

# Australian Evangelical Alliance Inc.

## Missions Interlink (MI) Staff Manual

The following information has been extracted from AEA Inc. Missions Interlink Policies and Procedures. Copies of the relevant policies can be found [here](#). The following forms can be found [here](#): Leave Form, Reimbursement Form, Working from Home Checklist, Examples of Correct Seating.

Please contact your manager or the National Director if you have any questions, concerns or suggestions regarding this manual.

All AEA Inc. Missions Interlink employees are expected to affirm the AEA statement of faith and uphold a Christian ethos both publically and privately.

### Work, Health and Safety

Missions Interlink is committed to providing for, as far as reasonably practicably, the health, safety and welfare for all staff. Please don't hesitate to contact your manager or the National Director if you have any concerns about your physical or psychological wellbeing in your workplace.

As safety is everyone's responsibility, staff are asked to assist in this by following safe work practices, taking care of their own safety and those around them, reporting all risks, hazards, injuries or incidents, and keeping work areas clean and orderly. Staff who believe they are the subject of bullying or sexual harassment should take firm, positive and prompt action by making it clear that such behaviour is offensive, unwelcome and unacceptable, or by contacting the National Director.

If you regularly work from home, you are asked to maintain a "Working from Home Safety Checklist".

### Employment Arrangements

The details below apply to full-time employees and will be on a pro-rata basis for part-time staff.

Casual employees will be paid fortnightly at an agreed hourly rate on submission of an approved time-sheet.

**Standard working hours** are 37.5 hours per week, based on 7.5 hours per day and unless other arrangements have been made, these are to be worked between 8am and 6pm. If you are required to work additional hours, reimbursement will be through time-in-lieu at an approved time. Generally, if you stay late to complete work, that is your own choice and cannot be taken as time-in-lieu.

**Salary payments** will be made fortnightly once an "Employee Information Form" has been submitted.

### Leave

**Annual Leave:** 4 weeks annual leave is provided after completion of each full year of service and should be taken at a mutually agreed time. Annual leave may not be accrued beyond 2 years entitlement without prior approval. Any unused annual leave is paid if a staff member leaves.

**Personal Leave** of 10 days per annum is available if needed for illness or to care for a close family member and can be accrued.

**Compassionate Leave** of up to 2 days (full-time pro rata) is available for each occasion an immediate family member sustains a life-threatening illness, injury, or dies.

**Parental Leave:** after 12 months of service, employees are entitled to 52 weeks unpaid parental leave where they are the person having full-time care of a child. [Paid Parental Leave](#) that is approved by the Australian Government is paid through the payroll system.

**Long Service Leave** is available in accordance with state legislation. Currently, staff are entitled to take Long Service Leave after 10 years of continuous service or, if approved, pro-rata LSL may be taken after 7 years. Pro rata entitlement is paid to a staff member who leaves after 7 years.

Requests for leave must be made on an approved form.

## **Annual Review**

Employees will undertake an Annual Review with their supervisor which will include: a review of Position Description, discussion about satisfaction, effectiveness and achievements, and agreement on any objectives, outcomes, and development opportunities in the next 12 months.

## **Reimbursements and Travel Costs**

Approved expenses will be reimbursed within two weeks of the presentation of receipts and a Reimbursement Form. Agreed use of an employee's car will be reimbursed at the rate of \$0.40 per kilometre, subject to regular reviews.

## **Privacy**

It is important that any personal information, or information about MI Members and Associates that is not publically available, is only used for the purpose for which it was provided and not disclosed to third parties, unless these were identified at the time of collection.

Staff should take reasonable steps to protect information held by MI from misuse, loss, unauthorised access, modification or disclosure. This may involve locking internal offices or filing cabinets, and IT security such as password protection and virus scanning tools.

## **Communications**

All communications on behalf of Missions Interlink should be consistent with its mission and core values, respect the dignity, values, history, religion and culture of all people, and not denigrate other groups or organisations. Agreement from the National Director or Board Chairman should be obtained before speaking to the media on behalf of Missions Interlink.

Social media accounts, messages and images identified with Missions Interlink should be carefully monitored to ensure they are respectful of others and no images of minors are to be posted.

## **Complaints**

AEA is committed to providing staff with a satisfactory grievance and complaints procedure but encourages them, where possible and appropriate, to resolve any complaints informally by contacting the person against whom the complaint is directed. Consideration should also be given to informally engaging either the National Director or the Chairman of the Board in order to achieve a satisfactory outcome without the lodgement of a formal complaint.

A formal complaint must:

- Provide the identity of the staff member making the complaint.
- Be lodged in writing by mail or email and clearly identify that it is a formal complaint.
- Clearly outline the details and nature of the complaint.
- Directed to the National Director or Chairman of the Board if the complaint relates to the National Director.

Any formal complaint that is lodged will be taken extremely seriously and kept confidential. It will be acknowledged in writing with a timeframe for it to be considered and a request for any further information required. The National Director will then consider the complaint and advise the complainant of the outcome, within the timeframe specified. If not satisfied with the outcome of the complaint process then appeal can be made to the full Board of Directors of AEA who will appoint a mediator acceptable to both or all parties to the dispute.

## **Child Protection**

AEA is committed to the safety and well-being of children, young people and vulnerable adults who come into contact with its personnel.

All staff coming into contact with children must provide written acknowledgement that they understand and agree to comply with AEA's Child Protection Policy and Procedures.