

VERSION 1.0

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HUMAN RESOURCE MANAGEMENT POLICY

2018

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QUEENSLAND RADIO FOR THE PRINT HANDICAPPED LIMITED

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Human Resources Management Policy

1. Purpose and Scope

Queensland Radio for the Print Handicapped Limited (here after known as Radio 4RPH) is committed to providing effective, legal, and consistent human resources (HR) systems that benefit the organisation and its employees.

The purpose of this policy is to provide guidance to **Radio 4RPH** in developing and implementing human resources systems so that such systems are equitable, efficient, communicated to all staff, and comply with relevant legislation and regulations.

This policy applies to all staff and encompasses but is not limited to:

- Legal and regulatory responsibilities
- Recruitment and selection of staff
- Personnel management
- Personnel record keeping.

This policy does not provide detailed guidance on:

Employee performance and development – refer to the [Employee Performance and Development Policy](#)

Grievance and dispute settling – refer to the [Grievance and Dispute Settling Policy](#)

Workplace environment - refer to the [Occupational Health and Safety Policy](#)

Management of volunteer placements – refer to the [Volunteer Policy](#).

2. Principles

Radio 4RPH provides an equitable, safe and encouraging workplace with the absence of nepotism or patronage.

Employees and volunteers are valued and recognised for their contribution to the organisation's successful outcomes.

Flexible and supportive working conditions are provided in line with relevant legislation and comparable to industry standards.

Unlawful discrimination will not be tolerated by any potential or current employee.

3. Outcomes

Human resources practices are free from discrimination.

Radio 4RPH recruits and retains professional staff that contribute to the organisation's outcomes.

Employees' and volunteers' working conditions and benefits are an asset of the organisation.

4. Functions and Delegations

Position	Task/Delegation
Board of Directors	Ensure decisions and actions relating to recruitment and management of human resources are transparent and fair. Ensure compliance with relevant legislation. Endorse Human Resources Management Policy. Endorse Station Manager's recommendations for employment of staff members. All human resources responsibilities for Station Manager.
Management	<u>Station Manger</u> Human resources planning, including identifying position requirements and associated budget. Compliance with Human Resource Management Policy and procedures and relevant legislation. All human resource responsibilities for Office Manager, Technical Producers, and Volunteers. Sign off on all employee contracts (and variations).

	<p>Identify relevant staff to manage human resource responsibilities for casual employees, volunteers and student placements.</p> <p>Develop and implement HR systems across the organisation.</p> <p><u>Office Manager</u> All HR responsibilities for Technical Producers, Volunteers and others as delegated by Station Manager.</p>
Staff / Volunteers	Compliance with all HR policy and procedures and relevant legislation.

5. Risk Management

Radio 4RPH will ensure that this policy does not breach any of its legal obligations.

All staff with recruitment and management functions are provided with ongoing support and professional development to assist them to implement effective and transparent human resource management.

6. Policy Implementation

This policy is developed in consultation with all employees and approved by the Board of Directors. All employees are responsible for understanding and adhering to this policy.

Human resources are an agenda item in all staff meetings where any member of staff can raise relevant implementation issues related to the Human Resources Management Policy.

Specific monitoring activities to be undertaken are:

- Annual personnel file audit to ensure recruitment, selection and personnel management processes are followed.
- Annual interviews with new staff on their orientation and induction experience at the organisation.
- Membership of employers’ group/s to obtain and disseminate current industrial relations information.

7. Policy Detail

7.1 Legal Responsibilities

Radio 4RPH develops and implements human resource management systems that comply with relevant employment legislation, including:

- [Industrial Relations Act 2016 \(QLD\)](#)
- [Holidays Act 1983 \(QLD\)](#)
- [Long Service Leave Act 1976 \(Commonwealth\)](#)
- [Work Health and Safety Act 2011 \(QLD\)](#)
- [Workers' Compensation and Rehabilitation Act 2003 \(QLD\)](#)
- [Superannuation Guarantee \(Administration\) Act 1992 \(Commonwealth\)](#)

Radio 4RPH requires that all staff contribute to a workplace free from discrimination and that they comply with anti-discrimination legislation, including:

- [Anti-Discrimination Act 1991 \(QLD\)](#)
- [Work Health and Safety Act 2011 \(QLD\)](#)
- [Racial Discrimination Act 1975 \(Commonwealth\)](#)
- [Sex Discrimination Act 1984 \(Commonwealth\)](#)
- [Human Rights and Equal Opportunity Commission Act 1986 \(Commonwealth\)](#)
- [Disability Discrimination Act 1992 \(Commonwealth\)](#)

The organisation is responsible for informing staff of their obligations under relevant anti-discrimination legislation. Information will be provided as part of the staff orientation process and as amendments to legislation are made.

All staff must agree to conditions outlined in the Code of Conduct which includes anti-discrimination behaviour.

Where incidents of discrimination are suspected or identified, the relevant supervisor is to follow the Grievance and Dispute Settling Policy and related procedures or the Feedback and Complaints Management Policy and related procedures.

7.2 Human Resources Planning

All activities and projects undertaken by the organisation are planned and considered with the human resource implications in mind to determine the required skills, knowledge and experience required to successfully complete projects.

In developing funding submissions/proposals, the human resources needs of the organisation are a key factor for consideration.

7.3 Recruitment and Selection

Radio 4RPH seeks to appoint the best possible candidate for all positions, and as such advertises vacant positions through relevant media, sector channels and/or recruitment agencies. The Station Manager may make the decision not to externally advertise a particular vacant position if:

- the position is available for a short period of time only, and
- advertising the position would significantly delay the commencement/continuation of the position activities and impact on organisation's contracted performance requirements, or
- a suitable candidate from within the organisation is identified.

The recruitment and selection of permanent or contract-based staff follow a formal process, and recruitment and selection of casual or temporary staff may be undertaken through a targeted recruitment process, as outlined in the Staff Recruitment Procedure.

The selection and recruitment of staff is based on merit, with the best possible candidate identified through their curriculum vitae, responses to the position selection criteria, interview process and reference checks.

All staff positions at the organisation have a position description which outlines:

- Primary functions
- Accountabilities and performance indicators
- Lines of reporting
- Essential and desirable skills, knowledge and experience.

All position advertisements will identify:

- Position title
- Summary of the primary functions
- Process for applying
- Contact details for enquiries
- Application closing date.

All potential applicants may request a position information pack that includes:

- Position Description
- Organisation Chart
- Links to the organisation's website
- The process and documents required for applying
- Contact details for enquiries
- Other information as relevant.

All applications received are formally acknowledged in writing.

Applicants that meet the essential skills, knowledge and experience are offered an interview. Applicants that meet some of the desirable skills, knowledge and experience may be offered an interview dependent on the number and quality of other applicants.

All applicants offered an interview participate in an interview process where the selection panel generally comprises:

- a mix of genders, with at least one male and one female
- at least one member with knowledge and expertise in the area the position covers
- at least one member from outside the immediate work area (this may include a person from outside of the organisation).

A client representative may also be included on the selection panel.

Interviewees are rated against the essential skills, knowledge and experience as well as interview questions relevant to the position. The selection panel is responsible for preparing and signing a selection report.

All unsuccessful interviewees receive formal acknowledgement in writing. Feedback to unsuccessful applicants is provided if requested.

All successful interviewees receive formal acknowledgement in writing and a phone call.

Unless otherwise determined in the interview, the employees' remuneration package is to be negotiated at offer of the position.

Relevant screening checks (e.g. criminal record and working with children checks) will be carried out prior to commencement of employment.

All position enquiries, applications and interviews are treated confidentially and access to such details is restricted to those directly involved in the recruitment and selection process.

7.4 Induction and Orientation

All new employees participate in an induction and orientation process, led by their immediate supervisor, for the purpose of familiarising the new employee of **Radio 4RPH's** purpose, operations, expectations of employees and requirements of the position.

The Staff Induction and Orientation Checklist provides guidance on the process and is signed by the new employee and the supervisor once completed. The original checklist is to be held in the employee's personnel file and a copy provided to the new employee.

At commencement of employment, the new employee receives an orientation pack which includes:

- Signed copies of the position description, contract of employment and code of conduct
- Annual report
- Strategic plan, operational plan and relevant project plan/s
- Constitution.

All permanent or contract-based staff are under a three (3) month probationary period at commencement of employment. This period allows for both **Radio 4RPH** and the new employee to determine if the person is suitable for the position before continuation of the employment contract.

7.5 Working Conditions

All employees have a current and signed position description and a signed employee contract.

All employees receive salary paid fortnightly by electronic funds transfer to a bank account or accounts nominated by the employee as indicated on the Staff Bank Account Details Form.

Employees' salary and remuneration packages are negotiated prior to commencement of employment.

Employees' hours of employment are clearly identified in employment contracts. Full time employees are required to work 38 hours per week unless otherwise negotiated with the Station Manager.

Salary packaging, where part of an employee's salary is packaged into a fringe benefit that does not constitute direct payment to the employee but is payable to a bona fide third party, is offered to permanent and contract-based employees, and not available to casual or temporary employees. Employees may elect to opt in or out of salary packaging at any time consistent with **Radio 4RPH** guidelines.

Radio 4RPH makes employee related superannuation contributions in accordance with the Superannuation Guarantee (Administration) Act 1992 (Commonwealth). Employees elect a complying superannuation fund for payments within two (2) weeks of commencement, otherwise the organisation will elect a complying fund.

Full time employees (part time employee's pro-rata), are entitled to a range of leave entitlements as outlined below.

Recreational Leave: [e.g. A period of four (4) weeks or twenty (20) working days paid Recreational Leave will apply for each twelve (12) month period for full time employees. Recreational Leave is exclusive of any days declared and observed as public holidays as notified by the NSW and/or Australian Government. Recreational Leave taken attracts leave loading of 17.5%. Recreational Leave is accrued at the rate of 1/3 week per month and may be taken after the completion of six (6) months service, unless negotiated with the supervisor, the [CEO/Manager] and/or the Board. Payment for untaken Recreational Leave at the termination of employment is exclusive of leave loading].

Personal and Carers Leave: [e.g. A period of fifteen (15) days per year paid personal leave may be taken with twelve (12) days for personal illness or injury (Sick Leave), and three (3) days for the purposes of caring for an immediate family or household member that is sick and requires the employee's care and support (Carer's Leave), or because of bereavement on the death of an immediate family or household member (Bereavement Leave). Sick and Carer's Leave may be extended with the approval of the Chief Executive Officer and the Board. Unclaimed Sick Leave may be accrued for a period of up to 36 months. Accrued Sick Leave will not be paid out on termination of employment].

Study Leave: [e.g. Study time of up to four hours a week during semester or term may be granted at full pay to employees to assist their studies in an approved course relevant to the position and/or professional development plan, and subject to the approval of the supervisor and [CEO/Manager]].

**Parental Leave: [e.g. Parental leave can be maternity leave (in connection with a pregnancy or the birth of a child), paternity or partner leave (for an employee whose spouse is having a child) or adoption leave (for parents who have adopted a child under 18 years of age). Full and part-time employees qualify for Parental Leave after 12 months continuous service. Casual employees qualify after working on a regular and systematic basis for at least 12 months with a reasonable expectation of ongoing employment.]
[Insert details of length of leave provided by the organisation.]**

Long Service Leave: [e.g. Long Service Leave entitlements are provided in accordance with the Long Service Leave Act 1955, with the exception that employees are entitled to access Long Service Leave after 5 years continuous service at a pro rata rate. No leave loading applies to Long Service Leave].

Special Leave: [e.g. Special Leave may be granted for activities not regarded as being on duty and which are not covered by other forms of leave. Special Leave can only be approved by the Station Manager in consultation with the relevant supervisor].

Requests for leave are through the Application for Leave Form and approved by the Station Manager in advance to leave being taken. Sick Leave requests may be completed in retrospect, provided the staff member has advised the Office or Station Manager as soon as possible of the need for Sick Leave.

Approved Application for Leave Forms are used by the Station Manager for payroll processing. Processed Application for Leave forms are filed in the relevant staff personnel files.

Flexible work practices must balance the needs of both the employer and the employee, and are to be negotiated between the employee, the supervisor and the Station Manager. Whilst the organisation supports flexible work practices wherever possible, they are not an employee entitlement. All requests and approvals for flexible work practices adhere to the Flexible Work Practices Procedure.

Flexible work practices may include:

Flexible working hours: Daily commencement and finishing times vary depending on the needs of the employee and the organisation, provided that required hours are completed, or Time in Lieu is applied.

Make up time: Time from ordinary hours may be taken, with these hours worked at a later time at the ordinary rate of pay.

Time in lieu: Time taken in lieu of overtime payment for above ordinary hours worked.

Working from home: Duties are undertaken by employees in their homes rather than in the office. Occupational health and safety considerations apply to employees working from home with a working from home assessment of the environment to be completed and actioned before working from home commences.

Work related travel: Employees may be required to travel to undertake work related duties. Leave may be taken in conjunction with work related travel with the travel time the trip ordinarily takes attributable to **Radio 4RPH** and any additional time attributable to the employees' leave.

7.6 Ceasing Employment

Cessation of employment by either the organisation or the employee shall reflect those provided for in the QLD SACS Award, except for those in relation to redundancy.

Except in the case of serious misconduct, as determined by the Board of Directors, payment in lieu of the notice shall be paid if the appropriate notice is not given.

If redundancy action is initiated by the Board, the Board shall be required to give four (4) weeks' notice to any employee who is made redundant and the employee shall be entitled to payments equivalent to all untaken Recreational Leave plus Leave Loading and Long Service Leave.

Serious misconduct by employees that may lead to summary dismissal includes such things as: proven theft, physical assault, gross negligence, serious breach of policies and/or procedures, wilful or malicious damage of property or organisation's image and reputation, serious breach of safety procedures, illegal or fraudulent acts while representing the organisation, and/or abandonment of employment.

Serious misconduct by an employee will be investigated and documented by the Station Manager, Office Manager and at least one Board member as part of the dismissal process. Refer to the Poor Staff Performance and Misconduct Procedure for further details.

Employees with more than two (2) months service may request a written reference on performance and service details, unless dismissed for serious misconduct.

Employees with less than two (2) months service or those that are dismissed due to serious misconduct may request a written statement of service containing the length and nature of the employment.

7.7 Personnel Record Keeping

Radio 4RPH maintains individual personnel files for current employees, where information on recruitment, selection, position description, employment contracts, financials, performance and development is kept. Personnel files are kept in a locked cabinet accessible by the Station Manager.

A secure electronic filing system for human resources management is maintained and accessible on the station's G Suite Cloud system and administered by the Station Manager.

All unsuccessful applicants' details are kept in a locked cabinet accessible by the Station Manager for a period of 12 months from the date of finalisation of the position appointment. After 12 months, the documents are destroyed so that no personal information is identifiable.

Personnel files of previous employees are to be securely kept for a period of six (6) years.

8. References + Resources

8.1 Internal

Code of Conduct
Feedback and Complaints Management Policy
Flexible Work Practices Procedure
Grievance and Dispute Settling Policy
Occupational Health and Safety Policy
Poor Staff Performance and Misconduct Procedure
Staff Recruitment Procedure
Staff Orientation and Induction Checklist
Staff Performance and Development Policy

8.2 External

[Industrial Relations Act 2016 \(QLD\)](#)
[Holidays Act 1983 \(QLD\)](#)
[Long Service Leave Act 1976 \(Commonwealth\)](#)
[Work Health and Safety Act 2011 \(QLD\)](#)
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[Anti-Discrimination Act 1991 \(QLD\)](#)
[Work Health and Safety Act 2011 \(QLD\)](#)
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[Sex Discrimination Act 1984 \(Commonwealth\)](#)
[Human Rights and Equal Opportunity Commission Act 1986 \(Commonwealth\)](#)
[Disability Discrimination Act 1992 \(Commonwealth\)](#)

Resources

Fair Work Australia Website
www.fwa.gov.au

Workcover Authority of QLD website

www.worksafe.qld.gov.au

Queensland Industrial Relations Commission

www.qirc.qld.gov.au