EMPLOYEE REMUNERATION

POLICY NUMBER: **NDIS FIN 11**

INTENT

This policy is to ensure that Real Living Options Association Inc. adopts a fair and equitable approach to the remuneration of employees in line with the appropriate awards.

DEFINITION

Remuneration: *money paid for work or service performed by an employee*

Award*: the minimum standards that an employer is allowed to pay for duties performed by an employee*

Employee *– a person who performs work under the direction and control of an employer for wages or salary*

TOIL: *Time off in lieu of payment for overtime worked*

Higher Duties: *when an employee is asked to undertake duties that are higher than the award classification that they are employed under.*

Higher Responsibilities: *when an employee is asked to undertake responsibilities that are higher than the award classification they are employed under.*

POLICY STATEMENT

- Real Living Options Association Inc. will ensure that all employees are paid in accordance with the relevant classification of the Social, Community, Home Care and Disability Service Industry Award 2010, hereafter referred to as the Award.
- Real Living Options Association Inc. will review the Award classifications no less than every three 3 years to ensure all employees are correctly classified for the duties they are expected to perform.
- Real Living Options Association Inc. will seek advice from external HR specialists to ensure it is following the Award correctly and remunerating employees at the correct rate.

PROCEDURES

- Office staff may be employed on a full time, part time or casual basis as determined by Management.
- Support Workers are initially employed on a casual basis to allow Participants to have flexibility and choice of the support they receive. After 3 months of employment Support Workers may be employed in a part time position to provide support, at the discretion of the Service and in line with the Award.
- Support Workers are to log on and off each shift they work using the Akuety software provided.

- Office staff must use the Akuety software provided to electronically submit their timesheet. Any alterations to the scheduled times are approved for payment or TOIL by the General Manager or Support Manager as relevant.
- All wages are paid by electronic payment into nominated Bank Accounts.
- If an overpayment of wages is discovered Real Living Options Association Inc. will negotiate with the relevant employee to recoup the overpayment.
- If an underpayment of wages is discovered Real Living Options Association Inc. will negotiate with the employee as to when the under payment will be paid.

Over Award Payments

- Real Living Options Association Inc. acknowledges employees are a valuable asset to the Service and where possible the Management Committee may choose to remunerate employees at a rate between 1% and 5% higher than the award pay point they are receiving once they have reached their maximum pay point.
- Any over award remuneration is only valid for the period determined by the Management Committee in line with the Annual Service Budget and is not guaranteed to be an ongoing arrangement.
- The Management Committee will ensure that all staff, regardless of tenure, are remunerated appropriately as per the relevant award as a minimum which includes indexation as applied by Fair Work Commission.
- Any over award payments to employees will be determined at the end of the financial year and will be for the period specified at that time.

Remuneration for Higher Duties and/or Responsibilities

- At times and as directed by the General Manager, employees may be asked to take on duties and/or responsibilities that would usually be paid at a higher classification as defined in the relevant award.
- When employees are asked to take on higher responsibilities the Service will ensure they are remunerated at the appropriate classification relevant to the additional responsibilities.
- When an employee is asked to perform the duties of another employee at a higher classification, they will be paid at the rate for that classification for the duration the higher duties were assumed.

Time off in lieu of overtime

- Office staff will be given the option of accruing time off in lieu (TOIL) to take back as a rostered day off once a month which must be negotiated with and approved by the General Manager.
- TOIL may also be accrued for the purpose of taking time for appointments that cannot be taken outside of rostered working hours and must be negotiated with the General Manager or Support Manager as relevant.
- Overtime will only be paid to office staff where it has been negotiated with the General Manager and is a requirement of the Service.
- Overtime worked at the request of the Service may be paid at the prescribed rate or taken as TOIL as negotiated with the employee.

- In the event that the employee is required to work overtime, the employer is to approve the overtime before the employee starts working the overtime hours.
- A register of TOIL will be maintained by the Finance Officer and TOIL must not exceed 10 hours.

SUPPORT WORKERS

Payment in lieu of cancelled shifts or shifts that finish earlier than rostered

- Real Living Options Association Inc. acknowledges that the Award does not have a provision for casual employees to be remunerated where a shift is cancelled, and that there is no minimum notice required to be given to casual employees under the Award.
- Real Living Options Association Inc. has a Participant cancellation policy that states a minimum of 7 days must be provided or Participants will be charged for support, and as such agrees to pay its Part-time Support Workers where less than 7 days' notice of a cancelled shift is provided under the following conditions:
    - Support Workers must remain available for the entire period that the shift had been rostered and may be re-deployed at the discretion of the Service. If the Support Worker does not make themselves available to be re-deployed, they will not be remunerated for the cancelled shift.
    - Real Living Options may request that the Support Worker undertake online training in lieu of the shift. If a certificate of completion is not submitted with or before the end of the pay period they will not be paid for the cancelled shift.
    - Where a Participant ends a shift prior to the scheduled finish time, Support Workers must notify the office and may be asked to perform alternative duties or online training in lieu of providing support. Where a Support Worker chooses not to undertake alternative work or training, they will only be paid to the time the shift finished.

DELEGATIONS

Management Committee

- Ratify all employee payments at Management Committee meetings.
- Ensure that appropriate controls are being maintained.
- Verification of payroll to be undertaken by one of the authorising signatories.

General Manager

- Approve any requests for overtime
- Approve any requests for TOIL
- Approve time sheets as relevant

Support Team

- Ensure all shifts worked by a Support Worker have been approved.
- Approve time sheets as relevant

Finance Officer

- Process all pays on the allocated days.
- Ensure all deductions are paid within legislative requirements.
- Prepare and enter any journals into the accounting system.

All Employees

- Submit start and finish times of shifts using the Akuety software provided.
- Provide bank details for direct debits.
- Notify the Finance Officer of any errors or omissions in their wages.

RELATED DOCUMENTATION

Payroll software reports
Agreement for Time Off In Lieu Of Overtime

REFERENCES

Social, Community, Home Care and Disability Services Industry Award 2010
Income Taxation Act
Fringe Benefits Act
Superannuation Act
Long Service Leave Act
National Disability Insurance Scheme Act 2013

AMENDMENTS/REVIEWS

Amended 25/03/10: Amended 07/06/12: Amended 27/08/15: Amended 30.0.20: Amended 25/03/21, Amended 01.06.23, Amended 03.10.24