

1. Rationale

OLMC seeks to recruit, retain and develop highly professional staff in a workplace where 'all are encouraged to reflect and grow' and where its members 'bring energy and enthusiasm to all that we do' (College Mission, Vision and Values).

All OLMC staff are employees of Mercy Education Ltd. As a Catholic school in the Mercy tradition, OLMC is called to be a place where the dignity of the human person is valued and affirmed and where community is developed with a profound relationship between the Gospel and culture.

- All OLMC staff have a right to work in a safe environment where everyone is respected and treated fairly. The College is committed to taking active steps to ensure that:
 - o there is no discrimination in employment;
 - o working environments are compliant with OH&S regulations and guidelines;
 - o complaints or grievances from staff are dealt with fairly and promptly.

3. Legislative Framework

- Teaching appointments will be conditional on the presentation of a satisfactory Criminal Record Check (CRC) and registration with the Victorian Institute of Teaching (VIT). Non-teaching staff require a Working with Children Check (WWCC).
- Permanent vacancies are normally advertised externally, with advertising waived if a late notice of resignation occurs. Staff on leave are informed of the relevant vacancies.
- Appointments will be based on merit, that is, applicants will undergo a proper assessment of their work-related qualities, abilities and potential against the genuine requirements of the role, as well as their 'fit' for OLMC. An offer of employment will be made to the candidate best able to demonstrate his/her suitability for the role against key selection criteria.
- The offer for all positions will be confirmed in writing, outlining expectations, salary and the nature of appointment. This will be the letter of Contract. Appointments will only be final on the return of the signed letter of appointment or agreement by the required time.

5.5 Replacement /Relieving Staff

Employees for a specified period of time are, as defined by the VCEMEA, are employees appointed for a specified period in excess of 11 weeks. These are fixed-term appointments and incorporate a pro-rata holiday and personal leave entitlement.

Casual relieving teachers are employed for periods greater than 3 weeks but less than 11 weeks, often at short notice. These positions do not carry pro-rata holiday and personal leave entitlement, however, a 20% salary loading is allocated for the period of employment.

Casual relieving education and school support officers are employed for periods greater than 7 working weeks in any one school year but less than 11 weeks

5.14 Grievance Procedures

A staff member who believes that he/she has been discriminated against in employment opportunities at OLMC, either through a singular or ongoing practice or event, is encouraged to refer this grievance directly to the Principal.

The College is committed to dealing fairly and promptly with complaints or grievances from staff. Depending on the nature of the grievance, staff may seek resolution via:

- OLMC's Workplace Equal Opportunity Policy (it presents staff with both a formal and informal complaints procedure to enact)
- The 'Disputes Procedures' outlined in the VCMEA (Clause 22, 1-4).

Other options for seeking resolution are:

- raising the matter r

