

The Benefits of Working for Manning Support Services (MSS).



The benefits of working for MSS

MSS strives to be an employer of choice.

Work flexibility is very important at MSS and we provide staff with a range of benefits and conditions to help balance the demands of work and personal life.

The following benefits, programs and services are available to permanent MSS staff.

A great work environment

Our clear mission, vision and a common set of values, combined with a friendly work environment and interesting roles make MSS a great place to work.

Our Mission

To enhance the quality of people's lives by providing services which enable people to live with dignity and respect.

Our Vision

For Communities to be resilient and self-sustaining, where everyone feels connected and empowered to achieve their full potential.

Our Values

- Inclusiveness;
- Integrity;
- Diversity;
- Transparency;
- Dignity and respect;
- Collaboration;
- Professionalism;
- Fiscal Responsibility.

A safe workplace

MSS is committed to a safe workplace with zero injuries to staff, volunteers, contractors and visitors.

We encourage staff to be involved in safety activities and committees. Health and Safety representatives are selected from each business to represent staff interests at regular Health and Safety Committee meetings.

Work arrangements

MSS is a family friendly employer. To help you balance the demands of work and your personal life, you can build flexibility into your work hours, work arrangements and leave. Subject to business requirements and approval by your manager, you may be able to vary your normal working hours. The following types of work arrangements may be available to you:

WEEKLY HOURS	TYPE OF ARRANGEMENT	WORK HOURS EACH DAY
38 hour week	1 rostered day off for every 19 days worked (19 day month)	8 hours
38 hour week	2 rostered days off for every 18 days worked (9 day fortnight)	8 hours 45 minutes

If you usually work part-time, you may be able to arrange flexible working hours, so you can balance your work with other commitments.

Ways we develop our staff

On the job development

Gain knowledge, skills and experience while working in your current role to improve your effectiveness. On the job development provides you with opportunities to practice and expand your skills by exposing you to different tasks and projects.

Training

Training is an important way of gaining new skills. MSS provides all staff member with a training budget each year. Training is to be aligned with your role and

Educational assistance

We encourage you to complete external study programs that help develop your career and our business. You can receive leave for approved study.

Leave

Annual leave

Full-time staff are entitled to four weeks annual leave a year, accumulated on a daily basis. Part-time staff accrue annual leave on a pro-rata basis. Public holidays during a period of annual leave are not counted as annual leave. Staff can save up to 20 days of leave for special purposes.

Other flexible leave arrangements include:

- Annual leave in advance – take up to two weeks annual leave in advance of accrual;
- Packaged additional leave – 'buy' and take up to four weeks additional annual leave;

- Cashing out excess leave – cash out accrued annual leave of over 20 days as a lump sum payment.

Long service leave

Full-time staff receive 2 months (8.67 weeks) paid leave after 10 years of continuous service. Part-time staff receive long service leave on a pro-rata basis. There are also some circumstances where long service leave can be accessed after 5 years. Each case is assessed individually.

Paid shut down leave

MSS is closed from Christmas Day until New Year's Day. In addition to your annual leave, MSS will pay staff additional leave who are usually rostered on during the closure period.

Sick leave

You may take sick leave when you can't perform your duties because of illness or injury. Full-time staff are allowed 10 days sick leave on full pay each year. Part-time staff may take sick leave on a proportional basis. Unused sick leave accrues to the following year.

Carer's leave

You may take carer's leave to care for or support members of your immediate family or household who are ill or injured. Carer's leave entitlements are generally taken from your sick leave balance. You may also be able to use unpaid leave, time off in lieu, rostered days off, annual leave and long service leave.

Compassionate leave

You can take two days of paid compassionate leave when a member of your immediate family or household passes away or suffers a life threatening injury or illness.

Leave without pay

Leave without pay lets you to take time off for personal and professional development, community service, career breaks or to attend to an important personal matter. Each case is assessed on its merits.

Parental leave

MSS recognise the importance of family. Parental leave options include:

- Maternity leave – primary caregivers, who have completed 40 weeks of service immediately before the birth of their child, can take up to 12 months combined paid and unpaid leave.
- Adoption leave – primary caregivers, who have completed 40 weeks of continuous service, can take up to 12 months combined paid and unpaid leave.
- Partner's leave – you can take paid and unpaid leave if your partner is the birthing mother and you have completed 40 weeks of continuous service. You may take other leave, such as recreation and/or long service leave, with or instead of, unpaid parental leave.

Depending on business needs, other flexible work arrangements to help you balance your work and family life include:

- Up to one year extra unpaid parental leave;
- Up to eight weeks unpaid partner's leave from the time the child is born.

Financial benefits

Salary packaging

Salary packaging is available to all staff. You can salary sacrifice a range of items, including motor vehicles, personal/professional education, professional subscriptions, superannuation and other bills. These items are salary packaged through a third party.

Meal and Entertainment cards are also available.

You should consult a professional financial adviser before starting any salary sacrifice arrangement.

Superannuation

You can specify the superannuation fund of your choice. If you don't specify a fund, the default fund is Hesta. You can also boost your superannuation by adding personal contributions.

Other benefits

Wellbeing program

MSS provides a wellbeing program to help staff maintain a healthy lifestyle. Fulltime staff are given an allowance each year to spend on gym memberships, counselling, massaging, sporting registration or sporting equipment. A prorata allowance is available for part time staff.

Personal support and counselling

The Employee Assistance Program (EAP) is available to help you and your immediate family with:

- Work related issues, including dealing with customers family issues;
- Personal concerns;
- Anxiety depression trauma;
- Alcohol and drug issues.

This is a free, independent and confidential counselling service provided by experienced and registered psychologists.

Staff discounts

Staff receive a discount when buying computers and peripherals at the Connecting Up. These discounts will vary from time to time.

Blood donation

MSS is a Red25 member with the Australian Red Cross. Eligible blood donors are able to donate blood during work time.

Recognition

Staff awards

Recognising good performance is important. The Staff Awards Program recognise staff who have gone above and beyond for the organisation, their workmates or the community by improving safety or demonstrating client focus, business excellence and forward thinking.

Long service awards

MSS recognise staff who reach key milestones in length of service. Staff who achieve 5, 10, 15 and 20 years of service receive a gift in recognition of their service.

Want to know more?

To know more about the benefits and programs in this brochure talk to your manager and/or review the relevant policies.

This brochure is a brief guide to the programs, benefits and services for permanent MSS staff. It is not a comprehensive explanation of conditions.

If there is any inconsistency between this document and the relevant policy, the conditions in the policy will apply.

MSS reserves the right to amend any staff programs, benefits and services referred to in this document.