



Employment Terms - Casual

Payment of Wages

All salaries will be paid fortnightly by means of an electronic funds transfer into a bank or other recognised financial institution account. You have the option to have your salary payments made to more than one financial institution.

Policies, Procedures & Rules

You are expected to adhere to Diocesan policies and procedures as outlined on your commencement. These policies do not form part of your contract of employment and may be amended from time to time

Work, Health & Safety

As an employee, you will be provided with a safe working environment at all times.

Diocesan policy requires that you will fully participate and cooperate to achieve the standards of safety defined by the Work, Health & Safety Act. You are required to meet your responsibilities under the Act.

Smoking

Smoking is prohibited on all Diocesan property and in Diocesan motor vehicles.

Compassionate Leave

You are entitled to two (2) days unpaid compassionate leave per year to attend to a death or a life threatening illness or injury of a member of your immediate family. This leave is non-accumulative.

For the purposes of this clause “Immediate Family” will mean your spouse (including a former spouse, a de facto spouse and a former de facto spouse); child or adult child (including an adopted child, a step child or an ex-nuptial child), parent, grandparent, grandchild or sibling of yourself or your Spouse; or significant other person.

In this clause a de facto spouse means a person of the same or opposite gender as the husband, wife or partner of that person on a bona fide domestic basis, although not legally married to that person.

Long Service Leave

You will be provided with the normal long service leave entitlements as per the South Australian Long Service Leave Act SA 1987 and the National Employment Standards (NES).

Parental/Adoption Leave

You may be entitled to Parental Leave in the form of Maternity, Paternity or Adoption Leave as per the National Employment Standards (NES) of the *Fair Work Act 2009* as varied from time to time.

Generally, you are entitled to unpaid Parental Leave of up to twelve (12) months for the birth or adoption of a child. You must have had twelve (12) months continuous service with the Employer prior to proceeding on Parental Leave and if eligible you must comply with certain notice requirements specified in the *Fair Work Act 2009* as amended from time to time.

Grievance and Harassment

Harassment of any description (which includes sexual harassment and any form of bullying behaviour) will not be tolerated by the Diocese.

Exclusive Employment

It is a condition of employment with the Diocese that any external work undertaken (other than that already disclosed on appointment) is discussed with your manager to ensure no conflict of interest or increased Work, Health & Safety risk.

Performance Review

You will be required to participate in performance reviews from time to time during your period of employment. This will include an assessment of the manner in which you are carrying out your duties.