



# Staff Association Policy

## RATIONALE:

The Ballarat High School Staff Association promotes positive wellbeing within the Ballarat High School staff. Together with the school's budgeted amount, staff contributions are relied on to ensure we can create a warm and inclusive environment by acknowledging significant events in the lives of our colleagues. Staff association funds also contribute to social events throughout the year to help promote positive moral among all staff.

## IMPLEMENTATION:

- The Staff Association is funded by
  - 1. Funds budgeted by the School Council from Locally Raised Funds.
  - 2. Staff contributions.
- In 2019 the funds budgeted by School Council are \$4,000. This figure will be reviewed each year in line with school budgeting procedures.
- In 2019 the level of staff contribution is set at \$25 for the year. This figure will be reviewed each year in line with school budgeting procedures in conjunction with the Staff Wellbeing Leader.
- The staff contribution is a set amount for all staff.
- The Staff Association budget is managed by the Staff Wellbeing Leader.
- Social events throughout the year, for example end of term celebrations, Arvo on the Green and the Christmas party are all provided by Staff Association at a subsidised cost.
- A gift and card are given to all staff to the value stated for the following events:
  - Retirement/leaving the school: \$15 for the first year and \$10 for every year of service following.
  - Birth of a child: \$25.
  - Marriage: \$25.
  - Bereavement - passing of an immediate family member (spouse or domestic partner, child or adult child, parent): - \$25.
- Other acknowledgements/supports may be provided at the discretion of the Staff Wellbeing Leader in consultation with the Principal.
- Printed requests for payment of the nominated fee will be distributed through staff pigeon holes each term. This process will be administered by the Staff Wellbeing leader. Verbal reminders will also be given at staff briefings.
- Gifts and subsidies for events are distributed on an equal basis across all staff with no differences between central/local payroll or full time/ part time staff.
- Staff who complete 10, 20 and 30 years of service at Ballarat High School will be recognised through an annual event involving all school staff which celebrates their contribution to the school.
- Staff who retire from the Department of Education and Training will be offered a formal recognition of their contribution to Ballarat High School. The form that this will take will be negotiated with the staff member.
- All financial transactions will be undertaken through the CASES finance system, in line with DET accounting and internal control requirements.
- Fringe Benefits Tax and GST implications must be carefully monitored, with full compliance of all ATO regulations. Staff contributions must cover all items of "entertainment" as defined by FBT regulations.

## APPROVAL:

This policy was reviewed and approved by School Council on 11<sup>th</sup> September 2019.

## EVALUATION:

This policy will be reviewed as part of the school's four-year review cycle.