

Vivir Perks – Terms and Conditions

Relocation Allowance

Between \$1500 and \$5000 is available for permanent clinicians if they are willing to relocate to fill a vacant position with Vivir.

Eligibility:

- The relocation allowance is only available for permanent employees (full time and part time)
- For new employees, the conditions of the allowance must be negotiated with the recruitment business partner at the time of the offer of employment
- For existing clinicians, the operations manager must approve the conditions of the relocation allowance

Type	Amount
New Grad relocation	Up to \$5000
Rural relocation	Up to \$5000
Standard relocation	Up to \$1500

Allowance Payment:

The costs will be covered via Serko up to the amount previously confirmed. All moving related expenses can be covered by this (e.g. temporary accommodation, truck hire etc). All receipts must be maintained and submitted with the Serko claim.

Vivir Professional Development Reimbursement

Vivir Healthcare encourages the ongoing professional development (PD) activities of our allied health clinicians to ensure engagement in continuous improvement and in gaining knowledge in line with clinical trends and customer requirements.

Vivir Healthcare encourages interest in external PD courses which are relevant as below:

- Current consumer population we treat: aged care and/or adults with a disability
- Current service delivery streams: Residential, Community, Disability, Telehealth

An external professional development (PD) course is defined as any PD training outside of the direct training/learning/development that a clinician receives through Vivir Healthcare.

How it works

If a clinician is interested in attending/completing an external PD course, the clinician will review this reimbursement agreement, complete this form and send this to Jean Tung (jean@vivir.com.au), Vivir's Education and Development Leader, and cc clinical@vivir.com.au for approval of reimbursement.

Discussion related to reimbursement approval is discussed within the Clinical Services/Support Team including but not limited to the Clinical Support Manager and relevant Clinical Supervisor/s.

Approval of reimbursement is also dependent on multiple factors, including but not limited to:

- Cost of course
- Clinician work status with Vivir – Full time/part time/casual/contractor
- Relevance of course to current client population and service streams

- If there are existing resources already available on the same/very similar topic
- How the PD request helps meet the clinician's learning and development goals
- Translation of PD knowledge from the course and sharing with the wider Vivir clinical workforce in the form of: resource document, presentation, case study, webinar, process/workflow etc.
- Current and previous feedback from other Vivir Support Office teams in relation to clinician time management, communication, and reliability

Terms and Conditions

- Clinicians will be required to repay 100% of the last 12 months' external Professional Development course reimbursement if they:
 - Resign from or leave Vivir Healthcare for any reason including termination, during the course or within one (1) year after completing the most recently approved course.
- Time taken to attend the external PD course is to be taken off as Annual Leave for clinicians or completed outside of scheduled Vivir working hours. In exceptional circumstances, there may be opportunity for paid study leave time approved, however, this is upon discretion by the Clinical Support Team on a case-by-case basis.
- Limited registration courses for exam preparation are not considered as external professional development courses and cannot be submitted as part of the application process.
- The PD resource/format must be completed to an acceptable and high professional standard as guided by the Clinical Support Team. The Clinical Support Team is available to provide support and feedback as required to help the clinician to achieve this.
- The agreed format of PD is to be available ideally **within 4 weeks** of the course completion date.
- The PD is to be completed outside of usual, scheduled Vivir work hours and is unpaid time.
- Reimbursement of the approved PD course may not occur until the PD format is completed/received at the appropriate standard and timeline.
- Reimbursement can only be claimed if an email confirmation of approval and reimbursement approval is available in writing.
- The Agreement below must be signed by the Clinician and by the Vivir Support Office Team Member confirming the approval for reimbursement.

Reimbursement Process

- Upon confirmation of reimbursement following completion of a PD resource/format or when written email communication has been received for reimbursement to be actioned, please submit your tax invoice and ensure that the GST component is entered separately into [FastTrack360](#) platform.
- Please click [here](#) for an Expense Management FAQ Guide for further reference.

Reward and Recognition Award Program

Vivir's 'Clinical Reward and Recognition Program' recognises and rewards our people for positive behaviour, effort or achievement.

The program will:

- provide our clinicians with feedback and recognition
- promote consistent positive behaviours, effort and achievement
- symbolise what we value and what is important
- inform and educate regarding our standards and expectations
- put our values, purpose and standards at the front of people's minds

- generate a positive culture of achievement, success, feedback, recognition, celebration and gratitude as we highlight 'people doing it right'

Nomination Process

- You can nominate any current Vivir clinician by going to [Vivir Reward and Recognition](#) – our online platform that rewards our people.
- If you wish to nominate multiple people, please submit one nomination form per clinician.
- Each month, the Vivir support office team will vote to select 3 winners out of all nominations received for the month.
 - If a clinician received multiple nominations this will be considered when choosing the overall winners
 - The winners and details of their nomination will be shared via the Reward and Recognition platform and via email.
 - The monthly winners will receive a gift card worth \$30 and go in the running for the 'Clinician of the Quarter' award.
- Each quarter a 'Clinician of the Quarter' will be selected out of the 9 monthly award winners by the support office team. The quarterly winner will receive a gift voucher to the value of \$150 and will be featured in a post on Vivir's Facebook and LinkedIn pages highlighting their achievements.
 - The 'Clinician of the Quarter' will be announced via email, the Reward and Recognition Platform and Facebook page.
- At the end of the year the yearly clinician award will be decided out of the 4 quarterly winners. The winner will receive a \$300 reward and will be featured in a blog post on our social media channels.

Nomination and Selection Criteria

Demonstrating a core Vivir Value:

- **Make Their Day**
 - i.e. Evidence of Making the day of a resident/service user.
- **Even Better Tomorrow**
 - i.e. initiatives that have been implemented to improve the services provided/client's experience
- **Stronger Together**
 - i.e. demonstration of working collaboratively with all people involved in the care of their clients/residents as well as the Vivir team
- **Say it Do it**

Refer a Friend Rewards

This procedure applies to all current and employed team members.

Definitions

- **Current employee:** employed by Vivir Healthcare as permanent staff member at the time of the referee successfully completing the probation period.
- **Casual staff:** staff members who are employed by the hour and paid a rate on an hourly basis that includes a loading related to award-based benefits for which a casual employee is not eligible.

- **Seasonal:** The seasonal period refers to the Easter break, Winter break and Christmas period; dates for these are released by the Scheduling team.

Eligibility

- The referral bonus scheme applies casual, fixed-term, independent contractors and all permanent staff.
- To be eligible for the referral bonus scheme, you must be a current employee at the time of the referral.
- The referred candidate must successfully complete their probationary period at which the referee must also still be a current employee of the business.

Employment Type	Total Hours	Referrer	Amount
Permanent	500 hours	Clinician	\$1000
Permanent	500 hours	Clinical Lead/Supervisor (CL/CS)/Operations Manager	\$500
Permanent	500 hours	Support office team member	\$1500
Seasonal (Casual)	150 hours	Clinician/CL/CS/Operations Manager	\$200

Referral Bonus Process

- **Clinician sends referral details to recruitment team**
 - Direct referrals to the recruitment team (application@vivir.com.au).
 - Information required in an email to the recruitment team include:
 - up-to date CV
 - full name
 - contact details
 - availability
- **Receipt of Referral**
 - Acknowledge referral emails within 24 hours of being received into the recruitment inbox.
- **Recruitment process**
 - Should there be a suitable vacant position, a Recruitment Business Partner will engage with the referred candidate.
- **Confirmation**
 - Once the decision to hire the candidate has been confirmed the clinician will be informed within 24h of the outcome.
- **Payment**
 - Once all criteria to receive the bonus has been met, the clinician will receive their referral payments as part of their fortnightly pay.