



COPY FOR EMPLOYEE TO RETAIN

Summary of Conditions of Employment

This document is a summary of some of the key features that relate to the conditions of employment for Lifestyle Assistants at CASSI. More detailed information may be found in CASSI's Position Description, Individual Agreement and Handbook.

Probation Period: During the probationary period of six months you will be required to meet with the Service Manager or nominee on at least three occasions. The first meeting will be for induction purposes and the second and third meeting will take place at the third and fifth month of employment. These meetings will be held prior to completion of the probationary period and their purpose is to review your performance and identify any specific training needs.

Rosters: You will receive a copy of your roster prior to the beginning of each pay period. You may have regular shifts and to be requested to work other hours and days to cover for staff absences and to meet the needs of the Service Users. It is the practise at CASSI that the roster may be altered to enable the service of the division of support to be carried on in an emergency or when another employee is absent from duty. CASSI operates a 24 hour, seven days a week service (inclusive of public holidays).

Team meetings / training: It is compulsory to attend team meetings and appropriate training programs and you will be paid for your attendance.

Requests/Direction from CASSI Office: All requests and/or directions from the CASSI Office are to be responded to in a timely manner. This includes verbal and written messages.

First Aid certification: You are required to maintain senior first aid certification with annual CPR updates. CASSI will reimburse the cost of CPR renewal and senior first aid re-certification. Alternatively CASSI has an account with First Aid, Accident & Emergency in Varsity Lakes, it is your responsibility to contact the CASSI office to notify them that you will be charging your course on this account, book and complete the course prior to its expiry date and send your certificate into the office. If there is no notification of charge CASSI will not be responsible to pay for the course. Once you have completed the course send in your certificate to the CASSI office. If the qualification is not renewed by its expiry date, **you will be rostered off duty until the qualification is obtained**. CASSI will not reimburse costs outside the expiry date.

Sleepovers: A 'sleepover' is a period of eight hours during the night that is not part of rostered hours, but is for the purpose of being available at a specific location to provide support as is needed. A sleepover allowance is paid at a flat rate of \$48.00. The payment of a sleepover allowance is made only when a sleepover is performed. (i.e. it is not paid when on leave or otherwise absent from rostered duties). The sleepover allowance does not attract penalty rates on a public holiday.

Lifestyle Assistants are classified at levels 2.2 – 2.4.

Level 2.2: \$24.37

Level 2.3: \$25.10

Level 2.4: \$25.76

House Coordinators are classified at levels 3.1 – 3.4

Level 3.1: \$26.14

Level 3.2: \$26.88

Level 3.3: \$27.44

Level 3.4: \$28.00

Your remuneration level will be based on your years of employment with CASSI and/or your qualification status as per the SCHADS Award.

CASSI's current pay rates as listed above are above the amounts indicated in the SCHADS Award.

Public Holidays: All work carried out on a public holiday will attract two and one half the ordinary hourly shift rate.

Restrictive Covenants after Termination of Employment: For 6 months you will not do the following on your account or on behalf of any other person or entity;

- Solicit, canvass, approach or encourage any of our employees or agents to leave our employment or agency;
- Solicit, canvass or accept any approach from any person or entity who is, or has been our client during the 12 months immediately preceding the termination of this Agreement, with a view to establishing a relationship with, or obtaining the custom of that person or entity in a business which competes with us;
- Interfere or seek to interfere directly or indirectly with our relationship with our clients, customers or employees in the conduct of our business.

This clause will continue to apply after this agreement is terminated.