

Employee Benefits

Handbook



Building Commission 



Plumbing
Industry
Commission

A positive place to work



The Building Commission and Plumbing Industry Commission offer a broad range of flexible work policies, practices, and wellbeing initiatives that I am proud to promote.

I believe a positive workplace is beneficial to both the individual and the Commissions, as it allows for better business outcomes whilst enabling employees to balance the many and varied interests and responsibilities they have in their lives.

A handwritten signature in blue ink, appearing to read 'Tony Arnel'.

Tony Arnel
Commissioner





Sustainability in action

Workplace Environment

The Commissions are located in the Goods Shed North, a 1880's heritage-listed railway shed. This building has been completely renovated and is now Victoria's first heritage listed 5 Star Green Star rated building (for office design).

The Goods Shed North is a practical example of the Commissions' commitment to innovation and sustainability in the building and plumbing industry.



The Goods Shed North provides best practice in environmental management with natural plants-to-person ratio, passive chilled beam cooling to enhance air quality, and sustainable office equipment.



Other facilities offered are secure bicycle racks, showers and changing facilities on-site and a café area with coffee machine, pool/air hockey table, and flat screen TV.

The Commissions also have regional offices located throughout Victoria.

Wellness at the Commissions

At the Commission we encourage employees to consider wellness as a broad spectrum incorporating options to balance life commitments whilst staying fit and healthy.

The Commissions support wellness through access to flexible work practices, wellbeing initiatives, and a supportive workplace culture that is respectful of responsibilities outside the work.

This assistance is provided with the expectation that there is a mutual benefit for the business and the individual.

Fair and Flexible Employer

The Building Commission won the Fair and Flexible Employer award in 2009 and 2010. These awards affirm we actively promote flexibility and contemporary work practices. These award winning practices have now been adopted by the Plumbing Industry Commission.



Flexible Work Practices

- Flexible Working Hours – negotiable start and finish times between the hours of 7.00am and 7.00pm Monday to Friday.
- Accruable Time Leave - accumulate additional hours to be taken as leave.
- Job Share – two or more employees share the duties of one position.
- Quality Part time Work – providing the same opportunities to employees working reduced hours.
- Alternative Work Location – working from home or another suitable location.



It's all about Life Balance

- Compressed Work Week – working the standard 38 hour week in 4 days.
- Compressed Work Quarter – working additional hours to accrue on one week additional leave per quarter.

Wellbeing Initiatives

- Confidential Medical Checks – a health works program that offers comprehensive confidential medical assessments which may include blood tests (cholesterol, diabetes, thyroid and prostate) and other general health assessments such as hearing, bone density, and skin checks.
- Gym Membership - supported gym memberships on an annual basis.
- Flu Vaccinations – annual vaccinations funded by the Commissions.
- Health and Lifestyle Forums – professionally delivered seminars on topics including diet and fitness, general health, and financial security.

- Ergonomic Checks – regular professional ergonomist visits to ensure employee workstations are ergonomically set-up.
- Breast Feeding / Wellness Room – a room providing returning mothers with a private and secure area to express and unwell employees to seek first aid assistance.
- Library – a broad range of books are available through the Commissions' library.



Employee Assistance Program

The Employee Assistance Program provides employees with free short term assistance and support (generally 2-3 sessions) by means of confidential counselling. Counselling is conducted by a professional service provider.

This service can be used by employees who may face issues in:

- personal matters
- grief/separation
- career counselling
- coping strategies

Transition to Retirement

The Commissions support employees who are transitioning to retirement and encourage open dialogue between the manager and the employee so that life balance can be achieved whilst continuing to add value to the Commissions.

The transition to retirement program also provides education in areas of superannuation management, career coaching and how to make the transition successful.

Supporting the Community

The Commissions have a strong history in supporting various charities, relief efforts and community organisations.



This is achieved through a range of initiatives:

- Workplace Giving - making regular pre-tax donations to eligible charities through the payroll system.
- Volunteer Leave – paid leave to assist not-for-profit organisations. Volunteering can be arranged by the individual employee or by the Commissions.
- Fundraising – the Commissions have supported various relief efforts and charities through dedicated events, such as bake days, footy colour days, and Christmas wrapping.

Flexible work arrangements

- Flexible start and finish times
- Accruable time leave
- Alternate work locations
- Request to vary working hours
 - » Part time
 - » Job Share
- Compressed work week and quarter

Flexible leave

- Leave at short notice
- Purchasing additional annual leave
- Cash out excess annual leave
- Long Service leave options

Leave provisions

- Annual leave
- Carers/Sick leave
- Bereavement leave
- Long Service leave
- Paternal leave (paid/unpaid)
 - » Maternity/Adoption (14 wks paid)
 - » Partner/Adoption (2 wks paid)
- Cultural and ceremonial leave
- Emergency relief leave
- Court attendance leave
- Volunteer leave
- Leave without pay
- Staying in touch program - for extended leave

Community

- Volunteering initiatives
- Emergency support leave
- Workplace giving
- Blood donor's leave

Supporting transition to retirement

- Transition to retirement options
- Salary sacrificing superannuation
- Superannuation advice sessions

Health & wellbeing

- Employee Assistance Program (EAP)
- Flu Injections
- Health assessments
- Healthy living forums
- Health insurance discount
- 'No Leave, No Life' initiative
- Supported gym membership
- Weekly fruit boxes



Employee development

- Learning and development opportunities
- Great manager, great results program
- Higher duties opportunities
- Knowledge forums
- Multi-skilling
- Health, Safety and Wellbeing booklet
- Study assistance
- Supported professional memberships

Safety

- Ergonomic furniture and equipment
- Work-station ergonomic assessments
- Job specific safety training and equipment
- First aid training
- Emergency procedure training
- elearning OHS modules

Facilities

- 5 Star Green Star office environment
- Natural plants-to-person ratio
- Breast feeding/Wellness room
- Secure bicycle racks
- Showers and changing facilities on site
- Employee cafe area with espresso machine
- Pool/air hockey table, TV and library
- Discounted public transport passes

Health, Safety & Wellbeing



Investing in you

Remuneration & Rewards

Salary Increases

Employees are entitled to receive salary increases as provided in our Enterprise Agreement.

Rewarding Performance

In addition to the standard salary increases, employees have the opportunity to earn performance rewards, through successfully demonstrating the required level of performance and behaviour.

Superannuation

The Commissions contribute 9% of an employee's base salary to a complying superannuation fund of their choice. Employees can make voluntary contributions to top up their superannuation either pre or post tax. This option provides employees with potential taxation benefits; however, independent financial advice should be sought.

Employee Discounts

The Commissions offer employees the opportunity to purchase yearly public transport passes at a discounted cost.

A deduction is taken out of each fortnightly pay to recoup the expense.

Likewise, discounted health insurance under the Victorian Public Service Health Scheme can be accessed when payment is made via a payroll deduction.

Bank Accounts

To help employees manage their money, the Commissions provide employees with the opportunity to split their pay between multiple bank accounts.

Long Service Awards

Employees who reach key milestones in length of service are recognised with our service awards.



Development Opportunities

Learning and Development

The Commissions offer a range of development initiatives to broaden employees' skills and knowledge and enrich career prospects. Initiatives include formal training, secondment programs, job rotations, and study assistance.



Development Plan

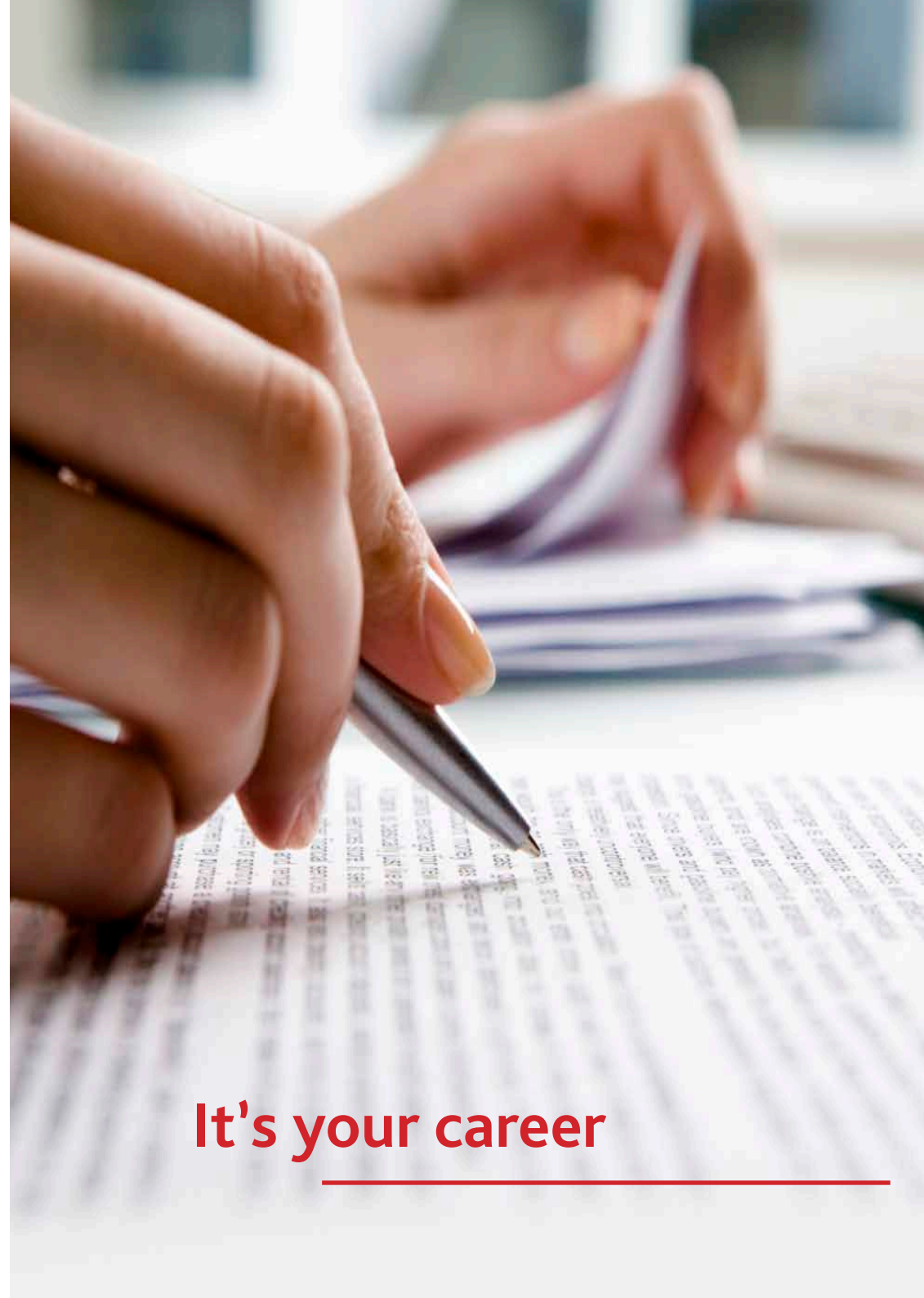
All employees have a performance and development plan which helps focus on individual developmental needs. Managers also use these plans as the base for recognising and rewarding performance.

Study Assistance

The Commissions support employees who wish to continue formal study to further their education in their field of expertise. Study assistance can be in the form of either financial assistance or study leave.

Professional Memberships

To help with updating skills, knowledge, and maintaining professional networks the Commissions may fund professional memberships relevant to an employee's role.



It's your career

Leave

The Commission have a range of leave provisions to assist employees to maintain a balanced and healthy life.

Annual Leave

Full time employees are entitled to four weeks (20 days) annual leave per year (pro-rata for part time), accumulated on a daily basis.

Purchased Leave

Employees have the opportunity to purchase up to four weeks extra leave per annum.

Cash Out Annual Leave

Employees have the option to cash out one week of annual leave if they have taken three weeks leave in a 12 month period.

Personal Leave

Full time employees are allocated 15 days of paid leave each year (pro-rata for part time) which can be used as sick leave or carer's leave. Unused personal leave accrues to the following year.

Leave Without Pay

Employees can take up to 12 months leave without pay where there is a benefit to both the employee and the Commissions.

Long Service Leave

For each 10 years of continuous service, full time employees receive 65 days long service leave (pro-rata for part time). This leave can be accessed after 7 years of service on a pro-rata basis.

No Leave No Life

The Commissions have adopted a government initiative title "No Leave, No Life" which aims to assist employees to reduce their leave.

The Commissions monitor excessive leave balances to ensure employees are taking the breaks they deserve. The "No Leave, No Life" program also provides employees with discounts and ideas on holiday destinations.



No Leave, No Life

Parental Leave

Parental Leave

The Commissions recognise the importance of family. We therefore offer employees a number of benefits above statutory requirements.

The Commissions offer both paid and unpaid options, with primary caregivers being entitled to up to 12 months leave.

Maternity Leave (paid)

Female employees, who have completed at least 12 months continuous service immediately before the birth of their child, are entitled to 14 weeks full pay or 28 weeks half pay.

Partner Leave (paid)

The partner of the birthing mother is entitled to two weeks leave after completing 12 months of continuous service.

Parental Leave (unpaid)

Unpaid leave can be taken adjacent to paid leave options. It includes unpaid maternity leave, unpaid partner's leave and unpaid adoption leave.

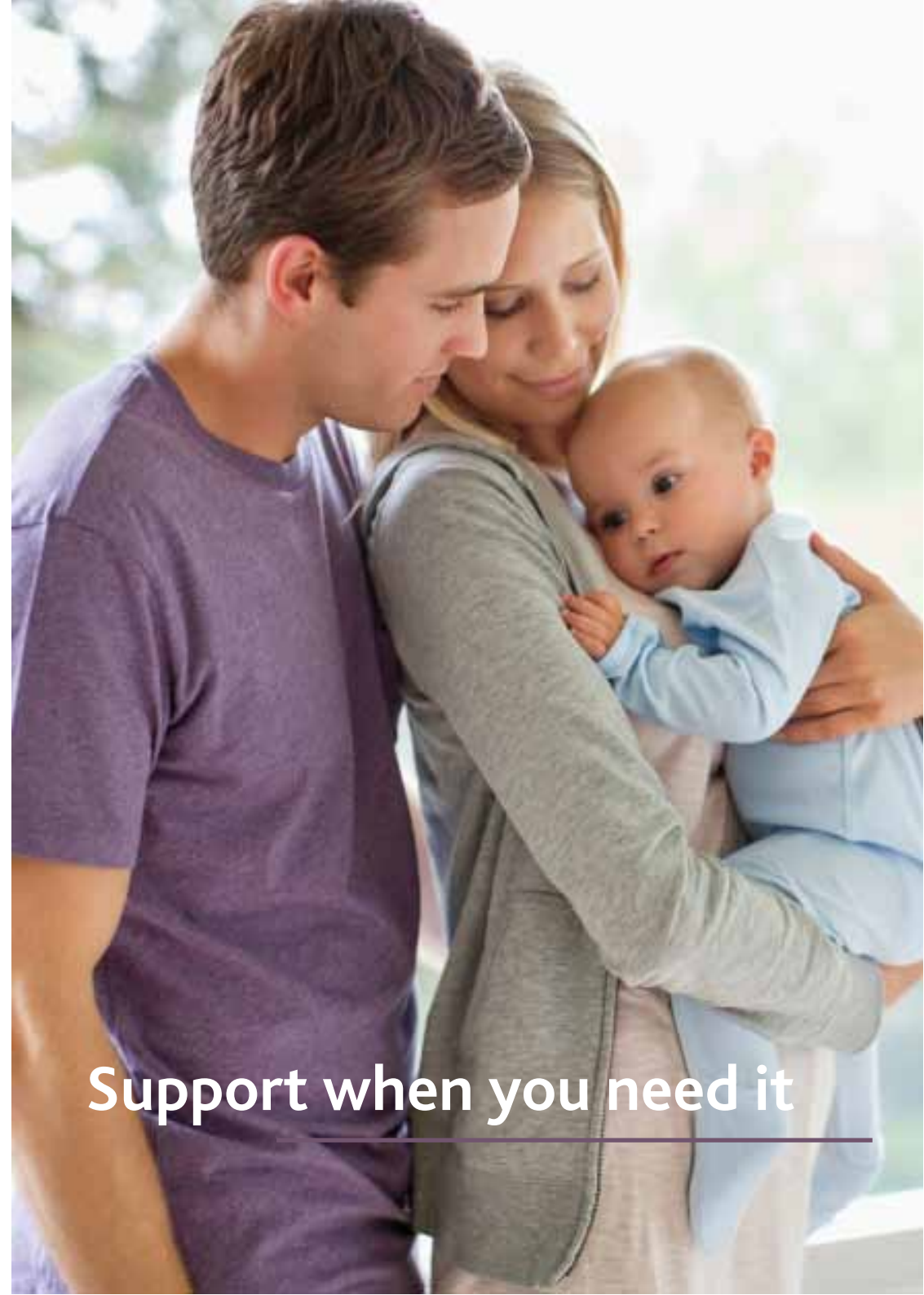
Adoption Leave (paid)

The primary caregiver is entitled to 14 weeks full pay or 28 weeks half pay after completing 12 months continuous service.

Other Benefits

Subject to business requirements, other flexible work arrangements are available to help balance work and family life, including:

- up to a further one year of unpaid parental leave
- up to eight weeks unpaid partner leave from the time of the child's birth
- the option of returning to work part time until the child reaches school age.



Support when you need it

For more information please refer to:

- The Commissions' intranet 'Commlink'
- Building Commission and Plumbing Industry Commission Agreement
- Your Manager
- People and Culture team

Building Commission



Plumbing
Industry
Commission

