AFFIRMATIVE ACTION POLICY

RATIONALE

Affirmative Action is much in evidence at Monte Sant’ Angelo Mercy College, where women hold the overwhelming majority of Executive, Middle Management roles and other roles. The task of the College in Affirmative Action is to improve employment conditions to advantage women in this workplace.

The College values of Justice and Respect for Human Dignity underpin this policy. Adherence to the College value of Justice demands that members of the College Community work to ensure that our policies and procedures support the needs of the human family in our community, while adherence to the College value of Respect for Human Dignity demands that members of the College community are all treated with dignity and respect and are provided with an environment which nurtures self-worth and encourages all members to achieve their full potential.

The College is committed to advocacy, demanding that we identify and challenge policies, procedures, structures and practices which unjustly or adversely affect any employee, especially our female employees.

Monte Sant’ Angelo Mercy College is committed to the principles of Equal Employment Opportunity and aims to ensure that all employees and applicants for employment are treated justly.

Monte Sant’ Angelo Mercy College affirms its responsibility to conform to the requirements of the Affirmative Action (Equal Employment Opportunity) Act 1986.

PURPOSE

To document the principles and procedures for the implementation of an Affirmative Action program within the College.

PRINCIPLES

1. All aspects of strategic planning are congruent with Affirmative Action policy and practices

   1.1 Management and employees regard Affirmative Action as integral to the College Strategic Plan.

   1.1.1 The College Strategic Plan is evaluated for its impact on all employees, particularly women.

   1.1.2 The annual College goals are reviewed to ensure a compliance with Affirmative Action and Equal Employment Opportunity principles.

   1.1.3 All College policies, including all Human Resource policies, are reviewed annually.

   1.1.4 Collaborative input with regard to systems and procedures related to staff work practices is sought at all opportunities.

   1.1.5 Identified causes of systemic problems for employees are addressed.
1.2 Analysis of data on employment profiles and practices informs College Strategic Planning.

1.2.1 Statistical analysis of significant employee characteristics occurs annually. These include:
- gender balance in ASCO categories;
- professional development needs and activities;
- family commitments/needs.

1.2.2 Further information is gathered and analysis applied to determine underlying causes of anomalies between the College Strategic Plan and Affirmative Action ideals.

2. **The College supports equitable pay for all positions**

2.1 The College supports the Independent Education Union in its efforts to negotiate equitable pay for all members, both teaching and support staff.

2.2 The College pays according to the Salary Schedule in the MSAMC Teachers’ Agreement.

2.3 The College utilises the relevant Award as a base for non-teaching positions and references market data for certain specific positions where over-award pay may apply for competitive reasons.

3. **All staff are assisted in balancing work, life and family commitments**

3.1 The out of work hours responsibilities of staff are identified.

3.2 Formal and informal structures exist for staff to be assisted in balancing work, life and family commitments.

3.3.1 All staff have informal opportunities to identify work, family and flexibility needs with their relevant Executive member and their Head of Department.

3.3.2 All members of the College Executive maintain an Open Door policy with regard to consultation with staff.

3.3.3 Staff experiencing illness/personal/family difficulties supported by way of generous interpretation of leave provisions.

3.3 Flexible working arrangements are introduced and implemented based on identified needs of the staff.

3.3.1 The MSAMC Teachers’ Agreement states the entitlement of all teaching staff to sick leave, carer’s leave, study leave (unpaid), bereavement leave, military reserve leave, examination leave, jury service, maternity leave, paternity leave, adoption leave, long service leave and extended leave without pay.

3.3.2 Job sharing arrangements are considered for existing and new staff.

3.3.3 Part-time positions are considered for existing and new staff.

3.3.4 Part-time staff are provided with all leave entitlements on full-time equivalent pro rata basis.

3.3.5 Part-time staff have access to training and staff development.

3.3.6 Sport and Personal Development, Health and Physical Education Department staff have access to time off in lieu of Saturday sporting commitments as negotiated annually and timetabled.

3.4 New practices that reflect the needs of the staff are considered for introduction.
4. **All staff have access to training and career development**

4.1 All Staff participate in the College Induction Program.

4.2 All Staff are encouraged to participate in training.

4.3.1 Training and professional development needs and interests of the staff are identified, access is monitored and training programs are evaluated.

4.3.2 All staff have opportunities to participate in on-site career development and training courses.

4.3.3 The leave entitlements for staff to attend career development and training are:
   - paid leave;
   - unpaid leave: (personal study).

4.3.4 The trainers and training are gender-inclusive.

4.3 Barriers that hinder staff from attending training are identified.

4.3.1 All staff have opportunities to identify training needs annually.

4.3.2 Catch-up or bridging professional development is offered to new and part-time staff.

4.3.3 Staff are surveyed regarding the barriers that hinder them from participating in training courses.

4.4 Training and career development is seen as a critical strategy to ensure equal opportunity.

4.4.1 All staff have access to training designed to improve their career not only their performance in their current job.

4.4.2 All staff in middle management are responsible for assisting staff career planning through the Professional Development process.

5. **All decisions related to employment will be based on specific position criteria and applicants will be assessed on their individual skills, knowledge, experience, aptitude and qualifications for the position**

5.1 The College Recruitment and Selection Guidelines provide the principles and procedures for all processes related to employment.

5.2 All positions vacant are analysed to determine the essential and desirable criteria that pertain to the position.

5.3 All positions vacant are advertised to ensure equal access for all.

5.4 The process of calling for applications, shortlisting and interviewing is conducted in a fair and just manner.

5.5 Appointments are made based on merit.

5.6 If employment positions become redundant due to any factors, including decreasing enrolments, economic downturn or technological change, the principles and procedures of the College Redundancy Policy will be involved for teaching staff and the relevant Award redundancy provisions will be involved for non-teaching staff.

5.7 Redundancy is a process of last resort, not to be entered into lightly and only after all alternative measures have been explored.
6. Monte Sant’ Angelo Mercy College is committed to providing all staff and students with a working and learning environment free from sexual harassment

In accordance with the College Discrimination and Harassment Policies:

6.1 Sexual harassment is unacceptable and will not be tolerated under any circumstances. All staff and students are required to honour and support this commitment.

6.2 Appropriate disciplinary action will be taken by the College in any proven instance of harassment.

6.3 All staff have a duty to ensure that any sexual harassment brought to their attention or witnessed by them is addressed as soon as possible in accordance with the College Policy.

6.4 Investigations of complaints will be conducted in a prompt and fair manner and as confidentially as possible.

6.5 No staff member will be disadvantaged as a result of making a complaint.

6.6 The College will take appropriate action if allegations are proved as a result of an investigation.

7. The Affirmative Action program is recognised as embodied in the Mission, Values and Vision of the College

7.1 The Director Staff Services is responsible for overseeing the implementation and monitoring of the Affirmative Action Policy.

7.2 All staff have access and opportunity to provide input and feedback to the Executive on a range of issues including those related to Affirmative Action.

7.3 Specific opportunities are provided for all staff to be consulted on the Affirmative Action Policy by way of the Monte Employees Consultative Committee (MECC).