

YMCA Geelong – Personnel Files (Staff and Volunteer Records) Policy and Procedures



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG180-O	08/02/2016	01/07/2022	APPROVED-CEO

1. Purpose:

This procedure has been developed to ensure that the Payroll/HR functions are in place ensure accurate information is collected, updated, filed and stored at YMCA Geelong.

This should be read in conjunction with;
Safeguarding Children Policy and Procedures
Working with Children Check
Recruitment, Screening and Selection Policy
Criminal Records History Check Policy

2. Procedure:

All staff and volunteers must have a complete and up to date Personnel File during the entirety of their employment or volunteer placement at YMCA Geelong.

YMCA Geelong is committed to the privacy of all staff and volunteers, and our *Privacy Policy and Procedure* includes the management of staff and volunteer information.

- The requirements for all Staff Personnel Files (see *Staff Personnel File Record*) are listed in Appendix 1.
- These must be valid and up-to-date at all times during their employment at the YMCA.
- The requirements for all Volunteer Personnel Files (see *Volunteer Personnel File Record*) are listed in Appendix 2. These must be valid and up-to-date at all times during their volunteering at the YMCA.

Student Placements include the following:

- Secondary School Work Experience Students
- University Student Placements

Placements required for short-courses or specific qualifications.

The requirements for all student placements are as follows:

Volunteer Personnel Files Requirements

1. Personal Details Form
2. Disclosure of Pre-Existing Injuries

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3. Safeguarding Children Online Certificate (training can be completed during their placement and the students receive the certificate). – no essential for field placement students
4. Area Orientation (excluding items not required or applicable)
5. Centre Orientation (excluding items not required or applicable)
6. Student Placement Agreement or Contract, or other Documentation.

Setting up a New Employee on Employment Hero

1. The People and Culture team will complete the New Employee Onboarding on Employment Hero.

Letters of Appointment

1. The date of the letter needs to be the current date, click on the date field and click the correct date
2. Ensure you fill out all fields correctly:

3. Open the document "Letter of Appointment – Template.

The process used to create a Letter of Appointment is completed by People and Culture Team through the Employment Hero HRIS system, found under HR Documents in the employee's personnel file.

The template loaded to Employment Hero is found: Extranet/HR/
R:\Documents\HR\RECRUITMENT PROCESS\Letters of Offer Templates.

First Page:

- Employee Name and Address: Do not place "C/O YMCA Geelong Inc." as the address, obtain the employee's correct address from their resume / job application.
- Dear: Ensure the first name of the employee is populated, if not type the name.
- Commencement Date: Insert start date for new employee
- Classification: Check the classification and Rates Table for the correct classification.
- Employment Type: Ensure the correct Employment Type has populated, if not correct this.
- Job Title: Ensure the correct Job Title has been populated, if not correct this.
- Primary Location: Use the dropdown to add the primary location of the role where the employee will be working.
- Operational Hours: Use the dropdown to add the operational hours that apply to the role.
- Remuneration Rate: Ensure the correct rate has prepopulated, check the classification and Rates Table for the correct classification.
- Remuneration Superannuation: Use the dropdown to add the Superannuation %

Second Page:

- Supervisor Name: Ensure the correct Supervisor Name is has populated, if not correct this.

Acceptance of Offer of Appointment and Employment

- Employee's name: Ensure the first name of the employee is populated, if not type the name.
- Signed: Should be prepopulated with [recipient_signature]
- Payroll Signed: Should be prepopulated with [sender_signature]
- Select Continue, at this point check all fields are entered and correct.

Finalise Document

- I have read and understood the disclaimer and accept the terms of use: Check the box
- Sending Signatory: Change the name to Tony Ferguson.
- Email Message – Regards Employment Hero: Change the name to the People and Culture Director.

See *Staff and Volunteer Training Policy and Procedures* for information on staff training. See Appendix 1 and 2 for staff and volunteer qualification requirements, as well as the requirements for assessing competency.

The People and Culture will complete updates of Personnel Files:

- Upon receipt of Certificate of Qualification or Attendance.
- Upon receipt of an Internal Training Record by an Area Coordinator, Director or Manager.
- Upon an internal Personnel File Audit, completed at least annually.
- Upon an internal Qualification and Personnel File Spreadsheet Audit, completed in conjunction with the Personnel File Audit.

1. Area Coordinators and Directors are to follow the Recruitment and Screening Procedure for the hire of all new staff or the Volunteers Induction Procedure.

2. Prior to an offer of employment or placement (excluding Student Placements). All staff and volunteers must also show evidence of an approved Working With Children's Check. Guidelines and information for all three aspects are found in Recruitment and Screening Procedure.

3. A Staff Induction Pack or Volunteer Induction Pack is sent to the Team Leader (or above) who is responsible for the induction. Staff and Volunteers must be inducted by the applicable Area Supervisor to ensure they are inducted correctly. This can be a Team Leader or above.

4. Supervisors are to follow the *Induction Checklist for Supervisors* or the *Volunteer Induction Checklist* using Employment Hero and ensure it is submitted for this to attach to the Personnel File.

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6. The People and Culture team ensures the *Staff Personnel File Record* or the *Volunteer Personnel File Record*, files and documents are loaded according to the sections listed on Employment Hero.

7. Once People and Culture team will confirms the New Employee Onboarding is complete on Employment Hero.

8. The People and Culture Team will email CEO, Manager and Supervisor of the employee the following details

- a) Full Name of Employee
- b) Location of work for New Employee
- c) Position Title of New Employee
- d) Email Address of New Employee
- e) Phone Number of New Employee
- f) Photograph of New Employee

9. Staff Personnel Files are stored on Employment Hero HRIS system

Note: New staff members cannot begin being paid until all documentation for Personnel Files are completed.

1. Staff or Volunteer completes training and is determined competent.

2. The People and Culture Team receives evidence of the training via a Certificate of Qualification or Attendance, or an *Internal Training Record*.

3. The People and Culture Team checks the evidence in the individual's Personnel File:

Personnel Files Records Management and Control

a. The *Staff Personnel File Record* (or *Volunteer Personnel File Record*) is updated with the relevant information.

Area Coordinators and Directors are responsible for following up staff with out-of-date qualifications, or about-to-expire qualifications by accessing the *Compliance Report on Employment Hero*, at least monthly.

All Personnel Files are to be managed according to the *Document Development, Control, Review and Records Management Procedure*. This procedure includes archiving, retrieval and destruction of personnel files, as well as privacy and security.

Staff and volunteers have access to their personnel file via their Employment Hero portal either via a laptop/desktop or Swag App .

For staff or volunteers who have been with YMCA Geelong longer than the electronic records have been in existence, will be able to access their paper copy staff and volunteer files in the filing cabinet on request to the People and Culture team, supervision will take place by the People and Culture team or the Manager while accessing their file. Former staff and volunteers also have the right to access their personal records.

Staff and volunteers have the right to maintain the original copy of documents.

Supporting Policies, Procedures and Forms

- Working with Children Act 2005
- Working with Children Regulations 2005
- Australian Human Rights Commission Act 1986
- The Children's Services Act 1996
- The Children's Services Regulation 2009
- Privacy Policy and Procedure
- Recruitment Selection and Screening Procedure
- Staff and Volunteer Training Policy and Procedure
- Volunteers Induction Procedure
- Induction Checklist for Supervisors
- Volunteer Induction Checklist
- Staff Personnel File Record
- Volunteer Personnel File Record
- Staff Personnel File Spreadsheet

APPENDIX-1 Personal File Information Collection, Update and Evidence			
Document	Update Required?	Applicable Staff	Evidence of Competency
Personal Details Form	As required throughout employment	All Staff	<i>Not Applicable</i>
Bank Account Details Form	As required throughout employment	All Staff	<i>Not Applicable</i>
Tax File Declaration	No	All Staff	<i>Not Applicable</i>
Super Nomination Form	As required throughout employment	All Staff	<i>Not Applicable</i>
Disclosure of Pre-Existing Injuries	As required throughout employment	All Staff	<i>Not Applicable</i>
CPR HLTAID009	Annual	All Staff, excluding Finance Staff and CEO	<i>Current Qualification Certificate</i>
First Aid HLTAID012	3 years	All Staff, excluding Finance Staff and CEO	<i>Current Qualification Certificate</i>
Community Surf Life Saving Certificate	1 year	Camp Wyuna Manager/ Program Staff	<i>Current Qualification Certificate</i>
Safeguarding Children Questions	Annual	All Staff	<i>Competent on completion</i>
Safeguarding Children Online Certificate	3 years	All Staff	<i>Competent on completion</i>
Performance Appraisal	Annual	All Staff	<i>Not Applicable</i>
Area Orientation *	No	All Staff	<i>Competent on completion</i>
Centre Orientation	No	All Staff	<i>Competent on completion</i>
Staff and Volunteer Handbook- Commitment to Practice and Behaviour Guidelines	Annual	All Staff	<i>Not Applicable</i>
Policy and Procedure Acknowledgement +	As required throughout employment or	All Staff +	<i>Competent on completion</i>

	when policies are updated		
Social Media Acknowledgement	No	All Staff	<i>Not Applicable</i>
Offer of Employment and Acceptance *	No	All Staff	<i>Not Applicable</i>
Position Description *	No	All Staff	<i>Not Applicable</i>
Working With Children's Check	5 years	All Staff	<i>Letter addressed to Human Resources of YMCA with clearance</i>
National Police Check	3 years	All Staff	<i>Crimcheck Clearance</i>
100 points of ID	No	All Staff	<i>Not Applicable</i>
Reference List	No	All Staff	<i>Not Applicable</i>
Reference Checks #	No	All Staff	<i>Not Applicable</i>
Resume	No	All Staff	<i>Not Applicable</i>
Interview Questions	No	All Staff	<i>Not Applicable</i>
Disability Awareness (3 hour)	Annual	MPL Management, Duty Managers, Lifeguards and Customer Service	<i>Internal Training Record Attendance – Competent on Completion</i>
Disability Awareness (1 hour)	No	MPL Staff	<i>Internal Training Record Attendance – Competent on Completion</i>
Cultural Diversity (4 hour)	No	MPL Staff	<i>Internal Training Record Attendance – Competent on Completion</i>
Gymnastics Qualification	No	Gymnastics Staff	<i>Current Registration Certificate</i>
Specific Fitness Class Qualification	No	Group Fitness Staff	<i>Qualification Certificate</i>
Food Handling	No	Café Staff	<i>Qualification Certificate</i>
Anaphylaxis Management	3 years	Children's Services	<i>Current Qualification Certificate</i>
Asthma Management	3 years	Children's Services	<i>Current Qualification Certificate</i>
Epi-Pen / Anapen Update	Annual	Children's Services	<i>Internal Training Record Attendance – Competent on</i>

			<i>Completion OR Current Qualification Certificate</i>
Minimum Certificate III in related field	No	Children's Services and Disability Services Staff	<i>Qualification Certificate</i>
Children's Services Staff Record	No	Children's Services and Disability Services Staff	<i>Not Applicable</i>
Indigenous Training	Annual	Children's Services and Disability Services Staff	<i>Qualification Certificate</i>
Driver's License	No	Management	<i>Current License</i>
Specific Area Qualifications (e.g. Epilepsy)	As required	All Staff	<i>Qualification Certificate or Certificate of Completion</i>

3. MONITORING, EVALUATION AND REVIEW

This procedure will be reviewed annually to ensure that the process is up to date and reflective of organisational requirements.

Compliance will be monitored by the People and Culture Team, Site Manager and CEO or the appointed officer to ensure employees/volunteers to ensure the procedure is

Approved by: Chief Executive Officer

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Policy Owner: CEO

Contact Details policy owner: T 5221 8344 E geelong@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	08/03/2016	Shona Eland	Draft for discussion Approved
			<ul style="list-style-type: none"> • Change Clause 1 : Recreation and Selection Policy and Recruitment and Screening Policy to combined Recruitment, Screening and Selection Policy • Changed Setting up a New Employee on Employment Hero to be reflective of new HRIS System

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			<ul style="list-style-type: none">• Changed Letters of Appointment to be reflective of new HRIS System• Changed First Page to be reflective of new HRIS System• Changed Second Page to be reflective of new HRIS System• Changed Acceptance of Offer of Appointment and Employment to be reflective of new HRIS System• Changed Finalise Document to be reflective of new HRIS System• Changed Bronze Medallion 3 years to Community Surf Life Saving Certificate 1 year• Changed CPR to CPR HLTAID009• Changed First Aid Level 2 to First Aid HLTAID012
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As adopted by the YMCA of Geelong Inc. on 23/02/2016



Chief Executive Officer YMCA Geelong Inc.