



# THE GORDON THE BENEFITS



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## INTRODUCTION

At The Gordon we recognise the importance of a balanced work and family life.

Our aim is to help our workforce achieve and maintain the necessary balance between their family's needs and their work commitments. We realise that to be the 'Employer of Choice' for our staff members we need to encourage and uphold a flexible, family friendly work environment.

With respect to our individual varying needs we offer flexible working conditions, health initiatives, professional development, ongoing career advice and support, community and network support, counselling and professional assistance.

We have put together a summary of information to help you maintain this balance. This information will be updated regularly and we would really appreciate your feedback and input to help do that. If you feel a certain area has not been addressed or needs to be elaborated on please let us know.

Where necessary we have specified if a reference is being made to either \*PAACT staff or Teaching staff. Where no distinction is made all Gordon staff members are addressed. Unless we have stated the contact team and telephone number in a specific section please speak to your manager about your entitlements as an employee of The Gordon.

**Learning and Wellbeing Team, July 2011**

\*PACCT - Professional Administrative Computing Clerical and Technical Staff



## FAMILY FRIENDLY WORK ARRANGEMENTS

### **Flexible work arrangements**

Enabling staff to meet personal needs in conjunction with operational requirements:

- Part-time employment (while still accruing pro rate cumulative benefits e.g. superannuation)
- Working from home
- Job share (one position's duties and responsibilities shared between two people)
- Purchase extra leave
- Reduce the number of hours you work weekly (time fraction)
- Flexible start and finish times
- Time off in lieu
- Rostered days off (RDO's)
- In case of family emergency

These options need to be discussed with your manager and approval is subject to the managers' discretion.

### [Your Salary Benefits and Conditions](#)

<https://staffonline.gordontafe.edu.au/Centres/HR/Salary/Pages/default.aspx>

*Refer to Flexible Work Arrangements Policy*



## 2. LEAVE ENTITLEMENTS

**We encourage staff to keep in touch while on long-term leave so that we can offer support and assistance where required upon your return.**

### **2.1 Annual leave**

20 days annual leave or pro rata for part time (see Award)

### **2.2 Bereavement leave**

Up to three days paid leave on the death of immediate family or household member. Flexibility is available should you have further requirements.

### **2.3 Carer/Compassionate leave**

A proportion of your sick leave entitlement can be used when time is needed to care for an immediate family or household member. Contact Human Resources (HR) to further discuss this option.

### **2.4 Christmas closing**

We close early for staff to be with family and manage other commitments. The closing time and dates are advertised on the leave dates flyer distributed before Christmas and on the Staff Portal.

### **2.5 Cultural and ceremonial leave**

Days of cultural, ceremonial or religious significance requiring time away from work should be discussed with your manager. Approval of such requests is subject to the manager's discretion.

### **2.6 Teachers extended leave (Sabbatical)**

This provides employees with a flexible arrangement whereby they can fund their own leave. For example an employee may be granted sabbatical leave of 12 months on 80 per cent of salary subject to the employee agreeing to have his or her salary reduced by 20 per cent for a four-year work period.

Please speak to your manager or refer to the Award for further information.

### **2.7 Jury duty**

Under the Juries Act 2000, an employee required to appear and serve as a juror is entitled to leave with pay for the period during which their attendance is required.



## **2.8 Long service leave**

All staff: full time and part time employees (on a pro-rata basis) are entitled to long service leave of 9.1 weeks after 7 years' completed service and 1.3 weeks for every additional year of service after that.

If you have previous service within certain State bodies leave accruals may be transferrable on commencement (check your Award for this information)

## **2.9 Maternity leave**

14 weeks' entitlement on full pay plus leave without pay not exceeding a total of 104 weeks (two years).

Employees returning from maternity leave also have the option to apply for a reduced time fraction for up to 12 months.

After 12 months the employee must determine if they will revert back to their previous time fraction or remain on the reduced time. If they elect to remain on the reduced time fraction, this then becomes their substantive time fraction.

## **2.10 Military leave**

Two weeks paid leave per year for a teacher to attend annual training with the Citizens Forces.

<http://ess.gordontafe.edu.au/hprod/signon.do>

## **2.11 Adoption leave**

14 weeks' entitlement on full pay plus leave without pay not exceeding a total of 104 weeks (two years).

## **2.12 Paternity leave**

One week entitlement on full pay or for a period that in total does not exceed five working days plus leave without pay which will not exceed an aggregate of 104 weeks (two years).



### **2.13 Purchased leave**

PACCT staff may apply to take up to an additional 10 weeks leave in a year and receive the pro rata salary, which is payable over 52 weeks.

Further options are available, refer to the PACCT Certified Agreement for more information.

Contact Human Resources to discuss options and application process.

### **2.14 Returning to work after injury or illness**

Flexible reduced hours in your usual position or modified/ alternative duties can be arranged if necessary. Based on independent advice we work with individuals to ensure a positive return to work is achieved.

### **2.15 Sick leave**

A Health Practitioners Certificate is required for three days or more or a Statutory Declaration (PACCT staff - can only be used three times in a 12 month period thereafter, a Health Practitioners Certificate is required).

Full-time/ongoing PACCT staff receive 30 days sick leave (for two years) on commencement and 15 days thereafter. Part-time and contract staff receive a pro-rata entitlement accrued on a fortnightly basis.

Full-time/ongoing teaching staff receive 15 days on commencement and each year thereafter.

### **2.17 Special leave**

Subject to operational requirements leave may be granted with or without pay as agreed between the employee and their manager.

### **2.18 Study leave/Industrial release**

Study leave and/or industrial release can be made available to individuals based on requirements. For further information please contact your manager or Human Resources.



### 2.19 Time Off In Lieu (TOIL)

To allow for peaks and troughs in workloads, managers can authorise PACCT staff to work overtime hours and gain Time Off In Lieu (TOIL). TOIL can then be taken at a time mutually agreed upon between the staff member and manager.

#### **PACCT and MBA Certified Agreements / Awards can be found the on the Staff Portal**

All leave can be applied for via Employee Self Service (ESS).

#### [Starting at the Gordon](https://staffonline.gordontafe.edu.au/Centres/HR/Starting/Pages/default.aspx)

<https://staffonline.gordontafe.edu.au/Centres/HR/Starting/Pages/default.aspx>





## 3. BENEFITS

### 3.1 Corporate Ambulance membership

The Gordon offers corporate membership with Ambulance Victoria via salary deduction.

**Singles: \$37.50** (per year)

**Families: \$75.00** (per year)

For more information: email [health&wellbeing@gordontafe.edu.au](mailto:health&wellbeing@gordontafe.edu.au) or visit Health and Wellbeing on the Staff Portal.

### 3.2 Bookshop discount

The Gordon Bookshop provides various types of texts, equipment and stationery needs at 10% discount for staff. Movie vouchers and flowers are also available. In most cases, stock not usually carried can be ordered. The Bookshop is located at both Libraries. For further information, and opening hours contact: City Campus ext 4542, East Campus ext 4605.

### 3.3 Car park

Free staff car parking is available – be sure to fill out and return the relevant paperwork to get your Staff Carpark pass – spaces are limited to early birds. There is also the option to purchase car parking space. For more information contact Facilities ext 4554.

### 3.4 Employee Self Service (ESS)

24 hour employee access to maintain personal information, check leave balances, apply for leave, change banking details and view pay details. ESS is available from The Gordon intranet site.

### 3.5 Creative Futures Hair and Beauty services

Beauty Therapy and Hairdressing staff and students are keen to provide high-level treatments to pamper you. There are a range of services available and there is also a range of products for sale. Call 5225 0687 to make an appointment. Creative Futures is located at the City Campus, G Building, Level 2.



### 3.6 Health insurance

Corporate discounts are available with HCF and GMHBA health funds.

For further information contact:

**HCF** on 13 13 34 or: [www.hcf.com.au](http://www.hcf.com.au)

or **GMHBA** on 1300 267 743 or [www.gmhba.com.au/corporate](http://www.gmhba.com.au/corporate)

### 3.7 Printing services

Discounted personal and corporate printing, binding and laminating service available to staff members. For further information contact ext 4826.

### 3.8 Specialist Courses

Staff discount of up to 50% is available on tuition fees for some short courses. A list of courses available is at <http://www2.thegordon.edu.au/index.cfm?action=1&secAction=1&terAction=2>

For more detailed information on benefits mentioned here please refer to the Employee Information Handbook, contact your manager or speak to Human Resources.



#### [Employee Information Handbook](#)

<http://fenwebapps.gordontafe.edu.au/Qudos/Master%20Documents/HR%20RD%2033.2.pdf>



## 4. ADVICE & SUPPORT

### 4.1 Employee Assistance Program (EAP)

The Gordon recognises its employees are its most valuable resource. If staff members are experiencing problems at work or home, we offer support designed to provide confidential, independent and professional assistance.

The program is voluntary and three counselling visits are provided free to staff through our nominated EAP providers, CRS Australia's Geelong Office and/or Davidson Trahaire Corpsych.

For an appointment, contact:

CRS on 5225 9700 or

Davidson Trahaire Corpsych on 1300 360 364

For more information visit <https://staffonline.gordontafe.edu.au/Centres/HR/HealthWellbeing/Pages/EmployeeAssistanceProgram.aspx>

### 4.2 Salary sacrificing

Available for additional superannuation contributions and the provision of laptop computers or iPads.

For further information regarding laptop computers contact the Purchasing Officer in Finance on ext 4552.

### 4.3 Corporate induction

All new staff members will benefit from this monthly information workshop. Check the PD calendar to see when the next one is on and follow the instructions on how to book.

### 4.4 Superannuation advice

The standard 9% Superannuation Guarantee is paid to all employees into their nominated superannuation fund in the last pay of every month. Fill out the required form and return to HR with details of your nominated fund. Otherwise, representatives from VicSuper are available for individual advice on superannuation by contacting them at the Geelong office on 5226 5502



#### **4.5 Work-related injury**

Please contact the Employee Relations Manager who is responsible for the management of your claim on ext 4690



## 5. PROFESSIONAL DEVELOPMENT & FURTHER EDUCATION

### 5.1 Access to funded Professional Development Workshops

For teaching staff there are 30 hours paid Professional Development (PD) annually (as per the MBA award). Each semester there is a PD day for teaching staff with a variety of workshops.

Staff can also attend any of the programs specified in the Professional Development Calendar throughout the year by completing a Staff Development Approval Form and having it signed off by the relevant manager.

### 5.2 Maintaining professional currency

It is a requirement that teaching staff are up to date with their vocational practice. While engaging in your annual Performance Development Review you can discuss this with your manager.

### 5.3 Career opportunities

Internal staff can apply for externally advertised positions. All jobs are advertised on [www.thegordon.edu.au/employment](http://www.thegordon.edu.au/employment)

Access to professional career mapping, advice and structured support is available. Staff are encouraged to grow their skills base and pursue short term and long term goals identified in their Personal Development Plan.

### 5.4 E-mentors to support teachers

E-mentors are located in each Teaching Enterprise. E-mentors support and mentor teaching staff to achieve on-line learning program initiatives.

### 5.5 External training

The TAFE Development Centre regularly facilitate workshops for TAFE sector employees. All details including booking procedure are forwarded to staff at their Gordon e-mail addresses.

### 5.6 Project funding

Advice is available for project proposals and funding can be applied for, for specific projects. Deadlines for applications will be advised and if you wish to put together a proposal contact the Learning & Wellbeing team in HR and they will help to put your ideas into action.



### **5.7 Professional Development monthly 'What's On'**

A copy of the Professional Development Calendar is available on the OMS on the Staff Intranet. Programs and workshops are also advertised each month by staff email.

### **5.8 Secondments**

From time to time secondments are advertised internally to staff. These are available as a career opportunity. The benefits allow staff to temporarily change roles and explore different careers and develop new skills..

### **5.9 Specialist Short Courses**

Available to staff members.

A list of the courses available can be found at [www.thegordon.edu.au](http://www.thegordon.edu.au)

Staff discounts are available – check with Specialist Courses for a price guide.

### **5.10 Staff Excellence Awards**

The Gordon Staff Excellence Awards have been initiated to provide public recognition to staff for their contribution to The Gordon.

The Staff Excellence Awards provides a forum in which recognition and rewards can be attributed to individuals and teams for outstanding service. All staff at The Gordon are eligible for nomination.

### **5.11 Teacher training**

We offer assistance achieving the minimum teaching qualification of Certificate IV in TAA (TAE 40110). The Diploma of Vocational Education and Training and Practice is also offered to all staff.

Teaching areas also provide a mentoring plan for staff with industry specific experience and compliance competency. Assistance is also offered by Enterprises to ensure staff maintain industry and enterprise competency ie: for the subjects areas they teach.



## 6. HEALTH & WELLBEING

### 6.1 Onsite exercise programs

Dedicated health and fitness instructors are contracted to deliver convenient and time effective exercise programs in the workplace. Lunch time sessions are offered and the programs can range from pilates or yoga to personal training or walking.

### 6.2 Flu injections

The Gordon offers a free annual flu vaccination to all staff. While the decision to take up the offer of a free flu vaccination is voluntary, the program is being offered to support your own health and wellbeing and to reduce the impact of an influenza outbreak on both your work colleagues and family.

Flu injections usually take place early in the season around March or April. Times, dates and locations are communicated by Staff All email.

### 6.3 Health awareness sessions

These sessions are held throughout the year and address various health issues. Some sessions may coincide with a national health promotion campaign or with the monthly Health & Wellbeing theme. Most sessions are held at lunch time for easier accessibility for staff. The awareness sessions are advertised in the monthly 'What's On' email.

### 6.4 Worker health checks

WorkHealth checks provide Victorian workers with the opportunity to receive a free convenient and confidential health check in the workplace. Each check takes about 15 minutes, results are immediate and confidential. A free health check is available annually.

### 6.5 Ergonomic assessments

Health hazards in the workplace may be responsible for a range of health and safety issues. Further information is available on the Staff Portal or contact the Health & Safety Manager for an individual workplace assessment on ext 4904



## 7. FACILITIES (CITY AND EAST)

### 7.1 **Breastfeeding room**

A breast-feeding room can be made available for women returning to the workplace after maternity leave. Needs are supported as appropriate through individual consultation with the staff member. Contact HR and we will arrange this for you.

### 7.2 **Canteen**

City canteen is located in G building and East canteen is located in A building

The canteens cater for both staff and students and offer a range of healthy eating options.

### 7.3 **Childcare**

There are no crèche facilities available at the Gordon. However, there are a number of facilities located in the central Geelong area. For a comprehensive list follow this link: <http://www.echildcare.com.au/region/geelong/>

### 7.4 **Customer service**

Located at both campuses, the Customer Service Office can assist you with Staff ID Cards, cash out (as there are no ATM's on campus) and the purchase of stamps. Opening hours are Monday – Friday 8.30 – 5.30, including term break.

### 7.5 **East gym**

Located in J Building (Room J1.04 – 05). Membership is available to all staff and can be deducted through payroll. Please contact [health&wellbeing@gordontafe.edu.au](mailto:health&wellbeing@gordontafe.edu.au) for information on how to join.

### 7.6 **Information Systems (IS)**

Located at City Campus Level 1 South G Building. IS is responsible for the development and maintenance of computer and telecommunications network. Report any issues to 4777.

### 7.7 **City campus restaurants**

The Gordon has two fully licensed restaurants in operation at City Campus which provide opportunities for students to demonstrate their practical skills in a real life environment. Cafe on Track is a bistro style restaurant and open for lunch every weekday. The Davidson is a classical style, fine dining restaurant, open for dinner from Monday to Friday during school terms. Call ext 4741 for bookings.



## 7.8 Library

The Gordon has libraries located at City and East Campuses with an extensive range of resources including books, magazines, newspapers, CD's, DVD's, databases and equipment. Your Gordon Staff ID card is your library card. Library staff can assist you with all your access, information and research needs. For more information on borrowing and opening times, visit [www.thegordon.edu.au/library](http://www.thegordon.edu.au/library) or call City ext 4812 and East ext 4609.

## 7.9 Showers

### Located at City Campus:

T level 1 (Hospitality showers)

H Building Foyer (in disabled toilet, opposite bookshop)

### Located at East campus:

Male and female staff toilets in A building

Male and female staff toilets in B building

Male and female staff toilets in E building

G building Level 1 (in disabled toilets, near reception)

## 7.10 Multi Faith Prayer room

The Gordon recognises, respects and values the diversity of religious beliefs and convictions represented among its students and staff. The Gordon supports these religious faiths by providing two multi-faith prayer rooms situated on both the City and East Geelong Campuses.

**City Campus Prayer Room: F2.03**

**East Geelong Campus: J2.02**

The operating hours for both rooms are 8.30am to 5.00pm.

## 7.11 Bike racks

Bike racks are available at City and East Campuses (see maps at back for locations)



## 8. COMMUNITY

### 8.1 Responsibilities & volunteering

All staff are given the opportunity to contribute and volunteer to support fundraising for local charities – Give Where you Live is a great example of how The Gordon actively contributes to the region.

A group from The Gordon regularly donate blood. If you wish to be a part of this, please contact [health&wellbeing@gordontafe.edu.au](mailto:health&wellbeing@gordontafe.edu.au)

If you would like The Gordon's involvement in a cause you support please contact us at the above email address.

### 8.2 Gordon Staff Association (GSA)

Membership is open to all staff. The association aims to promote a good working and social relationship between its members. Activities are organised to bring staff together socially and include cinema/dinner evenings, theatre nights, family Christmas party, End of Term drinks and sporting events, all at subsidised rates. If you wish to join the GSA contact [gsa@gordontafe.edu.au](mailto:gsa@gordontafe.edu.au). The fortnightly fee of \$4 is deducted from your pay.

### 8.3 Environmental Management Committee

The purpose of this committee is to drive cultural change and show The Gordon's commitment to reducing its environmental impact. The committee meets quarterly and comprises staff and nominated student representatives.

[Environmental Management Committee portal page](#)

<https://staffonline.gordontafe.edu.au/CommitteesGroups/EMC/default.aspx>

### 8.4 The Gordon Gallery

Located at the gateway to the Geelong Cultural Precinct, The Gordon Gallery is a stunning exhibition space and events venue. It hosts an exciting annual schedule of exhibitions, forums and events including the Geelong Regional Artists exhibition and The Gordon Collection. Admission is usually free to the public. Staff are invited to attend openings and exhibitions by email.



## 8.5 Newsletters & communications

All staff at The Gordon are kept up to date with regular newsletters to their Gordon email address from IT, Marketing, Health & Wellbeing (Balancing Act - see below) and from the CEO's office. A monthly list of upcoming Professional Development workshops is also sent and booking procedure is advised



[Balancing Act - find previous issues here](#)

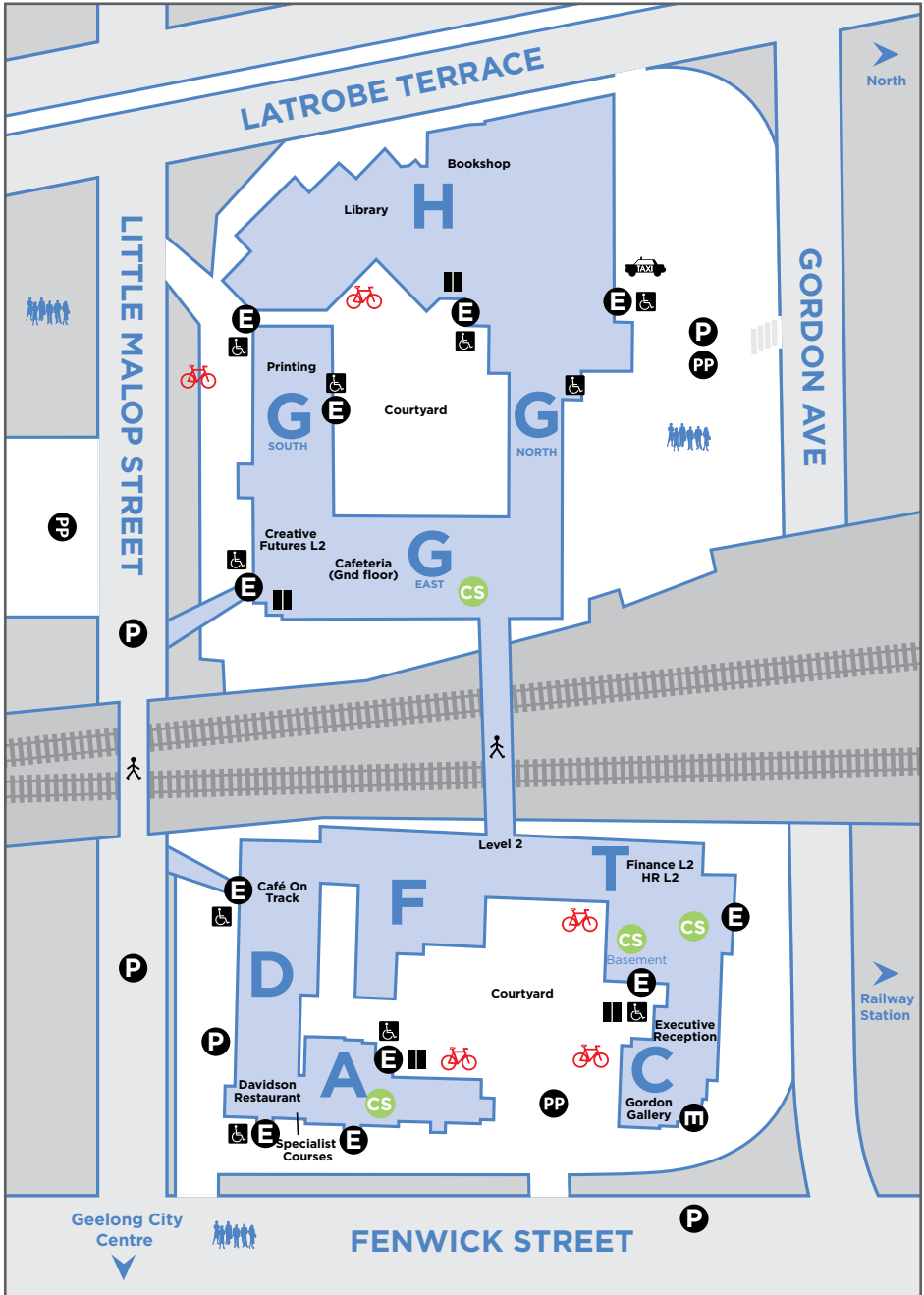
<https://staffonline.gordontafe.edu.au/Centres/HR/HealthWellbeing/Pages/Newsletter.aspx>

For more detailed information on the Health and Wellbeing program at The Gordon, visit the portal.

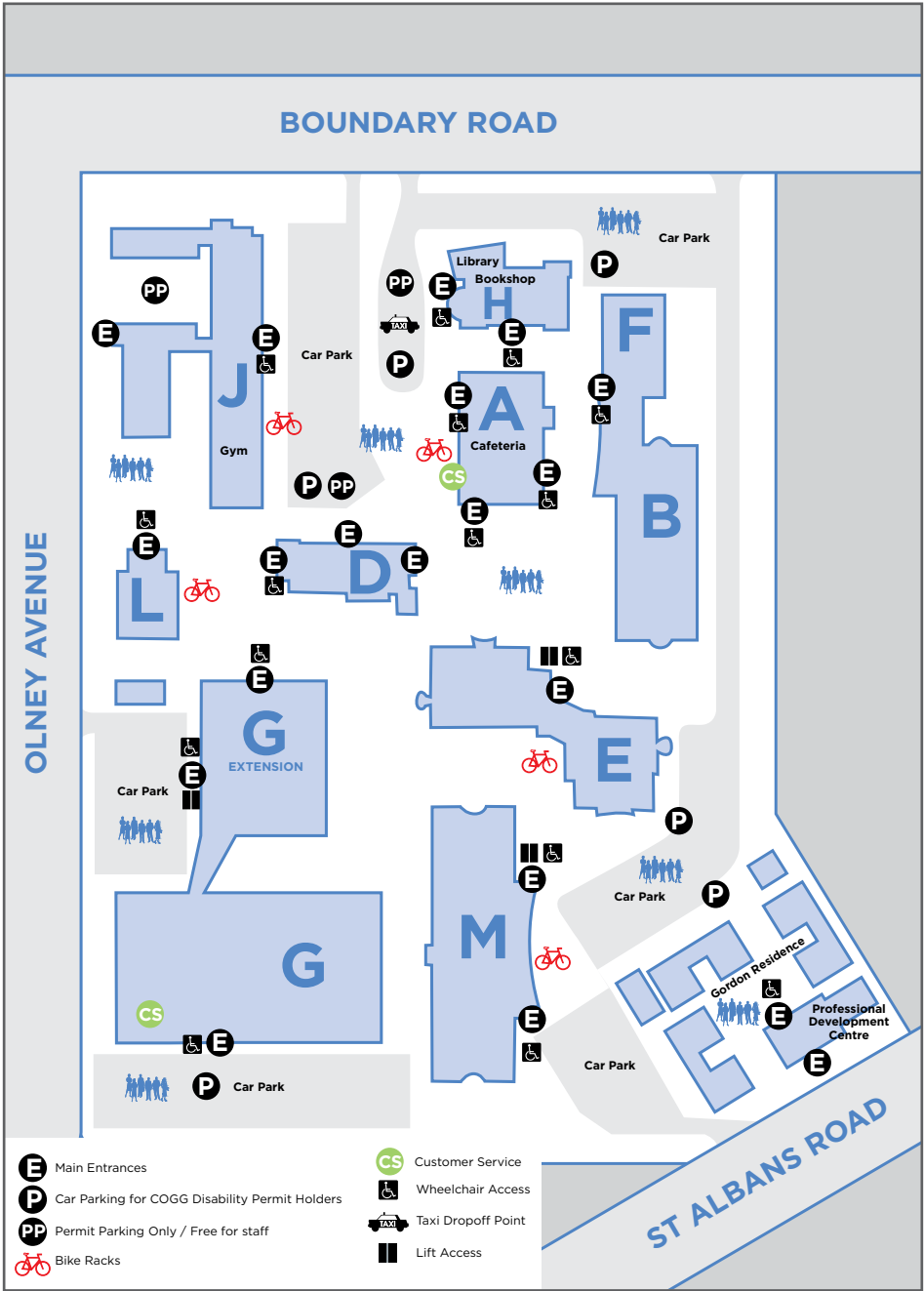
[Your Health and Wellbeing](#)

<https://staffonline.gordontafe.edu.au/Centres/HR/HealthWellbeing/Pages/default.aspx>

# CITY CAMPUS



# EAST CAMPUS



**The Gordon  
The Benefits**

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All enquiries regarding use  
should be directed to :

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Vic 3221

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[thegordon.edu.au](http://thegordon.edu.au)

