



DECISION

Fair Work Act 2009
s.185—Enterprise agreement

St Leonard's College Limited T/A St Leonard's College
(AG2016/7774)

ST LEONARD'S COLLEGE AGREEMENT 2017

Educational services

DEPUTY PRESIDENT DEAN

SYDNEY, 2 MARCH 2017

Application for approval of the St Leonard's College Agreement 2017.

[1] An application has been made for approval of an enterprise agreement known as the *St Leonard's College Agreement 2017* (the Agreement). The application was made pursuant to s.185 of the *Fair Work Act 2009* (the Act). It has been made by St Leonard's College Limited t/a St Leonard's College. The agreement is a single enterprise agreement.

[2] On the basis of the material contained in the application and accompanying statutory declaration, I am satisfied that each of the requirements of ss.186, 187 and 188 as are relevant to this application for approval have been met.

[3] The Independent Education Union of Australia being a bargaining representative for the Agreement, has given notice under s.183 of the Act that it wants the Agreement to cover it. In accordance with s.201(2) and based on the statutory declaration provided by the organisation, I note that the Agreement covers the organisation.

[4] The Agreement is approved and, in accordance with s.54, will operate from 9 March 2017. The nominal expiry date of the Agreement is 31 January 2020.



DEPUTY PRESIDENT

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<Price code J, AE423503 PR590635>



Part 1: Application and Operation of Agreement

1. Title

This Agreement is to be known as the St Leonard's College Agreement 2017 (the Agreement) and is a single enterprise agreement made pursuant to the *Fair Work Act 2009 (Cth)*

2. Arrangement (contents)

This Agreement is arranged as follows.

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3. Commencement Date and Period of Operation

- 3.1 Where the Agreement passes the Better Off Overall Test, the Agreement will be operative from the seventh day after the date specified in the notice issued from the Fair Work Commission.
- 3.2 The nominal expiry date of the Agreement is 31 January 2020.

4. Parties Bound

This Agreement binds:

- a) The Employer; and
- b) All Employees of the Employer, except for the Principal

5. Relationship to Awards

This Agreement fully excludes all Award conditions.



6. Definitions

Act	means the <i>Fair Work Act 2009</i> (Cth) or its successor
Attendance Time	means all days of the School Year less the Non-Attendance Time and the period of annual leave.
Awards	means the following: <ul style="list-style-type: none"> • <i>Educational Services (Teachers) Award 2010</i> • <i>Educational Services (Schools) General Staff Award 2010</i> or their successor(s)
Casual Employee	means an Employee employed pursuant to clause 8.9 of this Agreement.
College	means St Leonard's College ABN 52 006 106 556.
the Commission	means the Fair Work Commission
the Committee	means the Consultative Committee pursuant to clause 36 of this Agreement.
General Staff	means those Employees not employed as Teachers.
ELC	means Early Learning Centre where the Early Childhood Program takes place.
Early Childhood Program	means College program for three-, four- and five-year old children but does not include the Prep Year or child care.
Early Childhood Teacher	means a person (other than a director, by whatever name called, of an early childhood centre, by whatever name called) who is employed to teach children in the Early Childhood Program.
Employee	means a person covered by this Agreement.
Employer	means St Leonard's College ABN 52 006 106 556.
Fixed-Term Employee	means an Employee employed pursuant to clause 8.8 of this Agreement.
Full-Time Employee	means an Employee employed pursuant to clause 8.4 of this Agreement.
General Staff Employee	means an Employee of the College who is not engaged as a Teacher.
Immediate Family	means <ul style="list-style-type: none"> • spouse (including former spouse, a de facto spouse and a former de facto spouse) of the Employee. A de facto spouse means a person who, although not legally married to the Employee, lives with the Employee in a relationship as a couple on a genuine domestic basis (whether the Employee and the person are of the same sex or different sexes). • child or an adult child (including an adopted child, a step child or an ex-nuptial child), a parent, a grandparent, grandchild or sibling of the Employee or spouse of the Employee.
LSL Act	means the <i>Long Service Leave Act 1992</i> (Vic) or its successor.
NES	means National Employment Standards.



St Leonard's College Agreement 2017

Non-Attendance Time	means a period of time that will be announced in advance of the new School Year and will not be less than the School Holidays mandated by the Victorian government for Victorian government teachers (less 4 week's annual leave).
Part-Time Employee	means an Employee employed pursuant to clauses 8.5, 8.6 and 8.7 of this Agreement.
Principal	means the Principal of St Leonard's College or his/her nominee.
Registered Health Practitioner	Means a person registered under the <i>Health Practitioners Regulation National Law (Victoria) Act 2009 (Vic)</i> .
School Year	means the twelve months from the day that Employees are required to attend the School for the new educational year.
Shutdown	means any day(s) as designated by the College when the business or part of the business is closed.
Teacher	means a person who holds Full or Provisional Registration granted by the Victorian Institute of Teaching pursuant to Division 3 of Part 2.6 of Chapter 2 of the <i>Education and Training Reform Act 2006 (Vic.)</i> and is employed to teach. This definition includes a qualified teacher librarian but does not include a person employed as a Principal by whatever name called.
Teachers Award	means the <i>Educational Services (Teachers) Award 2010</i> or its successor.
Term Time	means a General Staff Employee who is only required to perform work during Attendance Time.



Part 2: Conditions of Employment for all Employees covered by the Agreement

7. Dispute Settling

7.1 If a dispute relates to:

- (a) a matter arising under the agreement; or
- (b) the NES;

this term sets out procedures to settle the dispute.

7.2 An Employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this term.

7.3 In the first instance, the parties to the dispute must try to resolve the dispute at the workplace level, by discussions between the Employee or Employees and relevant supervisors and/or management.

7.4 If discussions at the workplace level do not resolve the dispute, a party to the dispute may refer the matter to the Commission.

7.5 The Commission may deal with the dispute in two stages:

- (a) the Commission will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and
- (b) the Commission is unable to resolve the dispute at the first stage, the Commission may then:
 - (i) arbitrate the dispute; and
 - (ii) make a determination that is binding on the parties.

Note If the Commission arbitrates the dispute, it may also use the powers that are available to it under the Act.

A decision that the Commission makes when arbitrating a dispute is a decision for the purpose of Div 3 of Part 5.1 of the Act. Therefore, an appeal may be made against the decision.

7.6 While the parties are trying to resolve the dispute using the procedures in this term:

- (a) an Employee must continue to perform his or her work as he or she would normally unless he or she has a reasonable concern about an imminent risk to his or her health or safety; and
- (b) an Employee must comply with a direction given by the employer to perform other available work at the same workplace, or at another workplace, unless:
 - (i) the work is not safe; or
 - (ii) applicable occupational health and safety legislation would not permit the work to be performed; or
 - (iii) the work is not appropriate for the Employee to perform; or
 - (iv) there are other reasonable grounds for the Employee to refuse to comply with the direction.

7.7 The parties to the dispute agree to be bound by a decision made by the Commission in accordance with this term.



8. Modes of Employment

- 8.1 The Employer may employ an Employee as a Full-Time, Part-Time, Fixed-Term or Casual Employee.
- 8.2 A Full-Time, Part-Time or Fixed-Term Employee may be employed with four weeks annual leave or non-attendance time as specified in the Schedules to this Agreement and in an Employee's letter of offer or amendment to that letter of offer.
- 8.3 The Employer may direct an Employee to perform such duties as are within the limits of the Employee's skill, competence and training.

8.4 Full-Time Employees

The Employer may engage an Employee on a full-time basis in accordance with this Agreement.

Part-Time Employee

8.5 All Part-Time Employees

- 8.5.1 A Part-Time Employee is entitled to receive all entitlements under this Agreement on a pro rata basis, with the exception of clause 20 – Fee Discount.
- 8.5.2 Variation of part time hours may occur due to changing operational or educational needs. The employer may, in the first instance, reduce the part-time Employees load by 25% or less. If the reduction is more than 25% in any three year period clause 26 Redundancy will apply and the Employee may choose redundancy. Discussion will be held in regard to any variation of part time hours sought by the Employer or Employee. If there is no agreement for a reduced time fraction then 7 weeks' notice in writing will be provided and income maintained for these 7 weeks.
- 8.5.3 A Part-Time Employee will be required to attend staff conference days at the start of Terms 1 and 3 and the end of term 4 and College organised professional learning on a pro-rata basis and as agreed.
- 8.5.4 For all hours worked in addition to the Employee's time fraction or where attendance is required in accordance with this Agreement, the Employee will be paid the hourly rate specified in the relevant salary schedule. The specified hourly rate includes a loading in lieu of all paid leave entitlements on the additional hours worked.
- 8.5.5 If a Part-Time Employee joins students for camps or trips with an overnight component the Part-Time Employee will be paid a full time equivalent salary for the period of the camp or trip.

8.6 Part-Time Teachers

- 8.6.1 The Employer will set out in writing a Part-Time Teacher's time fraction upon the engagement of the Teacher, and at any other time when a variation occurs.
- 8.6.2 A Part-Time Teacher is required to undertake a proportionate number of other duties normally expected of Full-Time Teachers, including but not limited to yard duty and involvement in co-curricular activities. Attendance at House Music, Community Day and relevant Speech Night is expected of all Teachers.



- 8.6.3 Attendance at scheduled meetings which fall on a day during which a Part-Time Teacher has no scheduled classes is not expected. However, the Teacher should tender an apology to the convenor prior to the meeting, and if minutes of the meeting are not immediately available, it is expected that the Teacher will obtain information that has been missed by approaching the convenor at the earliest opportunity.
- 8.6.4 The College will attempt to accommodate the requests of Part-Time Teachers with regard to minimising scheduled teaching days off. However, the needs of the students and section/department must take priority.

8.7 Part-Time General Staff

- 8.7.1 The Employer will set out in writing a Part-Time General Staff Employee's hours of work upon the engagement of the General Staff Employee, and at any other time when a variation occurs.
- 8.7.2 A General Staff Employee engaged on a Part-Time basis is entitled to a pro-rata amount of the appropriate full-time salary for the Employee's classification based on specified hours.
- 8.7.3 The pro rata weekly salary is calculated using the following formula:

$$\frac{\text{Total hours employed per week}}{38} \times \text{applicable full time salary}$$

8.8 Fixed-Term Employee

- 8.8.1 The Employer may employ an Employee to work for a fixed period of time to replace another Employee or to work for a specified period of time or to complete a task for which funding has been made available or which is for a limited period of operation.
- 8.8.2 A Fixed-Term Employee is entitled to the benefits of this Agreement on a pro rata basis, excluding clauses.16.2, 16.3, 16.4, 20 and 26.
- 8.8.3 Before employing a Fixed-Term Employee on a replacement basis, the Employer will inform the Fixed-Term Employee of:
- The temporary nature of the employment;
 - The benefits which are applicable under this Agreement;
 - The date of termination of employment, except where the fixed term nature of the employment is based upon the completion of a specified project or task
 - The rights of any Employee being replaced.
- 8.8.4 The termination of employment of a Fixed-Term Employee will be by the expiry of the period of employment or in accordance with the appropriate notice of termination provisions in clause 22.

8.9 Casual Employee

- 8.9.1 The Employer may employ an Employee to work on a casual basis.
- 8.9.2 A Casual Employee is one who is engaged in relieving work or work of a casual nature



- 8.9.3 A Casual Employee is entitled to the appropriate hourly rate specified in the relevant schedule. This rate includes a loading in lieu of paid leave entitlements.
- 8.9.4 The Employer must not engage a Casual General Staff Employee for less than 2 hours on any given engagement.
- 8.9.5 A General Staff Employee employed on a casual basis is entitled to be paid to the nearest 15 minutes.
- 8.9.6 A Casual Teacher will not be engaged for more than 30 consecutive school days in any one engagement. A Casual General Staff Employee will not be engaged for more than two school terms in any one engagement.
- 8.9.7 A Casual General Staff Employee will be paid an hourly rate of 1/38th of the weekly rate for the Employee's classification, plus a 25% loading.
- 8.9.8 A Casual Employee is not entitled to any of the following benefits under this Agreement:
- accident make-up pay
 - annual leave
 - non-attendance time
 - paid parental leave / childcare entitlement
 - due process
 - fee discount
 - leave loading
 - notice of termination of employment
 - paid compassionate leave
 - paid personal/carer's leave
 - redundancy
 - remuneration packaging
- 8.9.9 A Casual Employee is entitled to unpaid carer's leave, unpaid parental leave and long service, where eligible.

9. Letter of Employment & Statement of Service

- 9.1 Upon engagement, the Employer will provide an Employee with a letter of appointment. The letter of appointment will include details of position, full time equivalent, hours of work, salary and level as applicable
- 9.2 Upon termination of employment, if requested, the Employer will provide the Employee with a statement of service specifying the period of employment, the classification of or type of work performed, and any additional responsibilities or duties undertaken.



10. Introduction of Major Change

10.1 This clause applies if the Employer:

- 10.1.1 has made a definite decision to introduce a major change to production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on the Employees; or
- 10.1.2 proposes to introduce a change to the regular roster or ordinary hours of work of Employees.

Major Change

10.2 For a major change referred to in clause 10.1.1:

- (a) the Employer must notify the relevant Employees of the decision to introduce the major change; and
- (b) clauses 10.3 to 10.9 apply.

10.3 The relevant Employees may appoint a Representative for the purposes of the procedures in this term.

10.4 If:

- 10.4.1 a relevant Employee appoints, or relevant Employees appoint, a Representative for the purposes of consultation; and
- 10.4.2 the Employee or Employees advise the Employer of the identity of the Representative; the Employer must recognise the Representative.

10.5 As soon as practicable after making its decision, the Employer must:

10.5.1 discuss with the relevant employees:

- (i) the introduction of the change; and
- (ii) the effect the change is likely to have on the Employees; and
- (iii) measures the Employer is taking to avert or mitigate the adverse effect of the change on the Employees; and

10.5.2 for the purposes of the discussion—provide, in writing, to the relevant Employees:

- (i) all relevant information about the change including the nature of the change proposed; and
- (ii) information about the expected effects of the change on the Employees; and
- (iii) any other matters likely to affect the Employees.

10.6 However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees.

10.7 The Employer must give prompt and genuine consideration to matters raised about the major change by the relevant Employees.

10.8 If a clause in this Agreement provides for a major change to production, program, organisation, structure or technology in relation to the enterprise of the Employer, the requirements set out in clause 10.2(a) and clauses 10.3 and 10.5 are taken not to apply.



- 10.9 In this clause, a major change is likely to have a significant effect on employees if it results in:
- 10.9.1 the termination of the employment of Employees; or
 - 10.9.2 major change to the composition, operation or size of the Employer's workforce or to the skills required of Employees; or
 - 10.9.3 the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
 - 10.9.4 the alteration of hours of work; or
 - 10.9.5 the need to retrain Employees; or
 - 10.9.6 the need to relocate Employees to another workplace; or
 - 10.9.7 the restructuring of jobs.

Change to regular roster or ordinary hours of work

- 10.10 For a change referred to in clause 10.1.2:
- 10.10.1 the Employer must notify the relevant Employees of the proposed change; and
 - 10.10.2 clauses 10.11 to 10.15 apply.
- 10.11 The relevant Employees may appoint a Representative for the purposes of the procedures in this clause.
- 10.12 If:
- 10.12.1 a relevant Employee appoints, or relevant Employees appoint, a Representative for the purposes of consultation; and
 - 10.12.2 the Employee or Employees advise the Employer of the identity of the Representative; the Employer must recognise the Representative.
- 10.13 As soon as practical after proposing the change, the Employer must:
- 10.13.1 discuss with the relevant Employees the introduction of the change; and
 - 10.13.2 for the purposes of the discussion—provide to the relevant Employees:
 - (i) information about the proposed change (for example, information about the nature of the change to the Employee's regular roster or ordinary hours of work and when that change is proposed to commence); and
 - (ii) information about what the Employer reasonably believes will be the effects of the change on the Employees; and
 - (iii) information about any other matters that the Employer reasonably believes are likely to affect the Employees; and
 - 10.13.3 invite the relevant Employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).
- 10.14 However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees.
- 10.15 The Employer must give prompt and genuine consideration to matters raised about the change by the relevant Employees.
- 10.16 For the purposes of clauses 10.11 to 10.15, the Employer's educational timetable in respect of academic classes and student activities, which:
- 10.16.1 may operate on a term, semester or a School Year basis, and



10.16.2 ordinarily changes between one period of operation and the next, and

10.16.3 may change during the period of operation

is not a regular roster.

- 10.17 However, where a change to the Employer's educational timetable directly results in a change to the number of ordinary hours of work of an Employee, or to the spread of hours over which the Employee's ordinary hours are required to be worked, or to the days which the Employee is required to work, clauses 10.11 to 10.15 will apply.

In this clause: relevant Employees means the Employees who may be affected by a change referred to in clause 10.1.

11. Remuneration Packaging

11.1 Upon receiving a written request for a remuneration packaging arrangement from the Employee and provided there is no additional cost to the Employer, the Employer is prepared to offer the Employee the opportunity to receive part of the Employee's remuneration in the form of non-cash benefits in line with College policy, legislation and Australian Taxation Office rulings until otherwise advised.

11.2 Any arrangement between the Employer and the Employee in relation to remuneration packaging will be entered into by way of a subsidiary agreement varying the Employee's conditions of employment.

12. Superannuation

The Employer will make an Employer superannuation contribution in accordance with the Superannuation Guarantee legislation, to a complying superannuation fund nominated by the Employee. Should the Employee not nominate a complying superannuation fund for this purpose, the contribution will be made to Non-Government Schools Superannuation (NGS)

13. Payment Arrangements

An Employee's salary will be paid by credit transfer to the Employee's nominated financial institution account on a monthly basis. Casual Employees will be paid by credit transfer on a fortnightly basis.

14. Personal/carer's Leave

14.1 Entitlement

Personal/carer's leave is in accordance with NES as amended from time to time, except where ancillary terms are provided for in this Agreement.

14.1.1 Paid personal/carer's leave is available to an Employee when the Employee is absent due to personal illness or injury, or for the purposes of caring for an Immediate Family or household member who is sick and requires the Employee's care and support or who requires care or support due to an unexpected emergency.

14.1.2 A Full-Time Employee is entitled to 15 days of paid personal/carer's leave in each year of service. A Part-Time Employee is entitled to paid personal/carer's leave on a pro rata basis based on the Employee's specified hours.

14.1.3 The amount of personal/carer's leave an Employee may take depends on how long the Employee has worked for the Employer and accrues as follows:



- (i) in the first year of service, six days during the first term worked and thereafter, an additional three days at the commencement of each subsequent school term; and
- (ii) in the second and each subsequent year of service, 15 days at the commencement of that year.

14.1.4 An Employee must, as soon as reasonably practicable and preferably before or during the ordinary hours of the first day of such absence, inform the Employer of the Employee's inability to attend for duty because of personal illness or injury and if possible state the estimated duration of the absence,

14.1.5 An Employee accessing carer's leave must provide:

- (i) the name of the person requiring care or support;
- (ii) the persons' relationship to the Employee;
- (iii) the reasons for taking such leave; and
- (iv) the estimated length of absence.

14.2 Evidence supporting claim

An Employee is entitled to leave provided that:

- 14.2.1 the Employee produces a medical certificate from a Registered Health Practitioner or statutory declaration to the Employer for any absence of more than two consecutive days; or
- 14.2.2 if requested by the Employer, the Employee provides a medical certificate from a Registered Health Practitioner or a statutory declaration to the Employer for any absence continuous with Non-Attendance Time, annual leave, leave without pay, long service leave or a public holiday to which the Employee is entitled and which would not otherwise require the production of a certificate; or
- 14.2.3 if requested by the Employer, the Employee produces a medical certificate from a Registered Health Practitioner or a statutory declaration to the Employer where the number of days of paid personal leave already taken without the production of a medical certificate or statutory declaration to the Employer exceeds five days in the one year.
- 14.2.4 for carer's leave, if requested by the Employer provide a medical certificate from a Registered Health Practitioner or a statutory declaration attesting to the illness or injury of the Immediate family member or household, and confirming that person required care or support.

14.3 Discretionary leave

- 14.3.1 A full-time Employee is entitled to five days discretionary leave per year to be taken from an Employee's personal/carer's leave entitlement.
- 14.3.2 Discretionary leave is approved at the complete discretion of the Principal.
- 14.3.3 Whilst an Employee's entitlement to personal/carer's leave accrues each year, an Employee cannot request more than five days discretionary leave per year.
- 14.4.4 A part-time Employee will be entitled to five days discretionary leave per year provided that the Employee will have accrued the required amount of personal/carer's leave under the NES per year when taking their discretionary leave. In the event that an



Employee taking five days discretionary leave will result in the Employee not accruing the required personal leave entitlement under the NES, the Employee will be entitled to access 20% of their personal leave entitlement as discretionary leave, to be approved at the discretion of the Principal.

14.4 Illness whilst on long service leave

Subject to The Employee's Application (stated below), an Employee, who becomes ill or suffers an injury during long service leave and has an entitlement to personal/carer's leave, may apply to the Principal for the period of illness or injury to be treated as personal leave, with long service leave recredited to the Employee.

The Employee's Application:

- (i) must be in writing and received by the Employer during the period of illness or injury;
- (ii) must be accompanied by a medical certificate from a registered health practitioner or a statutory declaration attesting to the illness or injury and the duration of that illness or injury; and
- (iii) must indicate whether the Employee wishes to extend the long service leave by the period of the illness or injury or whether the Employee will return from long service leave as planned with the period of illness or injury increasing the Employee's accrued long service leave entitlement.

14.5 Unpaid Carer's Leave

14.5.1 Where an Employee has exhausted all paid personal/carer's leave entitlements, the Employee is entitled to a period of up to two days unpaid carer's leave for each occasion to care for members of the Employee's Immediate Family or household who are ill or injured and require care or support or who require care due to an unexpected emergency.

14.5.2 This leave may be taken in a single, unbroken period of up to two days or any separate periods to which the Employee and the Employer agree.

14.5.3 The Employer will consider any further requests for unpaid carer's leave on a case by case basis.

14.5.4 The Employee is only entitled to unpaid carer's leave if the Employee has complied with the notice and documentation requirements in this clause

14.6 Compassionate Leave

Compassionate leave is in accordance with the NES as amended from time to time, except where ancillary terms are provided for in this Agreement.

14.6.1 An Employee may take, an additional non-accruable, three days' paid leave per occasion when a member of the Employee's Immediate Family or household dies, and two days' paid leave per occasion when the Employee's Immediate Family or household member contracts or develops a personal injury or illness that poses a serious threat to life.

14.6.2 Compassionate leave may be taken in a single unbroken period or separate periods of one day or as agreed by the Employer and the Employee.



15. Voluntary Emergency Management Activity Leave

The Employer will provide an Employee with up to three days of paid leave per annum (non-cumulative) where the Employee is engaged in a voluntary emergency management activity, provided:

- (i) the activity is undertaken during a day on which the Employee would otherwise be at work;
- (ii) the Employee satisfies the notice and evidence requirements specified in the NES; and
- (iii) the Employee is not in receipt of payment of any kind from the recognised emergency management body.

16. Parental Leave

Parental leave is in accordance with the NES as amended from time to time, except where ancillary terms are provided for in this Agreement.

16.1 Unpaid Entitlement

- 16.1.1. After twelve months' continuous service, and subject to clause 16.1.3, an Employee is entitled to a total of 36 months unpaid parental leave in relation to the birth or adoption of a child in order to be the primary care giver of the child.
- 16.1.2 If the College employs both parents of the child, the entitlement to 36 months unpaid parental leave is to be shared between the couple.
- 16.1.3 If an Employee is accessing more than 24 months of parental leave, the Employee is required to provide a full terms notice of the intent to extend their leave, and the Employee must return to work at the commencement of term 1 or 3.

16.2 Paid Entitlement

- 16.2.1 An eligible Employee is entitled to paid parental leave or the childcare option provided in clause 16.3, not both.
- 16.2.2 An Employee entitled to parental leave under the NES, who will be the primary carer of a child and with at least 12 months but less than 18 months of continuous service as at the expected or actual due date or placement of the child, is entitled to one month paid parental leave payable on commencement of leave at the rate of pay and fraction before taking the leave. Acceptance of this entitlement makes that person ineligible for the Childcare Option under clause 16.3. Thirty (30) days' notice of the intent to take up the paid primary care giver leave option is required.
- 16.2.3 An Employee entitled to parental leave under the NES who will be the primary carer of a child and with at least 18 months of continuous service as at the expected or actual due date or placement of the child, is entitled to 14 weeks paid parental leave payable on commencement of leave at the rate of pay and fraction before taking the leave.
- 16.2.4 An Employee that takes paid parental leave in accordance with clauses 16.2.2 and 16.2.3 is ineligible for the Childcare Option under clause 16.3. Thirty (30) days' notice of the intent to take up the paid primary care giver leave option is required.
- 16.2.5 In order to be entitled to a second and subsequent period of paid parental leave, an Employee must have had at least 12 months continuous service since returning to work after any previous parental leave.



16.3 Childcare Option

- 16.3.1 This clause applies to an Employee who was entitled to parental leave under the NES and did not access paid parental leave in accordance with clause 16.2.
- 16.3.2 Subject to clause 16.3.1, an Employee who has primary care of a child and who has returned to work on a full-time basis is entitled to be subsidised for the cost of childcare by a registered provider of 25%, up to a maximum of \$4000 per annum, increased in line with allowance increases, until the child is of school age.
- 16.3.3 A Part-Time Employee is entitled to the benefit in clause 16.3.2 on a pro rata basis.
- 16.3.4 In order to be entitled to a second or subsequent subsidy under this clause, an Employee must have returned to work at the College for a period of 12 months.
- 16.3.5 Any change in taxation legislation which increases the Employer's liability for taxation in relation to the benefits in this clause will result in an immediate reduction in the benefit to the extent necessary to reduce to zero the total change in cost to the Employer of providing this benefit.

16.4 Paid Non-Primary Carer Leave

- 16.4.1 An Employee with 12 months of continuous service as at the due date or actual date of birth or placement who is the non-primary carer is entitled to one week's paid leave to be at home to help care for the birth or adoption of a child. This leave can be taken in one block or on separate days, in consultation with the Employer, but must be taken within 3 months of the birth or adoption of the child.
- 16.4.2 In order to be entitled to a second or subsequent period of paid non-primary carer leave, an Employee must have returned to work at the College for a period of 12 months.

17. Leave Without Pay

An Employee is entitled to apply to the Principal for leave without pay after five years of continuous service. If such leave is granted an Employee agrees that entitlements under this Agreement do not accrue during any period of leave without pay.

18. Family Violence Leave

18.1 Definition

For the purpose of this clause, family violence is defined by the *Family Violence Protection Act 2008 (Vic)* (Act). Under this Act, the definition of family violence is behaviour by a person towards a family member of that person if that behaviour:

- 18.1.1 is abusive (physical, sexual, emotional or psychological, or economic), threatening, coercive or in any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person; or
- 18.1.2 causes a child to hear or witness, or to otherwise be exposed to the effects of behaviour described above.



18.2 Leave Entitlement

- 18.2.1 An employee experiencing family violence is entitled to seven days per year of paid family violence leave for the purpose of:
- (a) attending legal proceedings, counselling, appointments with a medical or legal practitioner;
 - (b) relocation or making other safety arrangements; or
 - (c) other activities reasonably associated with the experience of family violence.
- 18.2.2 Family violence leave may be taken as consecutive or single days or as fraction of a day (i.e., half day or quarter day).
- 18.2.3 Family violence leave is not cumulative from year to year.
- 18.2.4 The employer has discretion to provide additional family violence leave.

18.3 Notice and Evidentiary Requirements

- 18.3.1 The employee shall give notice to the employer as soon as reasonably practicable of the employee's request to take family violence leave.
- 18.3.2 If required by the employer, the employee must provide evidence that would satisfy a reasonable person that the leave is for the purpose as set out above in clause 18.2.1. Such evidence may include a document issued by the police service, a court, a doctor (including a medical certificate), district nurse, maternal and child health care nurse, a family violence support service or a lawyer, or the employee may provide a statutory declaration.
- 18.3.3 The employer must take all reasonable measures to ensure that any personal information provided by the employee to the employer concerning an employee's experience of family violence is kept confidential.
- 18.3.4 The School's contact for Employees experiencing family violence is the Principal, or a nominee appointed by the Principal.

19. Public Holidays

- 19.1 All Employees are entitled to public holidays as gazetted by the Victorian State Government from time to time.
- 19.2 By agreement between the Employer and the majority of Employees, an alternative day may be taken as the public holiday in lieu of any of the gazetted days.
- 19.3 The Employer and an Employee may agree to an Employee taking another day as the public holiday in lieu of the gazetted day.
- 19.4 An agreement made in accordance with clause 19.2 or clause 19.3 must be recorded in writing and made available to every affected Employee. Any such agreement must be recorded in the time and wages records kept by the Employer.

20. Fee Discount

- 20.1 This clause does not apply to a fixed-term or casual Employee, or a part-time Employee with a fraction of less than 0.48.



- 20.2 Subject to clause 20.3, a Full-Time Employee is entitled to receive a tuition fee discount of 25% for each of the Employee's children attending the College.
- 20.3 Notwithstanding cl.20.2, a Full-Time General Staff Employee who is engaged for Term Time only will receive a tuition fee discount of 20.8% for each of the Employee's children attending the College.
- 20.4 A Part-Time Employee will receive a tuition fee discount on a pro rata basis.
- 20.5 The Fee Discount will apply to total tuition fees but does not include additional camps or trips that are billed separately.
- 20.6 An Employee who has had Continuous Service with the College for more than five years will receive an additional tuition fee discount of 2.5% per year (proportionally for Term Time General Staff) commencing from the 6th year, up to a maximum additional discount of 25%. Periods of unpaid leave do not break Continuous Service, but do not add to the calculation of the total period of Continuous Service.
- 20.7 For a Part-Time Employee, the additional discount outlined in clause 20.6 will be pro rata in line with the Employee's time fractions averaged over the last three years, one of which is the current year, of continuous service, in accordance with the following formula:

$$\%Fee\ Discount = (25 + (n - 5) \times 2.5) \times FTE\ averaged$$

over the last three years of continuous service

where $5 \leq n \leq 15$ and

n = number of years (to the nearest 0.25) of continuous service

As per clause 20.3 this discount will be calculated proportionally for Term Time General Staff.

- 20.8 An Employee is entitled to access before and after school care free of charge provided their child is a student at the College.
- 20.9 (a) An Employee is entitled to receive a 25% discount on the College's holiday program fees regardless of whether their child is a student at the College.
- (b) An Employee who is required to attend the workplace, for the purpose of work, when the holiday program is offered is entitled to access the holiday program free of charge, regardless of whether their child is a student at the College.

21. Accident Make-Up Pay

- 21.1 Where an Employee is incapacitated for work by reason of a work related injury or illness and becomes entitled to receive weekly payments under the *Workplace Injury Rehabilitation Compensation Act 2013 (Vic)* (WIRC Act), the Employer must pay to the Employee the difference between such weekly payments and the normal remuneration of the Employee for a period or periods in the aggregate of up to 39 weeks in respect of each such injury or illness but only for so much of that period as the Employee remains employed by the Employer.
- 21.2 If an Employee is absent from work because of personal illness or injury, for which the Employee is receiving compensation payments pursuant to the WIRC Act then the Employee does not accrue any of the following entitlements under this Agreement or under the Act (where relevant) for the duration of any such absence:
- Annual leave; and
 - Paid personal leave.



22. Termination of Employment

22.1 Notice of Termination - Teachers

- 22.1.1 Where the Employer wishes to terminate the employment of a Teacher, who has more than six months service, seven weeks' notice, wholly within term time, in writing, or full payment in lieu, will be provided to the Teacher.
- 22.1.2 Payment in lieu of notice is calculated by taking the amount of salary a Teacher would have received by working during the notice period if the Teacher's employment had not been terminated.
- 22.1.3 If a Teacher has more than six months service, a Teacher must provide the Employer with a minimum of seven weeks' notice in writing with such notice to be given wholly within the one school term.

22.2 Notice of Termination – General Staff Employees

- 22.2.1 Four weeks' notice in writing will be given by the Employer of the intention to terminate a General Staff Employee's employment, or full payment in lieu of notice will be given. Where a General Staff Employee is entitled to School Holidays, such notice will be given wholly within the one school term.
- 22.2.2 If notice is given by the General Staff Employee a minimum of four weeks' notice in writing will be given. Where the General Staff Employee is employed with School Holidays such notice will be given wholly within the one school term.
- 22.2.3 In addition to the notice in clause 22.2.1 hereof, General Staff Employees over 45 years of age at the time of being given notice with not less than five years continuous service will be entitled to an additional week's notice.
- 22.2.4 In calculating any payment in lieu of notice the wages a General Staff Employee would have received in respect of the ordinary time they would have worked during the period of notice had their employment not been terminated will be used.
- 22.2.5 The period of notice in this clause does not apply:
- to Fixed-Term Employees where the date of cessation of employment is stated at the time of appointment; and
 - to Casual Employees.

23. Minimum Employment Period

- 23.1 An Employee's employment is contingent upon satisfactory completion of a minimum employment period of six months.
- 23.2 If the Employer is to terminate the employment of the Employee during the first six months of the Employee's employment, the Employer does not need to comply with any due process, performance or conduct management policies or procedures in place.
- 23.3 If the Employer is to terminate the employment of an Employee during the first six months of the Employee's employment, the Employee is entitled to four weeks' notice or four weeks' salary in lieu of notice.
- 23.4 If the Employee resigns within the first six months of the Employee's employment, the Employee is required to give four term time weeks' notice to the Employer.



24 Withholding of Monies

If an Employee fails to give the required notice upon termination of employment, the Employer may withhold from any monies due to the Employee on termination under this Agreement, an amount not exceeding the amount the Employee would have been paid under this Agreement in respect of the period of notice required by this clause less any period of notice actually given by the Employee.

25 Performance and Conduct Management

25.1 Summary Dismissal

- (a) This clause will not apply within the minimum employment period or to a Casual Employee, however natural justice will be applied to all Employees.
- (b) The College may terminate the employment of a staff member summarily where in the opinion of the College, that staff member is guilty of serious misconduct of a kind such that it would be unreasonable to require the College to continue the employment during the notice period.
- (c) In cases where it is deemed necessary by the Principal to consider summary dismissal where allegations of serious misconduct have arisen, the Employee will be suspended on full pay pending completion of the following steps:
 - (i) The allegations are investigated by the College;
 - (ii) Following investigation, the Employee and his or her representative (if requested), will meet with the College and its representatives (if requested), to discuss the results of the College's investigation and to respond to the allegations.
- (d) The College may summarily dismiss an Employee without following the procedure at clause 25.1(c) if the evidence of serious misconduct is unequivocal.

25.2 Managing Unsatisfactory Performance

- (a) This clause will not apply within the minimum employment period or to a Casual Employee however natural justice will be applied to all Employees.
- (b) An informal process of performance improvement and professional development may occur prior to a formal process being undertaken.
- (c) Where the Principal considers an Employee's performance is unsatisfactory and may lead to termination, the School will apply the following procedure in the management of that unsatisfactory performance.
 - (i) The Principal will formally advise the Employee in writing of:
 - (a) the time, date and place of the first formal meeting to discuss the Employees' performance;
 - (b) the detail of the performance concerns;
 - (c) the Employee's right to be represented at all meetings scheduled to discuss the performance issues; and
 - (d) the option of the College to terminate the employment or take other disciplinary action should the procedure not resolve the College's concerns.



- (ii) Formal performance management meetings will:
 - (a) include discussion regarding the College's concerns with performance;
 - (b) give the Employee an opportunity to respond to these concerns;
 - (c) include discussion of any professional development needs, counselling or assistance, to be made available to the Employee;
 - (d) include documentation of any complaints or other evidence, where appropriate;
 - (e) set reasonable periods of review in order to properly assess performance.
- (d) If, after following the procedure and period of performance review in this clause, the Principal's decision is to terminate the employment the Employer will give the required period of notice or payment in lieu of notice.

25.3 Inappropriate/Unacceptable Conduct

- (a) This clause will not apply within the minimum employment period or to a Casual Employee however natural justice will be applied to all Employees.
- (b) Where the Principal considers that an Employee's conduct is inappropriate/unacceptable and may lead to termination, the College will apply the following procedure in the management of that inappropriate or unacceptable conduct.
 - (i) The College will advise the Employee in writing of:
 - (a) the proposed time, date and place of the meeting to discuss the Employee's conduct;
 - (b) the Employee's right to be represented at any meeting scheduled to discuss the Employee's conduct;
 - (c) the College's option to take disciplinary action that may include formal warnings of termination of employment or actual termination of employment;
 - (d) a summary of the inappropriate/unacceptable conduct and evidence for the claims.
 - (ii) The formal conduct investigation meeting(s) will:
 - (a) include discussion of the College's concerns with the conduct;
 - (b) include documentation of any misconduct or other evidence, where appropriate;
 - (c) give the Employee an opportunity to respond to the claims and concerns.
- (c) Concerns with an Employee's conduct may be resolved by:
 - (i) issuing a warning or a final warning in writing;
 - (ii) terminating the employment of the Employee in accordance with the relevant notice provision;
 - (iii) summary dismissal, where the Employee is guilty of serious misconduct;
 - (iv) no action or warning; or
 - (v) any other action, appropriate to the situation



26. Redundancy

26.1 Consultation

- 26.1.1 Where the Employer has made a decision or decisions that may lead to redundancies, and where the Employer has not already done so, a consultation process in accordance with clause 10 will occur.
- 26.1.2 The discussions will take place as soon as is practicable after the decision has been made and will include any reasons for the proposed terminations, the number and categories of Employees likely to be affected, measures to avoid or minimise the terminations and measures to mitigate any adverse effects of any terminations on the Employees concerned. Employees may invite a representative to accompany them in these discussions.
- 26.1.3 The Employer will not be required to disclose confidential information during these discussions that is financial in nature and commercial in confidence.

26.2 Redeployed to lower paid duties

Where an Employee agrees to be redeployed to lower paid duties for reasons set out above the Employee will be entitled to the same period of notice of transfer as they would have been entitled to if their employment had been terminated. The Employer will make payment in lieu thereof an amount equal to the difference between the former ordinary time rate of pay and the new lower ordinary time rate for the number of weeks of notice still owing.

26.3 Severance Payment

The severance payments for all Employees will be in accordance with the following:

Period of continuous service – Severance pay in weeks:

- 1 year – 4 weeks
- 2 years – 6 weeks
- 3 years – 7 weeks
- 4 years – 9 weeks
- 5 years – 11 weeks
- 6 years – 13 weeks
- 7 years – 15 weeks
- 8 years – 17 weeks
- 9 years – 19 weeks
- Greater than 10 years – 2 weeks' pay per year to a maximum of 26 weeks

For teachers 1 year is one academic year or four school terms.

Note: Week's pay means the ordinary time rate of pay for the Employee concerned.

For the purposes of this clause, continuous service will be calculated to include all service for which paid leave was applicable but will not include any period of unpaid leave.

26.4 Leaving during notice

An Employee, whose employment is terminated for reasons of redundancy, may terminate their employment during the period of notice and, if so, will be entitled to the same benefits and payments under clause 26.3 had they remained with the Employer until the expiry of such notice. In such circumstances the Employee will not be entitled to payment in lieu of the balance of their notice.



26.5 Time off during notice period

- a) During the period of notice of termination an Employee will be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.
- b) If the Employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the Employee may be required to produce proof of attendance at an interview or they may not receive payment for the time absent. For this purpose a statutory declaration will be sufficient.

26.6 Exemptions

This clause will not apply where employment is terminated as a consequence of conduct that justifies summary dismissal, or by due process, or to Employees employed on a casual basis or for a fixed term.

27. Infectious Diseases Leave

27.1 An Employee who is suffering from one of the infectious diseases will be granted special leave without deduction of pay provided the Employer is satisfied on medical advice that the Employee has contracted the disease through a contact at the College and the disease is evident in the College:

- German measles
- Chickenpox
- Measles
- Mumps
- Scarlet fever
- Whooping cough
- Rheumatic fever, or
- Hepatitis.

27.2 The Employee must, at the request of the Employer, produce a medical certificate from a registered medical practitioner which specifically names the disease as soon as is reasonably practicable.

28. Long Service Leave

An Employee is entitled to long service leave in accordance with NES, except where more favourable terms are provided in this Agreement.

28.1 Long service leave entitlements will be accrued at the rate of 1.3 weeks per year of service and an Employee is entitled to long service leave of 13 weeks upon the completion of every ten years of continuous employment.

28.2 The timing of taking of long service leave will be negotiated between the Employer and the Employee for mutual advantage.

28.3 For a Teacher, long service leave will normally be taken in term lengths and will ordinarily be taken within twelve months of entitlements falling due following ten years of service.

28.4 Long service leave will not accrue with respect to any period of leave without pay or unpaid parental leave.

28.5 Accrued long service leave may be taken after 7 years by agreement with the Employer.



- 28.6 Accrued long service leave will be paid in lieu where an Employee is terminated after 7 years of service.
- 28.7 An Employee whose service has been all full time or at the same part time fraction, is paid during long service leave at the Employee's normal salary.
- 28.8 An Employee whose time fraction has varied during service is paid at a proportionate rate during long service leave. This rate is determined by calculating an average of the Employee's time fractions over the period of eligible service. However, where the NES provides an Employee with a higher payment for long service leave, the NES entitlements apply.
- 28.9 Long service leave can be taken at half pay over a period of two terms, or as negotiated between the employer and Employee for mutual advantage.

29. Meal Provision

An Employee who is required by the Employer through the Head of School or Department to work beyond 7.00pm on any given day and having worked their normal day at the College will be supplied with a one course meal in the College dining room subject to 24 hours' notice being provided. In the event that the Employer requires an Employee to work beyond their normal day at the College with less than 24 hours' notice and a meal cannot be provided, the Employee will be reimbursed an amount in accordance with the rate set by the ATO each year, overtime meal allowance.

30. Overnight Allowances for camps/trips

30.1 Subject to the following criteria,

1. Camp/Trip must be overnight.
2. Camp/Trip must involve supervision of students.
3. Employee is required to attend the camp/trip.
4. Camp/trip must be approved by either the Principal or Deputy Principal prior to the camp/trip taking place
5. For any trip or camp the overnight allowance is the only extra monies paid to participating Employees on the trip/camp as extra to their salary.

an Employee, with the exception of Outdoor Education staff, who is required to supervise students on overnight trips shall be granted one of the following allowances

30.1.1 for camps of six or less consecutive nights, shall be granted an allowance of \$80 per night

30.1.2 in excess of 6 sequential nights away will receive an allowance of \$600.

These allowances are inclusive of all incidental costs of the camp/trip.

30.2 Outdoor Education Employees

- will be eligible for the overnight allowance as specified above if they exceed 85 nights in the field in any one year.
- are eligible for a daily allowance on non-catered camps.
The daily rate is in accordance with the rate set by the ATO each year, called 'overtime meal allowance'.



31. Breakage and Loss

An Employee who takes reasonable care will not suffer loss of income for any accidental breakages or loss of property which occurs in the normal course of the Employee's duties.

32. Protective Clothing

Where protective clothing is deemed necessary by the Employer for the performance of duties, the Employer will either provide such clothing or reimburse the Employee for cleaning costs incurred.

33. Jury Service Leave

Entitlement

- (i) An Employee if required to appear and/or serve as a juror will be entitled to be granted leave for the period during which attendance at court is required.
- (ii) An Employee must notify the Employer as soon as possible of the date upon which the Employee is required to attend for jury service.
- (iii) An Employee must provide the Employer with written proof of the requirement to attend for jury service and an estimate of the duration of the absence from duty.
- (iv) The Employee must inform the Employer immediately of any change to the known period of absence and provide the Employer with written proof of the payments made by the Court Authorities with respect to jury service.
- (v) Subject to conditions of this clause being met, an Employer will reimburse an Employee granted leave, an amount equal to the difference between the amount paid in respect of the Employee's attendance for such jury service and the amount of salary the Employee would have received had the Employee not been on jury service.

34. Examination Leave

An Employee will be granted leave with pay to attend compulsory examinations in an approved relevant course of study.

35. Qualification Conferral Leave

An Employee will be granted leave with pay for up to one day for the purpose of having a degree/diploma or other qualification conferred in an approved relevant course of study.

36. Consultative Committee

36.1 The College and Employees are committed to establishing an effective means of communication within the College. To advance this objective, a Consultative Committee (the Committee) will be established. The purpose of the Committee is to serve as a communication forum to enable the views of staff on a range of issues to be considered by the Principal. The Committee holds no decision making authority.

36.2 The Committee will consist of:

- (i) The Principal,
- (ii) The HR Manager, or another delegate of the Principal,
- (iii) One additional nominee of the Principal,

An elected person from the following:

- (iv) Five teaching staff representatives as follows:



- ELC, Prep-4, years 5-6: one representative per section, and
Years 7-12: two representatives.
- (v) Three Employees categorised as General Staff. Representing each of the following areas: administration, grounds and maintenance, catering and other,
 - (vi) One Employee representing Casual Employees.

This Committee will be deemed to be a Committee if there are at least 4 of the 9 Employees staff nominated and then, if required, elected to the Committee.

36.3 Election of Teacher, General Staff and Casual Employee representatives:

- (i) When a vacancy arises, the College will call for nominations
- (ii) Any Employee who is subject to this Agreement may nominate for election.
- (iii) Nominees for election will be submitted to a ballot of all eligible Teachers, General Staff and Casual Employees if needed.
- (iv) Voting is not compulsory.
- (v) The nominee with the majority of votes cast will be elected as the Representative.
- (vi) Where a second ballot fails to determine which nominee is to be appointed as the Representative the nominees must draw lots.
- (vii) The elected representatives will hold office for a maximum of eight School Terms.
- (viii) The representatives may resign their office at any time by notice in writing to the Principal.

36.4 The Committee shall meet as follows:

- (i) A minimum of once each semester,
- (ii) At such times as requested by either the Principal or at the request of a minimum of two Committee members,

36.5 The Committee will consult over any matters of significance referred to it (either by Employees or the Principal) including but not limited to:

- (i) Matters arising regarding the implementation of this Agreement,
- (ii) Interpretation of this Agreement,
- (iii) School policies and procedures impacting on staff,
- (iv) Health and safety,
- (v) Initiatives and future directions, and
- (vi) Other staff concerns

36.6 Agreed records of the meeting will be made available to all staff.

37. Flexibility term

37.1 An employer and employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:

37.1.1 the agreement deals with one or more of the following matters:

- (i) arrangements about when work is performed;
- (ii) overtime rates;
- (iii) penalty rates;
- (iv) allowances;
- (v) leave loading; and

37.1.2 the arrangement meets the genuine needs of the employer and employee in relation to one or more of the matters mentioned in clause 37.1.1; and

37.1.3 the arrangement is genuinely agreed to by the employer and employee.



- 37.2 The employer must ensure that the terms of the individual flexibility arrangement:
- 37.2.1 are about permitted matters under section 172 of the Fair Work Act 2009; and
 - 37.2.2 are not unlawful terms under section 194 of the Fair Work Act 2009; and
 - 37.2.3 result in the employee being better off overall than the employee would be if no arrangement was made.
- 37.3 The employer must ensure that the individual flexibility arrangement:
- 37.3.1 is in writing; and
 - 37.3.2 includes the name of the employer and employee; and
 - 37.3.3 is signed by the employer and employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
 - 37.3.4 includes details of:
 - (i) the terms of the enterprise agreement that will be varied by the arrangement; and
 - (ii) how the arrangement will vary the effect of the terms; and
 - (iii) how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
 - 37.3.5 states the day on which the arrangement commences.
- 37.4 The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- 37.5 The employer or employee may terminate the individual flexibility arrangement:
- 37.5.1 by giving no more than 28 days written notice to the other party to the arrangement; or
 - 37.5.2 if the employer and employee agree in writing – at any time.



Part 3 Terms and Conditions for Teachers

38. Salary and Classification

A Teacher will be classified and paid in accordance with Schedule 2.

39. Ordinary hours of work for teaching staff

- 39.1 This clause provides for enterprise specific detail and supplements the NES that deals with maximum weekly hours.
- 39.2 The ordinary hours of a Teacher may be averaged over a 48 week period.
- 39.3 In addition, a Teacher is required to work such reasonable additional hours as are necessary to perform the Teacher's duties.
- 39.4 The student supervision hours per week will be 27.5 hours for ELC, the face-to-face teaching hours per week will be 22 hours for primary and 18.75 for secondary, unless otherwise agreed between the Employer and the Teacher.
- 39.5 The ordinary hours of work for a Teacher during term weeks are variable. In return, a Teacher is not generally required to attend during periods when the students are not present, subject to the needs of the Employer with regard to professional development, student free days and other scheduled activities requiring the Teacher's attendance.
- 39.6 The maximum number of days that the Teacher will be required to attend during Term weeks and Non-term weeks will not exceed 194 in each school year.
- 39.7 An exception to clause 39.6 is where the teacher is appointed to a position of responsibility agrees to different attendance arrangements, provided that not less than 4 weeks annual leave is provided to the teacher during Non-Attendance Time.
- 39.8 The following circumstances are not included when calculating the attendance days for a Teacher in accordance with clause 39.6 and 39.7 the ordinary hours of work for a Teacher:
- (a) cocurricular activities that are conducted on a weekend that staff agree to attend;
 - (b) school related overseas and interstate trips, conferences and similar activities undertaken by mutual consent during Non-Attendance Time;
 - (c) when the Teacher appointed to a leadership position is performing duties in Non-Attendance Time that are directly associated with the leadership position; and
 - (d) exceptional circumstances, such as the requirement to provide pastoral care to students in the event of a tragedy in the school community, in which an Teacher may be recalled to perform duties relating to their position.
- 39.9 Generally, the Employer will provide written notice of the Non-Attendance Time and days in Non-Attendance Times on which the Teachers are required to attend, six months in advance of the requirement to attend.
- 39.10 The annual salary and any applicable allowances payable are paid in full satisfaction of a Teacher's entitlements for the School Year or a proportion of the School year. The



Teacher's absence from College during Non-Attendance Time is deemed to include their entitlement to annual leave.

40. Pre-service Teachers

Where the Employer requires a Teacher to be responsible for a pre-service Teacher, the Employer will provide to that Teacher the practicum payments the Employer receives.

41. Prorata salary payment inclusive of annual leave

Pro rata salary payments are made in the following situations:

1. The teacher's employment terminates;
2. The teacher commenced employment after the school service date;
3. The teacher has taken a period of unpaid leave in excess of two term weeks;
4. The teacher's hours have varied during the year.

The formula to calculate the pro rata payment is

$$P = \frac{s \times c}{b} - d$$

Where:

P is the payment due.

s is the total salary paid in respect of term weeks, or part thereof, since the school (or preschool) service date or the date of employment in circumstances where the employee has been employed by the employer since the school (or preschool) service date

b is the number of term weeks, or part thereof, in the school (or preschool) year

c is the number of non-term weeks, or part thereof, in the school (or preschool) year

d is the salary paid in respect of non-term weeks, or part thereof, that have occurred since the school (or preschool) service date, or date of employment in circumstances where the employee has been employed by the employer since the school (or preschool) service date.

For the purposes of applying this formula, the 'service date' is the first day of the year that teaching staff are required to attend.

42. Positions of Responsibility

42.1 A number of responsibility points will be paid to a Teacher where the Employer requires the performance of administrative, pastoral care and/or educational leadership duties additional to those usually required of teachers by the Employer.

42.2 The number of responsibility points is linked to a position of responsibility rather than tied to an individual Teacher.

42.3 The Principal determines who is eligible for responsibility points.



42.4 Notification

- 42.4.1 The Principal will provide written advice to a Teacher in receipt of a position of responsibility of the position, its tenure, the duties required and the amount to be paid.
- 42.4.2 Where the duties of the Position of Responsibility are such that some duties will be undertaken at the College during Non-Attendance Time, the Employer will advise the Teacher at the time of appointment, or upon commencement of this Agreement, whichever is later.
- 42.4.3 The Principal will determine the number of responsibility points paid to an employee, but for the roles listed below, will not be less than stated

Positions of responsibility	responsibility points
Deputy Head of Section	12
Head of Learning	4-10
SS Head of House	10
MS Head of Year	10
Primary Team Leader	3
MS House Coordinator	3
Subject Coordinator	1-5
Trip Leader Overseas trips	2
Trip Leader CUE BE	1
Deputy Head of Year	3

43. Duties of a Teacher

The typical duties of a Teacher include, but are not limited to, the following:

1. Direct teaching of groups of students and individual students as determined by the Employer. Associated with this is the preparation of lessons, the marking of student work and the preparation and delivery of reports to parents, whether written or oral.
2. Non-teaching supervisory activities including yard duty and gate duty.
3. Attendance at chapel services and assemblies.
4. Participation in parent consultation evenings, staff meetings, speech nights, open days and the Community Day Fair.
5. A contribution to a cocurricular activity, such as outdoor education activities, sport, drama, music, debating and community service. Whilst this is approximately 40 hours per teacher per academic year, it is understood that the nature of each activity is different and so the actual measure will be based on points to ensure that activities and duties can be fully covered for the duration of the activity and not compromise our offerings to students. The involvement is based on each full time teacher achieving 5 points according to cocurricular guidelines published annually. Activities will be nominated by the



employer, to ensure equity amongst staff, and chosen in consultation with the staff member, within the skills and experience of the teacher.

6. The supervision of classes of an absent colleague ('extras') up to a maximum of 135mins per cycle, including academic classes, yard duties and mentor periods. This does not include cover classes deemed as replacement classes.
7. Contributing to the development, implementation and evaluation of curriculum.
8. Ongoing professional development by participation in staff conferences during Non-Attendance Time as specified in the Agreement.
9. Ongoing professional development in the Teacher's own time.

The above duties are undertaken by all Full-Time Teachers and pro-rata by Part-Time Teachers, reference clause 8.6, as directed by the Principal.

10. All Teachers are expected to be available on the specified night(s) for all class(es) taught for the entirety of the night until bookings have been closed. Bookings will close at 5.00 pm on the day prior. Teachers are not required to remain in attendance at the interviews beyond the expiry of booked interviews.
11. Any other reasonable duties as directed by the Principal.

44. Duties of a Mentor

All full time teaching staff are usually required to undertake a mentor role (primary home room, or other term as adopted from time to time) which attracts a payment of 3 responsibility points. All mentor roles are confirmed prior to the start of the year.

This role includes pastoral care and administrative duties associated with mentor responsibilities.

Attendance with the Teacher's mentor group at compulsory outdoor education camps (but not the year 10 hike) is a part of this responsibility.

Communication with parents of each of the mentor's students is to be a minimum of three times per term. This may include, but is not limited to, phone calls, emails, information nights, parent-teacher nights, end of semester pastoral report.

45. Professional Expectations

St Leonard's College expects the highest professional standards and commitment of its teachers especially in the areas of

- Teams: academic, pastoral and co-curricular
A teacher is required to be a committed member of their respective teams. A teacher will demonstrate their professionalism by attending all scheduled meetings, pro-rata by Part-Time Teachers, and by engaging proactively and constructively in the ongoing dialogue about how their team contributes to the improvement of learning opportunities and experiences provided to students.
- Continuous learning and improvement:
A teacher will embrace the ethos of continuous learning and improvement: Learning Teams are expected to work collaboratively to examine, reflect on and adjust their programs and practices on a regular basis so as to reflect world's best practice.



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Individual Teachers are expected, through their TRIAD action-learning groups, to examine, reflect on and adjust their own practices in line with relevant quantitative and qualitative evidence, as well as drawing on research about world's best practices. A teacher shall report back and share their experiences and development with their colleagues at least twice per year.

- Discipline and pedagogical expertise:
A teacher shall demonstrate, on a regular basis, the discipline knowledge and pedagogical expertise required to teach students across all year levels in their particular section of the College.

All teachers will attend whole school annual conference days, currently in January, July and December and Teaching and Learning forums calendarised in staff term dates throughout the year. For Part-Time Teacher expectations refer to clause 8.5.



Part 4 Terms and Conditions for General Staff Employees

46. Salary and Classification

A General Staff Employee will be classified and paid in accordance with Schedule 3.

47. Hours of Work

47.1 The ordinary hours of work for a Full-Time General Staff Employee will be 38 hours per week.

47.2 The Employer may require a General Staff Employee to work reasonable additional hours, in accordance with the arrangement specified in clause 52.

47.3 Unless otherwise agreed under clause 47.1, a General Staff Employee's ordinary hours of work will be between 6.00am and 6.00pm from Monday to Friday.

47.4 To the exclusion of clause 47.1, the Employer and a General Staff Employee may agree upon the arrangement for the General Staff Employee's ordinary hours of work, including but not limited to:

- daily starting and finishing times;
- the time of a half hour unpaid meal break commencing not more than five hours after commencing work;
- the time of a 15 minute paid morning break;
- attendance at College meetings;
- flexible work arrangements.

The Employer and a General Staff Employee may agree to vary the hours of work arrangements at any time. Any agreement will be in accordance with clause 37.

48. Annual Leave

48.1 Annual leave is in accordance with Division 6 of the NES as amended from time to time, except where ancillary terms are provided for in this Agreement.

48.2 A General Staff Employee is entitled to four weeks' annual leave for every 12 months of continuous service on a pro rata and cumulative basis.

48.3 A General Staff Employee who is only required to work during Attendance Time must normally take annual leave during Non-Attendance Time.

48.4 Subject to clause 48.3, a General Staff Employee will ordinarily take their annual leave during Non-Attendance time, unless otherwise agreed at the discretion of the Principal and in consultation with the line manager.



49. Cashing out of annual leave

- 49.1 An Employee may make a request to cash out a period of paid annual leave in accordance with this clause.
- 49.2 An Employer may, at its absolute discretion, agree to a request to cash out a period of paid annual leave not exceeding two weeks, in accordance with this clause.
- 49.3 Each cashing out of a particular amount of paid annual leave must be the subject of a separate agreement in writing between the Employer and the Employee.
- 49.4 The payment must not be less than the amount that would have been payable had the employee taken the leave at the time the payment is made.
- 49.5 An agreement must not result in the employee's remaining accrued entitlement to paid annual leave being less than 4 weeks.

50. Shut-Down Leave

Additional leave is granted to General Staff Employees of those days deemed to be a period of College shut down. These days consist of any days between Christmas and New Year which are not deemed to be public holidays, and the Monday before Melbourne Cup Day. These days are separate from any annual leave entitlements.

51. Rostered Day Off

- 51.1 This clause applies to facilities employees only.
- 51.2 For those Facilities Employees employed on the basis of a RDO cycle, ordinary hours shall be worked as a twenty day, four week cycle of eight hours each day, Monday to Friday inclusive, with 0.4 of one hour of each day worked accruing as an entitlement to take one day in each cycle as a RDO paid for as though worked.
- 51.3 The system of RDOs for those Facilities Employees employed on this basis will be by rostering off one day per month in February to November each year and three days in the period from 1 December to 31 January each year.
- 51.4 The schedule of RDOs for the coming College year is to be prepared by the Financial Controller and Facilities Manager at the end of the preceding year and advised to Employees prior to the commencement of term 1. The schedule will take into account College functions, public holidays and periods of major maintenance work.
- 51.5 By agreement between the College and an individual Facilities Employee, a RDO may be substituted for another day provided the substituted day is taken within one calendar month of the rostered day.
- 51.6 A Facilities Employee who has not worked, or is not regarded by reason of clause 51.2 as having worked a complete cycle shall be paid pro rata accrued entitlements for each day worked or in the case of termination of employment, on termination.



52. Overtime

52.1 Any additional time worked must be pre-approved by the Employee's manager and is to be recorded and forwarded to the payroll office each week.

52.2 If the Employer requires an Employee to perform work outside of or in excess of the ordinary or rostered hours, payment will be made as follows:

Monday to Friday	150% of the base hourly rate of pay for the first 3 hours and 200% of the base hourly rate of pay thereafter
Saturday	150% of the base hourly rate of pay for the first 3 hours and 200% of the base hourly rate of pay thereafter
Sunday	200% of the base hourly rate of pay
Public Holidays	250% of the base hourly rate of pay

52.3 An employee engaged as a sessional music instructor is not entitled to overtime.



Schedule 1: Responsibility Points and Allowances

All rates are inclusive of 17.5% Annual Leave Loading

A. Responsibility points

Year	2017 - 1 Feb	2018 - 1 Feb	2019 - 1 Feb
one responsibility point	\$ 1,311.18	\$ 1,355.76	\$ 1,401.86

B. Allowances - set as stated below for the duration of the Agreement

Description	Period Allowance	Rate
Overnight Allowance, as per clause 30	Per night to a maximum of six nights	\$ 80.00
	Greater than six consecutive nights for any one trip	\$ 600.00
Clothing Allowance (Outdoor Education permanent staff)	Annual	\$ 800.00



Schedule 2: Teachers

A. Classification and progression

- A.1 On appointment, a Teacher will be classified and placed on the appropriate level on the salary scale according to their teaching experience. Teaching experience does not include employment as a teacher in a TAFE program (unless the Teacher is employed to teach a Vocational and Educational Training program) or in an English Language School.
- A.2 Subject to A.1 and satisfactory performance, progression from Level 1 takes place annually.
- A.3 A Teacher will not progress beyond Level 2 unless the Teacher has obtained full Victorian Institute of Teaching registration.

B. Salaries

- B.1 The minimum salary for a full-time and part-time Teacher will be determined in accordance with the following table:

In the course of reviewing salary packages consideration will be given to all available published documentation as follows, but not limited to:

- Victorian State Government teachers' salaries and conditions
- Peer group schools' salaries and conditions (i.e., Victorian metro, co-ed, private, student numbers, similar extra-curricular requirements etc.)
- Victorian statistics on general teacher pay increases

	2017 - 1 Feb	2018 - 1 Feb	2019 - 1 Feb
Level 1	\$70,195	\$72,582	\$75,050
Level 2	\$72,196	\$74,651	\$77,189
Level 3	\$76,370	\$78,967	\$81,652
Level 4	\$78,548	\$81,218	\$83,980
Level 5	\$80,785	\$83,532	\$86,372
Level 6	\$83,089	\$85,914	\$88,835
Level 7	\$85,456	\$88,361	\$91,366
Level 8	\$88,532	\$91,542	\$94,655
Level 9	\$91,277	\$94,381	\$97,590
Level 10	\$94,107	\$97,307	\$100,616
Level 11	\$100,403	\$103,817	\$107,347
Level 12	\$103,543	\$107,063	\$110,703

- B.2 The salaries in table B.1 are inclusive of 17.5% annual leave loading.
- B.3 In the event that general salary increases and other related conditions in the Victorian Government sector reduce the Employer's competitive advantage in salary packages, the Employer will review its salaries in consultation with the Committee to ensure Employees are appropriately remunerated.



C. Casual Teaching Staff

Rates of pay for Casual Teachers will be determined by the *Teachers Award 2010*, as amended from time to time. The casual rate from 1 July 2016 is based on level 10 of the *Teachers Award 2010*, and is \$146.59 per half day up to a maximum of \$293.18 per full day. Where a Casual Teacher is engaged for five or more consecutive days, the rate of pay will be based on level 12 of *Teachers Award 2010* and from 1 July 2016 is \$155.08 per half day up to a maximum of \$310.14 per full day.

Any increase to the daily rates for Casual Teachers will be subject to increases in the rates of pay for levels 10 and 12 of the *Teachers Award 2010*.



Schedule 3: General Staff

A. Classification for General Staff Employees

Classification

Will be ascertained by comparing the work usually performed in the position in relation to the duties which are specified as typical at that Category. Non typical duties may also be required.

Indicative duties:

Will vary for each Category and Level. As they are unique to the position they will be detailed in the individual Position Descriptions.

B. Progression through classification categories

Review of a position description and re-assessment of classification level will be carried out annually. Should the responsibility of a position change permanently and substantially outside of this review period then reclassification may be sought at the request of the Employee, Team Leader or Financial Controller. Should there be agreement that reclassification is warranted then that reclassification will take effect from the date the request was made. The appropriate salary level will be applied but will be not less than the Employee's current salary.

If the re-classification is denied then the dispute resolution process under clause 7 may be initiated.

New position: Should an Employee be promoted to a higher category position their starting salary on the new category will be not less than their salary on the previous category.

C. Progression through classification salary levels

Progression from one salary level to another salary level within a category will be automatic on the 1 February each year if satisfactory performance levels are being met. Satisfactory performance means that the Employee's skills, organisation knowledge and experience are improving and continuing to add value to the College. If progression is denied the grievance/dispute process may be used to test the decision.



General Staff Classification Structure

ADMIN, Administrative Services

ADMIN	Category 1	Category 2	Category 3	Category 4	Category 5
<p>General Works Description/Complexity</p>	<p>With specific direction, the Employee is required to perform a variety of basic administrative functions, with a limited range of skills.</p> <p>Work involves the application of established principles, practices and procedures, is generally repetitious and requires a methodical approach.</p> <p>The Employee will be required to exercise minimal multi-tasking, responsibility, initiative or autonomy.</p>	<p>With direction, the Employee is required to perform a wide variety of administrative functions, with a range of skills.</p> <p>Work involves the application of established principles, practices and procedures, is generally repetitious and requires a methodical approach.</p> <p>The Employee will be required to exercise a degree of multi-tasking, responsibility, accountability, initiative and autonomy.</p>	<p>Under general direction, the Employee, in addition to the knowledge and skills required at Category 2, is required to undertake duties needing additional experience or knowledge.</p> <p>Work involves a number of variables which may complicate the application of established principles, practices and procedures.</p> <p>Positions at this category may, under general direction, assist with the coordination of support services.</p> <p>The Employee is required to exercise significant multi-tasking, responsibility, accountability, initiative and autonomy.</p>	<p>The Employee is required to undertake duties similar to those of previous categories which involve more complex issues.</p> <p>Is fully competent and very experienced in a technical sense and requires little guidance during the performance of work.</p> <p>The Employee will be required to exhibit a high level of decision making, initiative, autonomy, responsibility and accountability.</p> <p>Positions at this category may, under limited direction, coordinate support services.</p> <p>If in a support position to a senior manager a Employee at this category would generally be required to manage a specific support role.</p>	<p>An Employee would be appointed to this category where there is a requirement to manage a functional or team responsibility.</p> <p>The Employee is fully competent in a professional sense and requires no guidance during the performance of work.</p> <p>The Employee must display a high level of responsibility and accountability and exercise a significant range of specialist skills. They must have the capacity to think and work independently, make important administrative decisions and to initiate and advise on policy.</p> <p>The Employee would be responsible for providing key support and advice to senior management.</p>



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ADMIN	Category 1	Category 2	Category 3	Category 4	Category 5
Supervision/Direction Received	<p>The Employee at this category receives direct supervision.</p> <p>Receives specific instructions on what is required, how it is to be performed and the required timeframe.</p> <p>The work performed is subject to regular progress checks.</p>	<p>The Employee at this category receives general supervision.</p> <p>Receives broad instructions on what is required, how it is to be performed and the required timeframe.</p> <p>The work performed is subject to occasional progress checks and tasks are reviewed on completion.</p>	<p>The Employee at this category receives little supervision.</p> <p>Receives general direction and instruction on what outcomes are to be achieved and the required timeframe.</p> <p>The work performed is subject to occasional progress checks, usually confined to the unusual or difficult aspects. Tasks are reviewed on completion.</p>	<p>The Employee at this category is not subject to supervision.</p> <p>The Employee at this category receives limited direction, normally comprising a clear statement of objectives.</p> <p>Work is usually measured in terms of the achievement of stated objectives.</p>	<p>The Employee at this category receives limited direction, normally comprising a clear statement of objectives.</p> <p>Has responsibility and broad ranging accountability for the structure, management and output of the work of others</p> <p>Work is usually measured in terms of the achievement of stated objectives.</p>



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ADMIN	Category 1	Category 2	Category 3	Category 4	Category 5
Supervision/Direction Provided	An Employee at this category does not supervise other Employees or students.	An Employee at this category does not supervise other Employees or students.	An Employee at this category may be expected to provide functional supervision to other Employees from categories 1 and 2 The Employee may be required to supervise students while performing their normal duties but may not be used instead of a teacher to conduct classroom lessons, extras, etc.	An Employee at this category may be expected to provide functional supervision to other Employees from categories 1, 2 and 3 The Employee may be required to supervise students while performing their normal duties but may not be used instead of a teacher to conduct classroom lessons, extras, etc.	An Employee at this category may be expected to provide functional management and supervision to other Employees from categories 1, 2, 3 and 4 The Employee may be required to supervise students while performing their normal duties but may not be used instead of a teacher to conduct classroom lessons, extras, etc.
Communication – Written/Verbal/ Interpersonal	Primarily in contact with supervisor, co-workers and peers within the College. Is able to communicate information effectively and courteously	Is able to communicate information effectively and courteously.	Communicates effectively and influentially in order for the team to achieve its objectives.	Communicates effectively and influentially and resolves issues in order for the team to achieve College objectives.	Has well developed communication skills. Guides and supports others to resolve workplace issues. Actively encourages, empowers and supports team members to participate in decision making processes. Provides appropriate feedback and maintains team commitment.



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ADMIN	Category 1	Category 2	Category 3	Category 4	Category 5
Indicative Duties Administrative Services	Undertake clerical and administrative duties involving routine office procedures eg: <ul style="list-style-type: none"> • basic photocopying • collecting/sorting mail • collating • basic keyboard/data entry duties. • communicating information in accordance with policies and procedures 	Provide general reception, clerical, keyboard and office administrative support eg: <ul style="list-style-type: none"> • responding to enquiries – referring on as appropriate • extracting data from school systems • maintaining and updating office systems and administration records • assist in the completion of administrative reports or processes 	Provide administrative support to management eg: <ul style="list-style-type: none"> • developing and maintaining filing system • utilisation of computer systems • coordinating schedules • responding to the needs of students • manage work priorities in consultation with manager/team leader 	Provide administrative support to senior management eg: <ul style="list-style-type: none"> • managing complex administrative systems, College calendar, database, student/school records • determine and manage priorities of a department/section • updating administrative office procedures and policies • coordinating complex schedules, interviews and events 	Provide administrative support to the Principal, Deputy Principal or Financial Controller eg: <ul style="list-style-type: none"> • management of a functional responsibility eg HR • management of a General Staff team, their work processes and professional learning • undertake a significant role in the selection and hiring of Employees • final proof of official College documents/correspondence



ACL, Aides, Co-educators, Library Technicians

ACL	Category 1	Category 2	Category 3	Category 4
Work characteristics	The ACL at this level is required to perform a wide range of routine functions with direct supervision and may, with training and experience, exercise some degree of autonomy. Work involves the application of established principles, practices and procedures.	The ACL at this level may be required to perform a combination of a wide range of functions with direction but may, after gaining experience, exercise some degree of autonomy and accept personal responsibility for some functions requiring initiative and discretion.	The ACL at this level in addition to performing similar tasks to category 1 and 2, exercise significant initiative and discretion, work with little supervision, demonstrate expertise and accept personal responsibility to a higher standard than in category 1 or 2.	The ACL at this Level would be in a Supervisory Role, providing technical assistance and expertise, can work independently, providing key support and advice to Teachers
Supervision/ Direction Received	The ACL at this level requires direct supervision, with work checked regularly within required timeframe and routines established	The ACL at this level requires general supervision, with broad instructions of what is required and instruction on new tasks and required timeframe. Work subject to occasional progressive checks	The ACL at this level receives little supervision. Receives general direction and instruction as to what is to be achieved in a required timeframe.	The ACL at this level does not require supervision. Has responsibility and accountability for the structure, management and output of others.
Supervision Provided	Does not supervise at this level	Does not supervise at this level.	The ACL at this level may provide functional supervision to ACL at category 1 or 2.	The ACL at this level may be expected to provide functional supervision and management of other ACLs at category 1, 2, or 3 at a team leader role
Communications	Primarily in contact with supervisor, co-workers and peers within the College. Is able to communicate information effectively and courteously	Communicates effectively, courteously and influentially in order for the team to achieve its objectives.	Communicates effectively, courteously and influentially and resolves issues in order for the team to achieve College objectives.	Has well developed communication skills. Guides and supports others to resolve workplace issues. Actively encourages, empowers and supports team members to participate in decision making processes. Provides appropriate feedback and maintains team commitment.
Experience, qualifications, skills	Qualifications are not required, but would be encouraged. Prior experience not assumed.	Position which requires knowledge and skills which normally would be gained by post-secondary certificate, or obtained through relevant job experience	Is expected to have the knowledge and skills at category 2 and additional experience, qualifications and demonstrated knowledge gained from senior, relatively autonomous roles.	Characteristics and duties of category 3 and will also be directly supervising at least 2 other Employees



FAC, Facilities

FAC	Category 1 General Hand	Category Experienced General Hand	Category 3 Trades Person	Category 4 Leading Hand (Senior Trades Person)	Category 5 Coordinator
Work characteristics	This Employee who will work within established and predictable routines, methods and procedures which may require some discretion and judgement among possible actions. This Employee may resolve problems where situations encountered are common, the alternatives limited and readily learned and the required action is clear or can be readily referred to higher levels.	An Employee who will work within established routines, methods and procedures which will involve discretion and judgement among possible actions.	An Employee who will work within variable routines, methods and procedures which may involve considerable discretion and substantial judgement in selection of equipment and work organisation. Where the opportunity arises a Category 3 Employee will make suggestions and assist in the development of procedures to assist in the completion of tasks.	An Employee who will work within routine and non-routine procedures where discretion and judgement are required in planning and selecting appropriate equipment, techniques and work organisation. Where the opportunity arises a Category 4 Employee will make suggestions and assist in the development of procedures to assist in the completion of tasks. A Category 4 Employee will undertake complex tasks requiring knowledge of administrative processes, planning or higher competencies developed from professional learning.	An Employee who will work within routine and non-routine procedures where discretion and judgement are required in planning and selecting appropriate equipment, techniques and work organisation. A Category 5 Employee will be responsible for the enforcement of local procedures and may make recommendations to assist in the completion of tasks.
Supervision/ Direction Received	An Employee who works under direct and/or general supervision. An Employee at this category does not supervise other Employees	An Employee who works under general and/or routine supervision. May be expected to coordinate the work of Employees at Category 1 although no supervisory responsibility will be exercised at this level	An Employee who works with limited supervision. May be expected to supervise the work of Employees at Categories 1 and 2.	An Employee who works with limited supervision. May be expected to supervise the work of Employees at Categories 1, 2 and 3.	An Employee who will be required to work without supervision. Will be expected to manage and supervise the work of Employees at Categories 1, 2, 3 & 4.
Qualifications	Qualifications are not required, but would be encouraged. Prior experience not assumed.	The Employee will be qualified or deemed to be qualified to Certificate level or equivalent.	The Employee shall be qualified or deemed to be qualified to Trade Certificate level or equivalent.	The Employee shall be qualified or deemed to be qualified to Trade Certificate level or equivalent.	The Employee shall be qualified to Trade Certificate level or equivalent.



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FAC	Category 1	Category 2	Category 3	Category 4	Category 5
<p>Specifics of the role</p> <p>Without limiting the definitions, tasks in this category may include:</p>	<ul style="list-style-type: none"> - Carrying out specific tasks under close supervision where competency is being developed. - Assist Tradespersons in the maintenance and operation of buildings, grounds, plant and equipment; - Undertake the physical transportation and distribution of furniture to and from separate floor levels or areas, the assembling and removing of flooring and seating systems for exams or catered functions. - Contributes toward the safe execution of works under their control. 	<ul style="list-style-type: none"> - Carrying out specific tasks where competency has been verified or where the Employee will seek to gain assistance from more senior grades. - Assisting in the maintenance and operation of buildings, grounds, plant and equipment under more limited or broad supervision. - Interacting with members of the College community from time to time and offering advice and customer service based on knowledge of College operations. - Undertake the physical transportation and distribution of furniture to and from separate floor levels or areas, the assembling and removing of flooring and seating systems for exams or catered functions. - Contributes toward the safe execution of works under their control. 	<ul style="list-style-type: none"> - Work in a designated single trade discipline or demonstrated range of competencies relating to buildings, grounds, plant, equipment and automated systems. - Providing instruction and specific equipment and automated direction to less senior grades. - Being able to verify the competency of less senior grades. Frequently interacting with members of the College community and offering advice and customer service based on extensive knowledge of College operations. - Undertake the physical transportation and distribution of furniture to and from separate floor levels or areas, the assembling and removing of flooring and seating systems for exams or catered functions. - Contributes toward the safe execution of works under their control. 	<ul style="list-style-type: none"> - Work in a designated single trade discipline or demonstrated range of competencies relating to buildings, grounds, agriculture, plant, systems. - Providing instruction and specific direction to less senior grades. - Being able to verify the competency of less senior grades. - Frequently interacting with members of the College community and offering advice and customer service based on extensive knowledge of College operations. - Undertake the physical transportation and distribution of furniture to and from separate floor levels or areas, the assembling and removing of flooring and seating systems for exams or catered functions. - Developing a working understanding of administrative processes and established safety procedures to control hazards and document works under their control. - Works of greater multidisciplinary complexity that require the exercise of judgement, planning and systematic control. - Contributes toward the safe execution of works under their control. 	<ul style="list-style-type: none"> - Undertake the physical transportation and distribution of furniture to and from separate floor levels or areas, the assembling and removing of flooring and seating systems for exams or catered functions. - Supervision, work and technical guidance of Employees and for the provision of on the job training. - Undertakes operational/ maintenance planning, including scheduling and estimating materials, oversees and carries out quality control and inspections and assists in supplier evaluations. - Is engaged in operating, monitoring and maintaining as required all buildings, grounds, plant, equipment and automated systems. - Is engaged to perform work across multiple trade disciplines within their competencies. An Employee at this level also undertakes inspections, prioritises and allocates the assignment of work. Accountable for a defined realm of operations and specific measured outcomes (KPI's - key performance indicators) identified in their position description. - Contributes toward the safe execution of works under their control, is skilled in the safety management systems used by the School and is deputised by the Facilities Manager to carry out complex works on their behalf.



FIN, Finance

FIN	Category 1	Category 2	Category 3	Category 4	Category 5
<p>General Works Description/ Complexity</p>	<p>With specific direction, the Employee is required to perform a variety of basic administrative functions, with a limited range of skills.</p> <p>Work involves the application of established principles, practices and procedures, is generally repetitious and requires a methodical approach.</p> <p>The Employee will be required to exercise minimal multi-tasking, responsibility, initiative or autonomy.</p>	<p>With direction, the Employee is required to perform a wide variety of administrative functions, with a range of skills.</p> <p>Work involves the application of established principles, practices and procedures, is generally repetitious and requires a methodical approach.</p> <p>The Employee will be required to exercise a degree of multi-tasking, responsibility, accountability, initiative and autonomy.</p>	<p>Under general direction, the Employee, in addition to the knowledge and skills required at Category 2, is required to undertake duties needing additional experience or knowledge..</p> <p>Work involves a number of variables which may complicate the application of established principles, practices and procedures.</p> <p>Positions at this category may, under general direction, assist with the coordination of support services.</p> <p>The Employee is required to exercise significant multi-tasking, responsibility, accountability, initiative and autonomy.</p>	<p>The Employee is required to undertake duties similar to those of previous categories which involve more complex issues.</p> <p>Is fully competent and very experienced in a technical sense and requires little guidance during the performance of work.</p> <p>The Employee will be required to exhibit a high level of decision making, initiative, autonomy, responsibility and accountability.</p> <p>Positions at this category may, under limited direction, coordinate support services.</p> <p>If in a support position to a senior manager a Employee at this category would generally be required to manage a specific support role.</p>	<p>An Employee would be appointed to this category where there is a requirement to manage a functional or team responsibility.</p> <p>The Employee is fully competent in a professional sense and requires no guidance during the performance of work.</p> <p>The Employee must display a high level of responsibility and accountability and exercise a significant range of specialist skills. They must have the capacity to think and work independently, make important administrative decisions and to initiate and advise on policy.</p> <p>The Employee would be responsible for providing key support and advice to senior management.</p>
<p>Supervision/ Direction Received</p>	<p>The Employee at this category receives direct supervision.</p> <p>Receives specific instructions on what is required, how it is to be performed and the required timeframe.</p> <p>The work performed is subject to regular progress checks.</p>	<p>The Employee at this category receives general supervision.</p> <p>Receives broad instructions on what is required, how it is to be performed and the required timeframe.</p> <p>The work performed is subject to occasional progress checks and tasks are reviewed on completion.</p>	<p>The Employee at this category receives little supervision.</p> <p>Receives general direction and instruction on what outcomes are to be achieved and the required timeframe.</p> <p>The work performed is subject to occasional progress checks, usually confined to the unusual or difficult aspects. Tasks are reviewed on completion.</p>	<p>The Employee at this category is not subject to supervision.</p> <p>The Employee at this category receives limited direction, normally comprising a clear statement of objectives.</p> <p>Work is usually measured in terms of the achievement of stated objectives.</p>	<p>The Employee at this category receives limited direction, normally comprising a clear statement of objectives. .</p> <p>Has responsibility and broad ranging accountability for the structure, management and output of the work of others</p> <p>Work is usually measured in terms of the achievement of stated objectives.</p>



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FIN	Category 1	Category 2	Category 3	Category 4	Category 5
Supervision/ Direction Provided	An Employee at this category does not supervise other Employees or students.	An Employee at this category does not supervise other Employees or students.	An Employee at this category may be expected to provide functional supervision to other Employees from categories 1 and 2 The Employee may be required to supervise students while performing their normal duties but may not be used instead of a teacher to conduct classroom lessons, extras, etc.	An Employee at this category may be expected to provide functional supervision to other Employees from categories 1, 2 and 3 The Employee may be required to supervise students while performing their normal duties but may not be used instead of a teacher to conduct classroom lessons, extras, etc.	An Employee at this category may be expected to provide functional management and supervision to other Employees from categories 1, 2, 3 and 4 The Employee may be required to supervise students while performing their normal duties but may not be used instead of a teacher to conduct classroom lessons, extras, etc.
Communication – Written/ Verbal /Interpersonal	Primarily in contact with supervisor, co-workers and peers within the College. Is able to communicate information effectively and courteously	Is able to communicate information effectively and courteously.	Communicates effectively and influentially in order for the team to achieve its objectives.	Communicates effectively and influentially and resolves issues in order for the team to achieve College objectives.	Has well developed communication skills. Guides and supports others to resolve workplace issues. Actively encourages, empowers and supports team members to participate in decision making processes. Provides appropriate feedback and maintains team commitment.



TEC, Technical Services (Science Laboratories, Food Technology and Art Department)

TEC	Category 1	Category 2	Category 3	Category 4
Work characteristics	A TSO at this level is required to perform a wide range of routine functions with direct supervision and may, with training and experience, exercise some degree of autonomy. Work involves the application of established principles, practices and procedures.	A TSO at this level may be required to perform a combination of a wide range of functions with direction but may, after gaining experience, exercise some degree of autonomy and accept personal responsibility for some functions requiring initiative and discretion.	The TSO at this level in addition to performing similar tasks to category 1 and 2, exercise significant initiative and discretion, work with little supervision, demonstrate expertise and accept personal responsibility to a higher standard than in category 1 or 2.	The TSO at this Level would be in a Supervisory Role, providing technical assistance and expertise, can work independently, providing key support and advice to Teachers
Supervision/ Direction Received	The TSO at this level requires direct supervision, with work checked regularly within required timeframe and monitored and routines established	The TSO at this level requires general supervision, with broad instructions' of what is required and instruction on new tasks and required timeframe. Work subject to occasional progressive checks	The TSO at this level receives little supervision. Receives general direction and instruction as to what is to be achieved in a required timeframe.	The TSO at this level does not require supervision. Has responsibility and accountability for the structure, management and output of others.
Supervision Provided	Does not supervise at this level	Does not supervise at this level.	A TSO at this level may provide functional supervision to TSO at category 1 or 2.	A TSO at this level may be expected to provide functional supervision and management of other TSO's at categories 1, 2, or 3 at a Team leader Role
Communications	Primarily in contact with supervisor, co-workers and peers within the College. Is able to communicate information effectively and courteously	Communicates effectively, courteously and influentially in order for the team to achieve its objectives.	Communicates effectively, courteously and influentially and resolves issues in order for the team to achieve College objectives.	Has well developed communication skills. Guides and supports others to resolve workplace issues. Actively encourages, empowers and supports team members to participate in decision making processes. Provides appropriate feedback and maintains team commitment.
Experience, qualifications, skills	Qualifications are not required, but would be encouraged. Prior experience not assumed.	Position which require knowledge and skill which normally would be gained by post secondary certificate, or obtained through relevant job experience	Is expected to have the knowledge and skills at grade 2 and additional experience, qualifications and demonstrated knowledge gained from senior, relatively autonomous roles.	Characteristics and duties of category 3 and will also be directly supervising at least 2 other Employees



Salaries – General Staff

All salary listed below are inclusive of 17.5% Annual Leave Loading

An employee engaged in the **TEC and ACL** streams for **52 weeks** of the year will be paid as follows:

	2017 – 1 Feb	2018 – 1 Feb	2019 – 1 Feb
Category 1			
Level 1	\$44,259	\$45,764	\$47,320
Level 2	\$45,799	\$47,356	\$48,966
Level 3	\$47,340	\$48,949	\$50,613
Level 4	\$48,878	\$50,540	\$52,258
Level 5	\$50,418	\$52,132	\$53,905
Level 6	\$50,918	\$52,649	\$54,439
Level 7	NA	\$53,149	\$54,956
Category 2			
Level 1	\$51,499	\$53,250	\$55,061
Level 2	\$53,008	\$54,810	\$56,674
Level 3	\$54,520	\$56,373	\$58,290
Level 4	\$56,029	\$57,934	\$59,904
Level 5	\$57,541	\$59,497	\$61,520
Level 6	\$58,041	\$60,014	\$62,055
Level 7	NA	\$60,514	\$62,572
Category 3			
Level 1	\$58,988	\$60,993	\$63,067
Level 2	\$60,445	\$62,500	\$64,625
Level 3	\$61,902	\$64,007	\$66,183
Level 4	\$63,359	\$65,514	\$67,741
Level 5	\$64,833	\$67,037	\$69,316
Level 6	\$65,333	\$67,554	\$69,851
Level 7	NA	\$68,054	\$70,368
Category 4			
Level 1	\$66,272	\$68,525	\$70,855
Level 2	\$67,724	\$70,027	\$72,407
Level 3	\$69,174	\$71,525	\$73,957
Level 4	\$70,625	\$73,027	\$75,509
Level 5	\$72,076	\$74,527	\$77,060
Level 6	\$72,576	\$75,044	\$77,595
Level 7	NA	\$75,544	\$78,112



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An employee engaged in the **TEC and ACL** streams for **term time only** will be paid as follows:

	2017 - 1 Feb	2018 - 1 Feb	2019 - 1 Feb
Category 1			
Level 1	\$40,906	\$42,297	\$43,735
Level 2	\$42,329	\$43,768	\$45,256
Level 3	\$43,749	\$45,236	\$46,774
Level 4	\$45,170	\$46,706	\$48,294
Level 5	\$46,592	\$48,176	\$49,814
Level 6	\$47,092	\$48,693	\$50,349
Level 7	NA	\$49,193	\$50,866
Category 2			
Level 1	\$47,590	\$49,208	\$50,881
Level 2	\$48,989	\$50,654	\$52,377
Level 3	\$50,385	\$52,098	\$53,869
Level 4	\$51,781	\$53,541	\$55,362
Level 5	\$53,169	\$54,977	\$56,846
Level 6	\$53,669	\$55,494	\$57,381
Level 7	NA	\$55,994	\$57,898
Category 3			
Level 1	\$54,504	\$56,357	\$58,274
Level 2	\$55,866	\$57,765	\$59,729
Level 3	\$57,226	\$59,171	\$61,183
Level 4	\$58,587	\$60,579	\$62,639
Level 5	\$59,949	\$61,988	\$64,095
Level 6	\$60,449	\$62,505	\$64,630
Level 7	NA	\$63,005	\$65,147
Category 4			
Level 1	\$61,227	\$63,309	\$65,462
Level 2	\$62,591	\$64,719	\$66,920
Level 3	\$63,952	\$66,126	\$68,375
Level 4	\$65,310	\$67,530	\$69,826
Level 5	\$66,671	\$68,938	\$71,282
Level 6	\$67,171	\$69,455	\$71,817
Level 7	NA	\$69,955	\$72,334



St Leonard's College Agreement 2017

An employee engaged in the **ADM and FIN** streams for **52 weeks** of the year will be paid as

	2017 – 1 Feb	2018 – 1 Feb	2019 – 1 Feb
Category 1			
Level 1	\$49,013	\$50,679	\$52,402
Level 2	\$50,660	\$52,382	\$54,163
Level 3	\$52,308	\$54,086	\$55,925
Level 4	\$53,955	\$55,790	\$57,686
Level 5	\$54,455	\$56,307	\$58,221
Level 6	NA	\$56,807	\$58,738
Category 2			
Level 1	\$53,955	\$55,790	\$57,686
Level 2	\$55,674	\$57,567	\$59,524
Level 3	\$57,393	\$59,345	\$61,362
Level 4	\$59,113	\$61,123	\$63,201
Level 5	\$59,613	\$61,640	\$63,735
Level 6	NA	\$62,140	\$64,252
Category 3			
Level 1	\$59,113	\$61,123	\$63,201
Level 2	\$60,947	\$63,019	\$65,162
Level 3	\$62,779	\$64,914	\$67,121
Level 4	\$64,613	\$66,809	\$69,081
Level 5	\$65,113	\$67,326	\$69,616
Level 6	NA	\$67,826	\$70,133
Category 4			
Level 1	\$64,613	\$66,809	\$69,081
Level 2	\$66,590	\$68,854	\$71,195
Level 3	\$68,566	\$70,897	\$73,307
Level 4	\$70,545	\$72,943	\$75,423
Level 5	\$71,045	\$73,460	\$75,958
Level 6	NA	\$73,960	\$76,475
Category 5			
Level 1	\$70,545	\$72,943	\$75,423
Level 2	\$72,682	\$75,153	\$77,708
Level 3	\$74,821	\$77,365	\$79,996
Level 4	\$76,962	\$79,578	\$82,284
Level 5	\$77,462	\$80,095	\$82,819
Level 6	NA	\$80,595	\$83,336



St Leonard's College Agreement 2017

An employee engaged in the **ADM and FIN** streams for **term time** only will be paid as follows:

	2017 - 1 Feb	2018 - 1 Feb	2019 - 1 Feb
Category 1			
Level 1	\$40,680	\$42,064	\$43,494
Level 2	\$42,048	\$43,477	\$44,955
Level 3	\$43,416	\$44,892	\$46,418
Level 4	\$44,783	\$46,305	\$47,880
Level 5	\$45,283	\$46,822	\$48,414
Level 6	NA	\$47,322	\$48,931
Category 2			
Level 1	\$44,783	\$46,305	\$47,880
Level 2	\$46,209	\$47,780	\$49,405
Level 3	\$47,636	\$49,256	\$50,931
Level 4	\$49,064	\$50,732	\$52,457
Level 5	\$49,564	\$51,249	\$52,991
Level 6	NA	\$51,749	\$53,508
Category 3			
Level 1	\$49,064	\$50,732	\$52,457
Level 2	\$50,586	\$52,306	\$54,084
Level 3	\$52,107	\$53,878	\$55,710
Level 4	\$53,628	\$55,452	\$57,337
Level 5	\$54,128	\$55,969	\$57,872
Level 6	NA	\$56,469	\$58,389
Category 4			
Level 1	\$53,628	\$55,452	\$57,337
Level 2	\$55,269	\$57,149	\$59,092
Level 3	\$56,909	\$58,844	\$60,845
Level 4	\$58,552	\$60,543	\$62,601
Level 5	\$59,052	\$61,060	\$63,136
Level 6	NA	\$61,560	\$63,653
Category 5			
Level 1	\$58,552	\$60,543	\$62,601
Level 2	\$60,326	\$62,377	\$64,498
Level 3	\$62,102	\$64,213	\$66,396
Level 4	\$63,878	\$66,050	\$68,296
Level 5	\$64,378	\$66,567	\$68,830
Level 6	NA	\$67,067	\$69,347



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An employee engaged in the **FAC** stream for **52 weeks** of the year will be paid as follows:

	2017 - 1 Feb	2018 - 1 Feb	2019 - 1 Feb
Category 1			
Level 1	\$46,423	\$48,002	\$49,634
Level 2	\$47,703	\$49,324	\$51,001
Level 3	\$48,985	\$50,650	\$52,372
Level 4	\$50,263	\$51,972	\$53,739
Level 5	\$51,542	\$53,294	\$55,106
Level 6	\$52,042	\$53,811	\$55,641
Level 7	NA	\$54,311	\$56,158
Category 2			
Level 1	\$48,656	\$50,310	\$52,021
Level 2	\$50,274	\$51,983	\$53,751
Level 3	\$51,890	\$53,655	\$55,479
Level 4	\$53,507	\$55,327	\$57,208
Level 5	\$55,124	\$56,998	\$58,936
Level 6	\$55,624	\$57,515	\$59,470
Level 7	NA	\$58,015	\$59,987
Category 3			
Level 1	\$53,257	\$55,068	\$56,940
Level 2	\$55,157	\$57,032	\$58,971
Level 3	\$57,055	\$58,995	\$61,001
Level 4	\$58,954	\$60,958	\$63,030
Level 5	\$60,853	\$62,922	\$65,061
Level 6	\$61,353	\$63,439	\$65,596
Level 7	NA	\$63,939	\$66,113
Category 4			
Level 1	\$60,486	\$62,542	\$64,669
Level 2	\$62,726	\$64,858	\$67,063
Level 3	\$64,967	\$67,176	\$69,460
Level 4	\$67,207	\$69,492	\$71,855
Level 5	\$69,448	\$71,809	\$74,250
Level 6	\$69,948	\$72,326	\$74,785
Level 7	NA	\$72,826	\$75,302
Category 5			
Level 1	\$66,399	\$68,657	\$70,991
Level 2	\$70,027	\$72,408	\$74,869
Level 3	\$73,653	\$76,157	\$78,746
Level 4	\$77,280	\$79,908	\$82,625
Level 5	\$80,908	\$83,659	\$86,504
Level 6	\$81,408	\$84,176	\$87,038
Level 7	NA	\$84,676	\$87,555



St Leonard's College Agreement 2017

Casual General Staff Salaries

The following rates of pay listed below are inclusive of the 25% casual loading.

Overtime rates as per cl 50.2 shall be applied on the base rate of pay

Description	Hourly Rate 2017 1 Feb	Hourly Rate 2018 1 Feb	Hourly Rate 2019 1 Feb
Exam Assistant	\$ 27.62	\$ 28.56	\$ 29.53
Exam Supervisor	\$ 30.28	\$ 31.30	\$ 32.37
Holiday Program Assistant	\$ 31.68	\$ 32.76	\$ 33.87
Holiday Program Assistant Coordinator	\$ 34.43	\$ 35.60	\$ 36.81
Holiday Program Coordinator	\$ 37.19	\$ 38.46	\$ 39.77
Holiday Program Director	\$ 42.70	\$ 44.16	\$ 45.66
Language Asst Native No Qualifications	\$ 39.47	\$ 40.81	\$ 42.20
Language Asst Native Qualifications	\$ 62.88	\$ 65.02	\$ 67.23
Language Asst Native Teacher Qualifications	\$ 65.04	\$ 67.25	\$ 69.54
Language Asst Native Teacher Qualifications/Responsib	\$ 74.17	\$ 76.69	\$ 79.30
Nurse	\$ 48.07	\$ 49.71	\$ 51.40
Outdoor Asst No Quals- Field	\$ 23.50	\$ 24.30	\$ 25.13
Outdoor Asst Quals- Field	\$ 28.28	\$ 29.24	\$ 30.24
Outdoor Leader Quals less than 1 yrs experience- Field	\$ 32.99	\$ 34.12	\$ 35.28
Outdoor Leader Quals 1-3 yrs experience- Field	\$ 37.69	\$ 38.97	\$ 40.30
Outstanding Outdoor Leader Quals & at least 3 yrs exp- Field	\$ 42.41	\$ 43.86	\$ 45.35
Outstanding Outdoor Leader Quals/5 yrs+ exp/1 yr @STL- Field	\$ 47.12	\$ 48.72	\$ 50.38
Sports Coach 0	\$ 30.57	\$ 31.60	\$ 32.68
Sports Coach 1	\$ 34.39	\$ 35.56	\$ 36.77
Sports Coach 2	\$ 36.92	\$ 38.18	\$ 39.48
Sports Coach 3	\$ 40.75	\$ 42.14	\$ 43.57
Pool Lifeguard	\$ 23.50	\$ 24.30	\$ 25.13
Assistant Swim Teacher	\$ 23.50	\$ 24.30	\$ 25.13
Junior Swim Teacher (just qualified or still a student)	\$ 27.89	\$ 28.84	\$ 29.82
Senior Swim Teacher	\$ 33.85	\$ 35.00	\$ 36.19

Other Casual Employees

A casual sessional music instructor will be paid each year according to VMTA (Victorian Music Teachers Association Inc.) rates, for 2017 this rate is \$74.00 per hour.

An employee engaged on a casual basis, not listed above, will be paid no less than the following casual rates of pay.

	2017 - 1 Feb	2018 - 1 Feb	2019 - 1 Feb
Casual rate	\$ 23.50	\$ 24.30	\$ 25.13



Other General Staff and Teaching Employees – negotiated salary


- Whilst most General Staff and Teaching Employee's fall within one of the subgroups above, there are some positions within the College where there are too few people undertaking the task or the position is too specialised to readily fit into any general salary structure or scale.
- For these Employees, the salary will be determined by the College taking into account market reviews and appropriate benchmarking.
- The Employees' salaries will increase by the same annual increment as is payable to Employees generally.
- An Employee with a negotiated salary may apply to the Principal for a review of the salary.
- No Employee will be paid less than ACLC1L1.
- All general benefits, terms and conditions, other than remuneration issues, in this Agreement will apply to these Employees.



St Leonard's College Agreement 2017

EXECUTED as an agreement this 14th day of December 2016

EMPLOYER REPRESENTATIVE

Signed: 

Date: 14/12/2016

Name in full (printed): Stuart Davis

Position title: Principal

Authority to sign explained: Principal, St Leonard's College

Address: c/o 163 South Road, BRIGHTON EAST, VICTORIA 3187

Witnessed by: 

Witness name in full: Virginia Tonc

Witness address: c/o 163 South Road, BRIGHTON EAST, VICTORIA 3187

EMPLOYEE REPRESENTATIVE

Signed: 

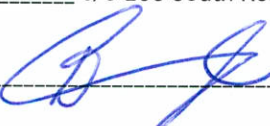
Date: 14/12/2016

Name in full (printed): Jill Reilly

Position title: Teacher

Authority to sign explained: IEU Representative/Teacher

Address: c/o 163 South Road, BRIGHTON EAST, VICTORIA 3187

Witnessed by: 

Witness name in full: Brett Mc George

Witness address: c/o 163 South Road, BRIGHTON EAST, VICTORIA 3187