



## TSF EA Update - ASU Log of Claims

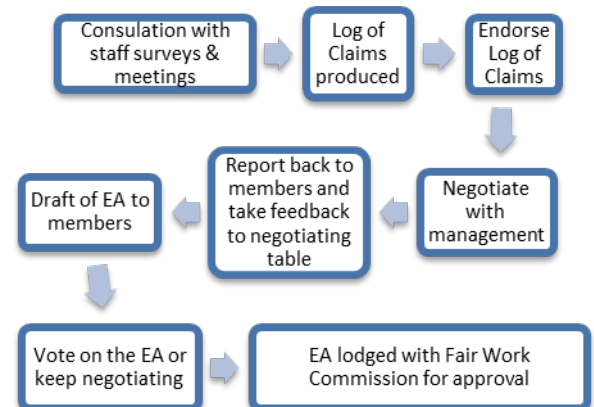
**Negotiations for the *TSF Social Enterprise Agreement 2013* commenced on 1<sup>st</sup> February and at the meeting the ASU served the following Log of Claims:**

1. 5% wage increase per year.
2. 2 year agreement.
3. Roll over of all current agreement conditions.
4. Inclusion of a table that translates the agreement classification structure to those of the Modern award and pre-existing state awards.
5. Review and Update TSF Learning for Life classification structure including workload, new work functions and integrating clerical/administrative support roles.
6. Removal of barriers to access working hours arrangements to suit work/life balance and improvements to Overtime, Agreed Additional Hours and Time in Lieu entitlements and consistency in their application.
7. Superannuation employer contributions increased to 15%.
8. Increased Employer Paid Parental Leave to 12 weeks.
9. Inclusion of Domestic & Family Violence Clause (*see overleaf*).
10. Review of all OHS arrangements including reporting structures with a commitment to the implementation of health & wellbeing of staff procedures which operate to minimise vicarious trauma, burnout, emotional and physical stresses.
11. Improve training and development opportunities for all staff, including a

commitment to professional development and career pathways, paid training leave, internal training and transparent internal recruitment practices.

**The next meeting is scheduled for 15<sup>th</sup> February 2013.**

**The bargaining process is now at the 4<sup>th</sup> Stage of the 8 step process below. After the next meeting there will be a report back to members for feedback.**



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# Family Violence

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## 1. General Principle

TSF recognises that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work. Therefore, TSF is committed to providing support to staff that experience family violence.

## 2. Definition of Family Violence

TSF accepts the definition of Family violence as stipulated in the Family Violence Protection Act 2008 (Vic). The definition of family violence includes physical, sexual, financial, verbal or emotional abuse by a family member.

## 3. General Measures

- (a) Proof of family violence may be required and can be in the form an agreed document issued by the Police Service, a Court, a Doctor, district nurse, maternal and health care nurse a Family Violence Support Service or Lawyer. A signed statutory declaration can also be offered as proof.
- (b) All personal information concerning family violence will be kept confidential in line with TSF's Policy and relevant legislation. No information will be kept on an employee's personnel file without their express written permission.
- (c) No adverse action will be taken against an employee if their attendance or performance at work suffers as a result of being a victim of family violence.
- (d) TSF will identify a contact or manager who will be trained in family violence and privacy issues, for example training in family violence risk assessment and risk management. TSF will advise the name of the contact within the Head Office of TSF.
- (e) An employee experiencing family violence may raise the issue with their immediate supervisor or the operation manager.
- (f) Where requested by an employee, the operation manager will liaise with the employee's supervisor on the employee's behalf, and will make a recommendation on the most appropriate form of support to provide in accordance with sub clauses 4 and 5.
- (g) TSF will develop guidelines to supplement this clause which details the appropriate action to be taken in the event that an employee reports family violence.

## 4. Leave

- (a) An employee experiencing family violence will have access to 20 days per year of paid special leave for medical appointments, legal proceedings and other activities related to family violence. This leave will be in addition to existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day and can be taken without prior approval.
- (b) An employee who supports a person experiencing family violence may take carer's leave to accompany them to court, to hospital, or to mind children.

## 5. Individual Support

- (a) In order to provide support to an employee experiencing family violence and to provide a safe work environment to all employees, TSF will approve any reasonable request from an employee experiencing family violence for:
    - changes to their span of hours or pattern or hours and/or shift patterns;
    - job redesign or changes to duties;
    - relocation to suitable employment within TSF;
    - a change to their telephone number or email address to avoid harassing contact; and
    - any other appropriate measure including those available under existing provisions for family friendly and flexible work arrangements.
  - (b) An employee experiencing family violence will be offered a referral to the Employee Assistance Program (EAP) and/or other local resources. The EAP shall include professionals trained specifically in family violence.
  - (c) An employee that discloses to HR or their supervisor that they are experience family violence will be given a resource pack of information regarding support services.
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