

Payment Policy for Bi-cultural Workers

Cohealth Bi-cultural workers are paid under the Social, Community, Home Care and Disability Services Industry Award (COMM DEV WKR CL1 YR3)

External agencies will be charged a rate of \$65 per hour. This rate covers bi-cultural workers wage and cohealth onboarding HR costs.

Minimum hours

Bi-cultural workers are paid a minimum of 3 hours for work conducted.

The 3-hour minimum is a condition of the Social, Community, Home Care and Disability Services Industry Award that bi-cultural workers are employed under.

- If a meeting is for 1 hour = 3-hour payment
- If a meeting is for 2 hours = 3-hour payment
- If a meeting is for 3 or more hours = actual time (+1 hour for travel, if relevant)

*Additional travel payment can be arranged if out of urban area.

**Reimbursement for petrol can also be negotiated in some circumstances

Reimbursements

Receipts must be kept for any project related expenses that bi-cultural workers incur and submitted with a staff reimbursement form attached.

Cancellation Policy

If scheduled work is cancelled with less than 24 hours' notice, bi-cultural workers are still entitled to claim for the full amount

Penalty Rates

Bi-cultural workers receive penalty rates on weekends. Saturday is paid at 1.5 x and Sunday 2x their normal hourly rate.

Paid preparation

If a bi-cultural worker is required prepare for their work this time must be paid (Preparation time can be grouped with other work to account for 3 hr minimum)

Training, induction and supervision

Induction, training and supervision including familiarising oneself with organisational policy or procedure should be paid according to time spent and is the responsibility of the employer.

Processing payments

We request employers complete a 'Bi-cultural Worker Payment Form' fortnightly. Completed forms should be emailed to jasmine.phillips@cohealth.org.au Please Cc Bi-cultural worker employed and return in a timely manner for approval and processing.

Thank you for engaging cohealth bi-cultural workers. We look forward to receiving your feedback about the experience!