



## Staffing and Recruitment

1. The Tasmanian Council on AIDS Hepatitis and Related Diseases (TasCAHRD) is an Equal Employment Opportunity employer.
2. The Board of TasCAHRD has responsibility for the recruitment, appointment and performance monitoring of the Chief Executive Officer (CEO).
3. The CEO has overall responsibility for staffing issues within TasCAHRD Programs.
4. All positions shall have Position Descriptions that contain a description of duties, lines of accountability, and responsibilities within the operations of TasCAHRD and appropriate qualifications and essential selection criteria.

### **Application of Awards to Contracts:**

5. Employees shall be employed in accordance with the provisions of a suitable employment contract with minimum terms and conditions as are consistent with the provisions of *the Community Services Award* of the Tasmanian Industrial Commission, and with the *TasCAHRD/Australian Services Union Salary Packaging Agreement 1999*. (copies to be available at commencement of employment)
6. In addition to the relevant Position Description the employment contract shall include the following:
  - a) The title of the position and location at which the position is based;
  - b) The line manager the employee reports to and will be supervised by;
  - c) The duration of the contract, and negotiation of renewal, where relevant;
  - d) A clear statement that, where relevant, ongoing employment is dependent on the relevant program receiving continued funding.
  - e) Probationary period of a minimum of three months
  - f) A reference to the conditions outlined in the relevant award;

- g) Remuneration in all its forms, including salary level, eligibility for salary sacrifice arrangements, additional benefits offered, financial consequences of probationary or annual performance appraisals and any bonus systems that may apply to the position;
  - h) Leave entitlements, including Long Service Leave (in accordance with the provisions of the *Long Service Leave Act 1976*);
  - i) Identify the level of Superannuation contributions by the employer;
  - j) Ongoing Performance Management
  - k) Application of Equal Employment Opportunity, Discrimination, and Occupational Health and Safety policies and legislation;
  - l) Termination & applicable notice periods;
7. Employment contracts will be final when signed by the CEO/President, the Public Officer and the Associations Seal is applied to two copies of the contract.
8. One of the original copies will be provided to the new staff member and the other forwarded to the Honorary Legal Officer. A copy is to be kept on the staff members personnel file. With the consent of the new staff member, a copy will also be provided to the individual or company contracted for accounts management and the payment of salaries.
9. Changes to the position description of current staff must be documented and the relevant staff member is requested to acknowledge the changes in writing. Copies are to be kept on the personnel file.

### **Appropriate Management of Staff:**

10. The CEO, or President in the case of the CEO, shall:
- i) place continuing stress upon the requirement of adherence to the principles of fairness and equity in the workplace;
  - ii) be sensitive to any emergence of workplace bullying or unfair management practices; and
  - iii) take appropriate action should such practices emerge.
11. Any member of staff has the right to take up any serious matter in dispute with another staff member in accordance with the Association's Feedback and Complaints Policy, and the relevant Union has the right at any time to bring any matter to the attention of the CEO and/or President.
12. TasCAHRD will not tolerate bullying in the workplace. If a pattern of such behaviour was to emerge, the perpetrator will be subject to disciplinary action by the CEO or, in the case of the CEO, the Board of Management.

### **Performance Management:**

13. Performance Management shall be in accordance with the *Staff Performance and Development Policy*
14. All employees shall be subject to ongoing performance management and annual formal performance appraisals by the relevant line manager. The Chief Executive Officer shall be subject to regular performance appraisal by the President (or his/her nominee). The appraiser shall maintain records of each performance appraisal session, and a copy, signed by both parties, shall be made available to the CEO/President and to the employee concerned.

### **Professional Development and Study Leave:**

15. TasCAHRD shall support education and training programs for employees based on:
  - i) the suitability of the program to TasCAHRD's functions;
  - ii) the role of the employee; and
  - iii) the availability of resources to support participation in the education and training program.
16. The Chief Executive Officer shall specifically ensure that appropriate training in staff selection, the interview process, and selection report writing is provided to all staff likely to be required to participate in selection exercises, and that pre-interview refresher training is made available for participating staff.
17. Applications for study leave:
  - a) in the case of the Chief Executive Officer, are to be directed to the President two months in advance wherever possible, and may be approved by the President;
  - b) in the case of other employees, are to be directed to the Chief Executive Officer two months in advance wherever possible, and may be approved by the Chief Executive Officer.

### **Recruitment of Employees:**

18. The recruitment process will be carried out and documented in accordance with the *TasCAHRD Staff Recruitment Procedure* and a final recruitment report provided to the President
19. Vacancies that become available at TasCAHRD will, as a minimum, be advertised in the leading Tasmanian newspaper and on the TasCAHRD website and circulated to the Australian Federation of AIDS Organisations, Hepatitis Australia, State and Territory AIDS Councils and Hepatitis Councils, and to the AIDS Trust of Australia. This will include;
  - a). positions (whether temporarily or permanently) that are expected to be in excess of six months duration.
  - b). positions on the TasCAHRD staff that have been reclassified more than one level higher under the relevant Award; and
  - c). positions on the TasCAHRD staff that are converted from a part-time to a full-time position.
20. Where the Chief Executive Officer in consultation with the President deems it necessary or desirable, a permanent, full-time vacancy shall also be advertised in the *Australian*.
21. The timing of staff recruitment must take into account budget implications and continuity of service provision. At times it may be necessary to delay recruitment due to the previous employee having significant annual leave to be paid at the end of his/her employment. In situations where it is likely there will budgetary implications the CEO must consult with the President and Treasurer before proceeding with the recruitment process.
22. Recruitment for staff vacancies will be conducted by a Selection Panel chaired by the CEO or relevant line manager in consultation with the CEO. In the case of the recruitment of the CEO the President, or nominee, will chair the Selection Panel.
23. Applications shall remain open for a period of not less than two weeks from the date upon which the advertisement appears in the press.
24. A copy of the Position Description, including selection criteria, for the advertised position shall be made available to any person who expresses interest in the advertised position and/or who requests such documentation.
25. Applicants are to be made aware that travel and/or accommodation expenses for intrastate/interstate applicants may only be met subject to the approval of the Executive Committee and/or that telephone interviews may be conducted.
26. Upon the recommendation of the Selection Panel, successful applicants will be offered the position and an employment contract provided upon the applicants initial acceptance (usually verbal) of the appointment.
27. The appointment is not considered to be formal until the employment contract has been signed by all parties. (refer to 7.)

28. The appointment is not considered permanent until the successful applicant has satisfactorily completed the probationary appraisal.
29. Persons wishing to appeal the decision of the Selection Panel will be referred to the TasCAHRD Feedback and Complaints Policy.

### **Exit Interviews:**

30. Exit Interviews provide an opportunity for the staff member to debrief and an opportunity for the Association to receive valuable feedback from the staff member. This can inform organisational planning, policy development and the review of position descriptions.
31. Whenever a staff member is about to cease employment with TasCAHRD, and whenever a staff member is about to move to a position in another of the Council's programs, the CEO (accompanied, where relevant and appropriate, by that staff member's line manager) shall undertake an exit interview with that staff member. The President will conduct the exit interview of the CEO.
32. The role of the Chief Executive Officer (and the immediate supervisor) in an exit interview is to:
  - a) allow the exiting staff member to debrief his/her experiences;
  - b) listen to the issues raised by the existing staff member;
  - c) ask questions about how program coordination could be improved; and
  - d) ask open-ended questions about the future directions of the program and the agency.
33. Principles of natural justice and due process shall always apply to exit interviews, as to all aspects of the management process.

Approved: 23 February 2000

Amended: 18 April 2007

Due for review: March 2009

Policy: HRM-02