



2.14 Stand Down

Written By

David Morphett - DJMIR

Aim

To provide direction and information to staff and clear guidance in the event of stand down, to ensure the ongoing viability and operation of Bermagui Preschool.

Strategies

In the event of unprecedented and/or rapid change, we have to as employers, react accordingly.

Before standing staff down all other options will be considered:

- Can any staff continue to be employed by working from home?
- Can temporary changes to duties or the hours and days on which staff work be made?
- Can an employee access paid or unpaid leave to delay a stand down process?
- Is it financially viable and available to access any government financial support?

Check current employment agreements, provisions, policy or procedure regarding stand down.

- Make sure that you comply with any of those provisions, if any, or in the absence of such provisions the provisions of the Fair Work Act and applicable Awards will apply.

Be able to demonstrate that there has been a stoppage of work that you, as the employer, cannot reasonably be held responsible for.

Confirm there is no other useful work that the employee can do (which may not be limited to the work an employee usually performs or at the same location)

Talk to the affected employees

- Discuss the circumstances the service is in with the affected employees and find out how they will be impacted by changes in hours or stand down.
- You have an obligation to try and minimise the impact on your staff as much as you can while maintaining your service as viable.

Procedure

Ongoing work at our service is determined by our operational needs and like all businesses, we are influenced by many known, seasonal and operational factors including public holidays, competition and the reputation of our service however, our service could at any time, be impacted by unforeseen circumstances, outside our control, that result in a significant impact to our financial viability and/or our capacity to provide approved education and care.

If such a situation occurs where, we are unable to:

- continue to usefully employ you in your usual classification of work, or
- redeploy you to some other position or activities within our service for which you have the necessary skills and training,

we reserve the right to stand you down from your employment without pay until further notice.

During any stand down period:

- You will be treated for all purposes (other than payment of wages) as having continuity of service and will continue to accumulate entitlements based on the hours you worked before your stand down came into effect.
- Subject to you available credit, you may take paid annual leave during your stand down period.
- Any national or regionally applicable public holiday that falls on a day that you would usually have worked but for the stand down will be paid.
- You may take on other temporary work if you wish or resign from your employment.
- Subject to operational needs, we may recall you to some or all of the hours of work you performed prior to the stand down. Refusal of any such shifts without a valid reason may lead to the termination of your employment.

Relevant Documentation

Links to other policies

- 7.22 Notice of Stand Down

Date Adopted:

June 2024

Review Date:

June 2027