuation contributions shall be paid on behalf of every employee in accordance with applicable government legislation.

18.0 SALARY PACKAGING

- 18.1 Salary Packaging is available in accord with the "Catholic Diocese of Bunbury Policy for the Administration of Salary Packaging (as amended from time to time).

19.0 AMENDMENTS AND VARIATIONS

- 19.1 These conditions of employment are to be reviewed by the Catholic Diocese of Bunbury at the end of every three-year period.
- 19.2 The Bishop may commission a review of these conditions of employment on request by the Parish Administrator at any other time.
- 19.3 Amendments or variations will not be made if their effect is to disadvantage employees overall.