

# Your role as employer

## Background

Independent committees of management and cluster managers are responsible for employing staff. This includes attracting, retaining and managing appropriately qualified, skilled and experienced employees to work with children and families in the centre.

It is important that employers work towards developing a positive partnership with the staff that are responsible for delivering a quality early childhood program.

## Overview of responsibilities:

Committee members need to have a clear understanding of the role of the employer and the role of the employee.

As the employer you will need to ensure you:

- Appoint a staffing subcommittee/staffing liaison person.
- Comply with and are aware of all relevant legislation pertaining to employment of staff in early childhood centres.
- Have in place appropriate employment policies including :
  - Equal opportunity
  - Occupational Health and Safety, WorkCover
  - Prevention and management of harassment and bullying
  - Staff counselling and discipline
  - Staff grievance
  - Return to work
  - Non smoking.
- Pay staff in accordance with the appropriate award/agreement and conditions of employment. (Most independent kindergartens and some cluster managers use 'PayLine' to process and distribute staff pays).
- Maintain staff personnel files and other employment records.
- Treat staff with respect and consideration.
- Provide a safe workplace.
- Provide staff with time to discuss issues when they arise and an opportunity to input into employer decisions.
- Support staff professional development.
- Conduct annual performance reviews.
- Have a clearly set out process for the organisation of relief staff.
- Employ staff in accordance with the relevant awards, agreements and conditions of employment. In early childhood centres this may include:
  - Victorian early Childhood Teachers and Assistants Agreement 2009 (VECTAA)
  - Educational Services (Teachers) Award 2010
  - Children's Services Award 2010
  - Clerks – Private Sector Award 2010
  - Health Professionals and Support Services Award 2010
- Have appropriate processes in place for the appointment of new staff including recruitment, selection, and appointment, and induction, management of probation and staff orientation program.
- Manage change in staffing conditions of employment in an appropriate manner.

## Understanding the relationship

Ideally, the committee (employer) and employees (staff) work as a team towards a common goal – the provision of a high quality early childhood program for parents and children.

### The committee (employer):

- Does not generally attend the workplace on a daily basis
- Entrusts and delegates the responsibility for the day-to-day operation of the centre to the staff
- Respects the role of staff in both planning and delivering a high quality early childhood education program.

### The staff:

- Are accountable to the committee
- Need to understand and respect the role of the committee as both manager and employer
- Must abide by the committee's decisions and directions.

## Using PayLine

- Refer to *Demystifying the jargon* for an explanation of the role of PayLine.
- Centres that use PayLine will need to appoint and authorise a payroll officer. If this is a new person PayLine will need to be notified about the change in authorised person.
- The new payroll officer should be provided with all the information required to complete the pay process and ensure staff are paid correctly and on time.
- PayLine and KPV distribute a Kindergarten Welcome Kit each January and ADP provides training in first term for all payroll officers.

## Compliance

Industrial Awards and Agreements

Legislation such as *Equal Opportunity Act 1995*, *Disability Discrimination Act 1992* (Cth), *Fair Work Act 2009*, *Occupational Health and Safety Act 2004*

## Where to get more information

Kindergarten Parents Victoria (members only) tel: (03) 9489 3500, rural: 1300 730 119

KPV Early Childhood Management Manual (due Term 1 2011)

Worksafe Victoria [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

Fair Work Australia [www.fwo.gov.au](http://www.fwo.gov.au)

Victorian Employer's Chamber of Commerce and Industry (members only) website: [www.vecci.org.au](http://www.vecci.org.au)

PayLine (for centres using that service only), tel: 1300 763 652, email: [payline@au.adp.com](mailto:payline@au.adp.com), [www.payline.com.au](http://www.payline.com.au)

Australian Education Union (Kindergarten teachers and assistants), AEU tel: (03) 9417 822

Liquor Hospitality & Miscellaneous Union (Kindergarten assistants & children's services workers) LHMU website: [www.lhmu.org.au](http://www.lhmu.org.au)

Funded Agency Channel website: [www.fac.dhs.vic.gov.au](http://www.fac.dhs.vic.gov.au)