

Section 4: Administration Conditions



Personal Employment Records

When you commence employment you will be asked to complete a personal employment record. Please ensure that the information supplied is kept up to date by notifying the office of any changes to your name, address, telephone number/s, marital status or newly acquired skills and qualifications. This will ensure any communication can be forwarded to you efficiently and skills recognized.

Induction

All new staff will undergo an induction session with a senior staff member. This session is designed to familiarize you with your new work environment, fellow staff members and emergency equipment and procedures. This handbook forms part of the induction process.

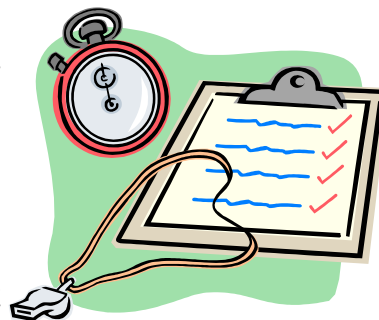
Probation Period

All employees, on accepting a new position or level of employment, will undergo a three (3) month probationary period. This gives you the opportunity to evaluate your new position and gives management the opportunity to evaluate your suitability for the job.

Either party may terminate employment without notice during the probationary period. The probationary period may be extended by management if deemed necessary. If this is the case you will be notified in writing.

Duty Rosters

A duty roster will be provided for you either verbally or in writing. Please regularly check the duty roster for your hours of work and rostered days off. Ask your Supervisor any questions about the roster and request changes through the Supervisor.



You are required to make yourself available for work at the times displayed on your roster. The start and finish times are guidelines only and staff may be required to work shorter or longer hours when required. Roster times may be altered at any time during a shift so as to cover an emergency or trading requirements.

Swapping shifts is only permitted by agreement between the members of staff concerned and with the prior approval of the Supervisor.

Any staff member who is not available to be rostered for work on a specific day may make application to be rostered off accordingly to the Supervisor at least one month prior to the commencement of the relevant roster week. Any staff member who is consistently unavailable for rostering may be completely omitted from the roster. If an application has not been approved and the employee concerned absents themselves on the day/s specified, the employee shall be required to provide a medical certificate or such other evidence to the satisfaction of the Supervisor to justify the absence.

Recording Hours of Work



Casual, part-time and full-time employees are required to complete a time sheet to record starting times, finishing times and meal breaks. You must have your time sheet signed by your Supervisor at the conclusion of each shift.

Your wages are calculated using this information so please be accurate and legible. If your time sheet is incorrect or incomplete, your pay may be delayed.

Payment of Wages

Your wages will be paid weekly in arrears into your personal bank account.

Your wages will be calculated every Monday, and your pay will be available in your nominated account the following workday (normally Tuesday). Each payday, you will receive a pay slip outlining details of your wages, hours worked and any allowances and deductions.



Please notify the office immediately of any changes to your bank account details.

Staff Training



Gold Rush Golf encompasses diverse job applications which may require specialized skills or knowledge. As such a high degree of training and competency must be attained to work effectively. Some skills are attained via an accredited award structure such as First Aid. Other skills must be attained by on the job training such as food preparation and service.

As soon as you commence work, and during your employment at Gold Rush Golf you will be continuously trained, re-trained, assessed and new competency levels attained and recorded. The more multi-skilled you become, the more opportunities for work will result.

All staff are encouraged to learn new skills and to enthusiastically participate in all training opportunities.

Staff are not to engage in any activity for which they have not been trained and/or their competency level ascertained prior.

Performance Reviews

Gold Rush Golf believes in ongoing communication between you and your senior staff. Your performance will be reviewed on an on-going basis in the form of briefings, de-briefings, appraisals and counseling if required.

Management may also make use of performance review meetings when timing and privacy are issues. This is important to mutual understanding and your personal growth.

Leaving Employment



Termination of your employment with Gold Rush Golf necessitates that either party (you or a representative of Gold Rush Golf) give the minimum required amount of notice. To avoid a sudden overload on your colleagues, please give as much notice as possible. Guidelines for the amount of notice required is outlined under your workplace agreement (for salaried employees).

Staff are required to return any uniform items issued after the completion of their last shift. Gold Rush Golf reserves the right to withhold wages until all uniforms are returned.

Staff who have been enrolled in a Traineeship at the time of leaving employment will be required to co-sign a cancellation form.

Your final pay will be deposited into your account within three days of the conclusion of your last shift.

