

Title	Policy on Full Time Employment		
Effective date	July 2019	Last revision	July 2019
Organisation	Song Saa Foundation		
Authorised by	Melita Hunter, Executive Director		

Purpose

The Song Saa Foundation is committed to providing full-time employment as the primary basis of its workforce.

Policy statement

Full-time employees, defined as those working 35 hours a week or more, are eligible for all benefit programs and plans. Part-time employees, defined as those working less than 35 hours a week are eligible for pro-rated sick time, vacation days, and holiday pay.

Full-time employees are expected to average a 40-hour work week, but can set reasonable hours that work for that individual, provided work is acceptable. The Song Saa Foundation considers collaboration to be an important part of working life and encourages employees to consider this when planning their weekly working hours.

While the Song Saa Foundation respects the personal time of its employees and strives to maintain regular working hours, overtime may periodically be required. This overtime will be offered as fully paid 'time off in lieu'. Salaried employees are expected to perform their role at the Song Saa Foundation within their weekly salaried hours. While overtime may be required, additional compensation will not be paid. If workload allows, a salaried employee is encouraged to take reasonable time off immediately following a period of extensive overtime. This time is not intended to be taken hour for hour.

The Song Saa Foundation always attempts to recruit full-time employees over contracted consultants, part-time employees, or temporary staff, wherever possible. Consultants, or equivalent, will be used in times of need.