

# POLICY CONTENTS



SOUTHERN COMMUNITY  
CARE DEVELOPMENT INC

<p><b>2.1</b></p>	<p><b>Recruitment of Staff</b> SCCD recognises the importance of having a set of procedures for employing staff to ensure &amp; protect the legal rights &amp; responsibilities of SCCD &amp; prospective employees.</p>	<ul style="list-style-type: none"> <li>• Equal Employment Opportunity and Affirmative Action Policy (Equal Employment Opportunity, Affirmative Action)</li> <li>• Recruitment Process for Paid Staff (Advertising Positions)</li> <li>• Shortlisting (The Selection Panel)</li> <li>• Interviewing</li> <li>• Procedure When a New Staff Person Joins (Staff Orientation Kit)</li> </ul>
<p><b>2.2</b></p>	<p><b>Conditions of Employment</b> SCCD recognises the importance of having a signed agreement of employment with staff to specify conditions of employment to ensure clarity, recognition &amp; accountability for the work staff perform &amp; protect the legal rights &amp; responsibilities of employer &amp; employee.</p>	<ul style="list-style-type: none"> <li>• Documentation (Agreement of Employment, Job Descriptions)</li> <li>• Timelines (Probation Period, Hours of Work, Time-in-Lieu, Annual Leave)</li> <li>• Staff Reporting Procedures (HACC Development Officer, Other Staff)</li> </ul>
<p><b>2.3</b></p>	<p><b>Code of Behaviour for Employees</b> SCCD recognises the importance of having a set of rules outlining standards of acceptable behaviour at work &amp; procedures to ensure all staff are treated fairly &amp; disputes are dealt with effectively.</p>	<ul style="list-style-type: none"> <li>• Code of Behaviour for Employees</li> <li>• Code of Dress</li> <li>• Staff Grievance Procedure</li> </ul>
<p><b>2.4</b></p>	<p><b>Staff Support &amp; Appraisal</b> SCCD recognises the importance of providing supervision &amp; support to assist staff to review &amp; improve their own efficiency &amp; effectiveness, &amp; to identify development issues to be addressed through staff performance appraisals.</p>	<ul style="list-style-type: none"> <li>• Staff Supervision and Support (Content of Sessions)</li> <li>• Performance Appraisals (Performance Appraisal Process)</li> </ul>
<p><b>2.5</b></p>	<p><b>Staff Development &amp; Training</b> SCCD recognises the importance of providing opportunities for staff development and encouraging staff to expand their knowledge and skills through training appropriate to their position.</p>	<ul style="list-style-type: none"> <li>• Basic Training Requirements</li> <li>• Staff Development Opportunities</li> </ul>
<p><b>2.6</b></p>	<p><b>Staff Performance Disputes</b> SCCD recognises the importance of having a set of procedures to ensure effective discipline of staff who exhibit unsatisfactory performance.</p>	<ul style="list-style-type: none"> <li>• Procedure for Planned or Investigated Actions (First Warning, Second Warning, Third &amp; Final Warning, Planned Termination)</li> <li>• Procedure for Instant Dismissal (Appeal)</li> </ul>
<p><b>2.7</b></p>	<p><b>Employee Exit Procedure</b> SCCD recognises the importance of conducting an exit interview with departing employees to gather input for use in planning &amp; evaluation.</p>	