DECISION

Fair Work Act 2009
s.185—Enterprise agreement

The Knox School Limited T/A The Knox School
(AG2017/6243)

KNOX SCHOOL ENTERPRISE AGREEMENT 2017
Educational services

COMMISSIONER JOHNS SYDNEY, 20 APRIL 2018


[1] An application has been made for approval of an enterprise agreement known as the Knox School Enterprise 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 The Knox School Limited T/A The Knox School. The Agreement is a single enterprise agreement.

[2] 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) I note that the Agreement covers the organisation.

[4] The Agreement is approved and, in accordance with s.54 of the Act, will operate from 27 April 2018. The nominal expiry date of the Agreement is 31 December 2020.

COMMISSIONER

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<AE428083 PR602167>
PART 1 APPLICATION AND OPERATION OF AGREEMENT

1. TITLE
This Agreement is to be known as The Knox School Enterprise Agreement 2017 (the Agreement) and is a single enterprise agreement made pursuant to s.172(2) of the Fair Work Act 2009 (Cth.) (the Act).

2. ARRANGEMENT
The Agreement is arranged as follows.

PART 1 APPLICATION AND OPERATION OF AGREEMENT
1. TITLE
2. ARRANGEMENT
3. COMMENCEMENT DATE AND PERIOD OF OPERATION
4. PARTIES BOUND
5. RELATIONSHIP TO AWARDS
6. DEFINITIONS
7. DISPUTE RESOLUTION
8. NO FURTHER CLAIMS
9. TERMS OF EMPLOYMENT
10. CONSULTATIVE COMMITTEE
11. AGREEMENT FLEXIBILITY

PART 2 CONDITIONS OF EMPLOYMENT FOR ALL EMPLOYEES COVERED BY THE AGREEMENT
12. MODES OF EMPLOYMENT
13. MINIMUM EMPLOYMENT PERIOD
14. REMUNERATION PACKAGING
15. SUPERANNUATION
16. PAYMENT ARRANGEMENTS
17. PERSONAL/CARER’S LEAVE
18. DISCRETIONARY LEAVE
19. COMPASSIONATE LEAVE
20. INFECTIOUS DISEASES LEAVE
21. PUBLIC HOLIDAYS
22. PARENTAL LEAVE
23. LONG SERVICE LEAVE
24. LEAVE WITHOUT PAY
25. ACCIDENT COMPENSATION AND ACCIDENT MAKE-UP PAY
26. WITHHOLDING OF MONIES
27. CONSULTATION ABOUT CHANGE
28. PERFORMANCE OR CONDUCT MANAGEMENT
29. VARIATION TO A PART TIME EMPLOYEE’S TEACHING LOAD OR HOURS OF WORK
30. REDUNDANCY
31. ANNUAL LEAVE LOADING
32. MEAL ALLOWANCE
PART 3 CONDITIONS OF EMPLOYMENT FOR TEACHERS

41. CLASSIFICATIONS AND SALARIES
42. HOURS OF WORK
43. NON TERM WEEKS
44. ANNUAL LEAVE
45. NOTICE OF TERMINATION
46. RESPONSIBILITY FOR STUDENT TEACHERS

PART 4 CONDITIONS OF EMPLOYMENT FOR GENERAL STAFF EMPLOYEES IN RECEIPT OF SCHOOL HOLIDAYS

47. CLASSIFICATIONS AND SALARIES
48. HOURS OF WORK
49. ANNUAL LEAVE
50. SCHOOL HOLIDAYS
51. ALLOWANCES
52. NOTICE OF TERMINATION

PART 5 CONDITIONS OF EMPLOYMENT FOR GENERAL STAFF EMPLOYEES NOT IN RECEIPT OF SCHOOL HOLIDAYS

53. CLASSIFICATIONS AND SALARIES
54. ORDINARY HOURS OF WORK
55. ANNUAL LEAVE
56. CASHING OUT ANNUAL LEAVE
57. LEAVE WITHOUT PAY DURING NON TERM WEEKS
58. ALLOWANCES
59. NOTICE OF TERMINATION

PART 6 CONDITIONS OF EMPLOYMENT FOR HEADS OF SCHOOL AND DIRECTORS OF DEPARTMENTS

60. CLASSIFICATIONS AND SALARIES
61. HOURS OF WORK
62. ANNUAL LEAVE
63. NOTICE OF TERMINATION

PART 7 CONDITIONS OF EMPLOYMENT FOR MUSIC TUTORS

64. HOURS OF WORK
65. ANNUAL LEAVE
66. SCHOOL HOLIDAYS
67. NOTICE OF TERMINATION
3. COMMENCEMENT DATE AND PERIOD OF OPERATION

Where the Agreement passes the better off overall test, the Agreement will be operative from the seventh day after it is approved by the Fair Work Commission in accordance with s.54 of the Act.

The nominal expiry date of the Agreement is 31 December 2020.

4. PARTIES BOUND

This Agreement applies to Teachers and General Staff Employees employed by the Employer except those Employees specified in sub clause 4.2.

This Agreement does not apply to persons employed as a Principal, Vice Principal, Associate Principal, Business Manager or as a Sports Coach.

Part 1 and Part 2 of this Agreement apply to all Employees covered by the Agreement. Parts 3, 4, 5, 6 and 7 of this Agreement apply to Employees as specified.
5. RELATIONSHIP TO AWARDS
This Agreement operates to the complete exclusion of all Awards which would otherwise apply to any of the Employees covered by this Agreement.

6. DEFINITIONS

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Act</td>
<td>means the <em>Fair Work Act 2009</em> (Cth) or its successor</td>
</tr>
<tr>
<td>Attendance Time</td>
<td>means all days of the School Year less the Non Term Weeks</td>
</tr>
<tr>
<td>Awards</td>
<td>means the <em>Educational Services (Teachers) Award 2010</em> and the</td>
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<td><em>Educational Services (Schools) General Staff Award 2010</em> or</td>
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<td></td>
<td>their successors</td>
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<tr>
<td>Casual Employee</td>
<td>means an Employee employed pursuant to clause 12.4 of this</td>
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<td></td>
<td>Agreement</td>
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<tr>
<td>Commission</td>
<td>means the Fair Work Commission or its successor</td>
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<tr>
<td>ELC Teacher</td>
<td>means a person (other than a Director of an early childhood</td>
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<td></td>
<td>centre, by whatever name called) who is employed to teach</td>
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<td>children in the early childhood programme</td>
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<tr>
<td>Employee</td>
<td>means a person covered by this Agreement</td>
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<tr>
<td>Employer</td>
<td>means The Knox School Limited ABN 16 095 158 222</td>
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<tr>
<td>Experience</td>
<td>means experience of teaching after achieving the qualifications</td>
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<td>necessary for registration as a teacher and will be deemed to</td>
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<td>have commenced at the date on which a ‘qualified’ person first</td>
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<td>receives a teaching appointment</td>
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<td>Fixed Term Employee</td>
<td>means an Employee employed pursuant to clause 12.3 of this</td>
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<td></td>
<td>Agreement</td>
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<tr>
<td>Full Time Employee</td>
<td>means an Employee employed pursuant to clause 12.1 of this</td>
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<td>Agreement</td>
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<tr>
<td>General Staff</td>
<td>means</td>
</tr>
<tr>
<td>Employee</td>
<td>Classroom and Curriculum Resources or Services – being an</td>
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<td></td>
<td>Employee whose principal duties are to provide support to</td>
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<td></td>
<td>teachers and students, support curriculum related services</td>
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<td></td>
<td>such as librarian, educational assistants, teacher aides,</td>
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<td>library assistants and technicians, laboratory technician and</td>
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<td></td>
<td>hospitality assistants.</td>
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<td></td>
<td>Administration Personnel – being an Employee whose principal</td>
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<td>duties are in the functional areas of the School’s business</td>
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<td>operations such as registrar, administration, finance,</td>
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<td>marketing, fundraising, public relations, reception,</td>
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<td></td>
<td>executive assistants, human resource and payroll</td>
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<td>administration.</td>
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<td>Maintenance Personnel – being an Employee whose principal</td>
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<td>duties are to support the other services of the School such as</td>
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<td>a maintenance officer, bus driver and gardener.</td>
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<td>Wellbeing Personnel – being an Employee whose principal duties</td>
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<td>are to support the health and wellbeing of students and staff</td>
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<tr>
<td></td>
<td>such as nurse, school psychologist and counsellor.</td>
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<td></td>
<td>ICT Professionals – being an Employee whose principal duties</td>
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<td>are to carry out professional IT duties to support students</td>
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<td>and staff such as the</td>
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<td>Immediate Family</td>
<td>means spouse (including a former spouse, a de facto spouse and a former de facto spouse) of the Employee. A de facto spouse means a person who lives with the Employee as his or her husband or wife on a bona fide domestic basis, (whether the Employee and the person are of the same sex or difference sexes) although not legally married to the Employee; and 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</td>
</tr>
<tr>
<td>LSL Act</td>
<td>means the <em>Long Service Leave Act 1992</em> (Vic), or its successor</td>
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<tr>
<td>NES</td>
<td>means the National Employment Standards as contained in Part 2-2 of the Act</td>
</tr>
<tr>
<td>Non Term Weeks</td>
<td>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 weeks’ annual leave)</td>
</tr>
<tr>
<td>Part Time Employee</td>
<td>means an Employee employed pursuant to clause 12.2 of this Agreement</td>
</tr>
<tr>
<td>Permission to Teach Teacher</td>
<td>means a person who is granted Permission to Teach by the Victorian Institute of Teaching pursuant to Division 3 of Part 2.6 of Chapter 2 of the <em>Education and Training Reform Act 2006</em> (Vic.) and is engaged to undertake the duties of a Teacher, which includes the delivery of the School’s educational program and the assessment of student participation in the educational program</td>
</tr>
<tr>
<td>Principal</td>
<td>means Principal of The Knox School or his or her nominee</td>
</tr>
<tr>
<td>Registered Health Practitioner</td>
<td>means a person registered under the <em>Health Practitioners Regulation National Law (Victoria) Act 2009</em></td>
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<tr>
<td>Registered Medical Practitioner</td>
<td>means a person who is qualified to practise medicine in Australia and who is registered with the Medical Board of Australia</td>
</tr>
<tr>
<td>School</td>
<td>means The Knox School Limited ABN 16 095 158 222 trading as The Knox School</td>
</tr>
<tr>
<td>School Holidays</td>
<td>means a period of holidays as determined by the Employer and announced prior to the commencement of a new School Year. School Holidays will not be less than those mandated by the Victorian government for Victorian government schools</td>
</tr>
<tr>
<td>School Year</td>
<td>means the twelve months from the first day that Employees are required to attend the School for the new educational year</td>
</tr>
</tbody>
</table>
| 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 *Education and Training Reform Act 2006* (Vic.) and is employed to teach. This definition includes an Early Childhood
Teacher and a qualified teacher librarian but does not include a person employed as a Principal, a Deputy Principal, a Head of School or a Director of a Department by whatever name called.

VIT means the Victorian Institute of Teaching

WIRC Act means the Workplace Injury Rehabilitation and Compensation Act 2013 (Vic) or its successor

7. DISPUTE RESOLUTION

7.1 If a dispute relates to:
   a) a matter arising under the agreement; or
   b) the National Employment Standards;
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 Fair Work Commission.

7.5 The Fair Work Commission may deal with the dispute in 2 stages:
   a) the Fair Work 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) if the Fair Work Commission is unable to resolve the dispute at the first stage, the Fair Work Commission may then:
      (i) arbitrate the dispute; and  
      (ii) make a determination that is binding on the parties.

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

A decision that Fair Work 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 Fair Work Commission in accordance with this term.

8. NO FURTHER CLAIMS

The parties to the Agreement undertake that there will be no further claims over matters encompassed by the Agreement for the term of the Agreement.

9. TERMS OF EMPLOYMENT

All Employees, other than Casual Teachers, will be provided with a letter of appointment upon engagement. The letter will detail the commencement date (and cessation date if employment is for a fixed term), general duties, employment status (i.e., Full Time, Part Time or Casual), salary and hours of attendance (where applicable).

10. CONSULTATIVE COMMITTEE

10.1 The Consultative Committee consists of representatives of management and staff and is committed to co-operating positively to increase the efficiency, productivity and competitiveness of the School.

10.2 The committee will include three (3) representatives nominated by the Employer, two of whom shall be the Principal and the Business Manager, and three (3) staff representatives, who are employees of the school, nominated by the Employees.

10.3 The role of the Consultative Committee is to:

a) provide an avenue of communication between staff and management on employment related matters;

b) ensure that mechanisms are established by management and staff to implement the aims of this Agreement; and

c) provide a forum that investigates, consults and/or recommends to management on all matters referred to it by management and/or staff. Such matters might include the nature, role and tenure of the positions of responsibility covered by this Agreement, the method of appointment to these positions and the extent or not of the time release involved, the provision of appropriate time release for particular Teachers to complete report writing duties and other workload related issues.

10.4 Should any change to the Staff Handbook be proposed, the proposed change must first be discussed by the Consultative Committee and will only proceed subject to 10.7.

10.5 The Consultative Committee will normally meet once per semester, but may meet more regularly if needs be. Any member of the Consultative Committee may call a meeting provided the conditions of 10.6 are met.

10.6 Agenda items for all meetings of the Consultative Committee must be circulated by the person convening the meeting of the Consultative Committee at least five working days prior to a meeting being held.

10.7 The Consultative Committee should endeavour to reach consensus around any issue, but should consensus not be reached, then the Consultative Committee can by means of a majority vote make recommendations to the Principal around
any matter raised. If the Principal decides not to accept the recommendations of the Consultative Committee, then the Principal will provide all staff with a written explanation as to why the recommendation of the Consultative Committee has been refused.

11. AGREEMENT FLEXIBILITY

11.1 An Employer and Employee covered by this Agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the Agreement if:

a) 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

b) the arrangement meets the genuine needs of the Employer and Employee in relation to one or more of the matters mentioned in paragraph (a);

c) the arrangement is genuinely agreed to by the Employer and Employee.

11.2 The Employer must ensure that the terms of the individual flexibility arrangement:

a) are about permitted matters under s.172 of the Act; and
b) are not unlawful terms under s.194 of the Act; and

c) result in the Employee being better off overall than the Employee would be if no arrangement was made.

The Employer must ensure that the individual flexibility arrangement:

a) is in writing; and
b) includes the name of the Employer and Employee; and

c) 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

d) includes details of:
   (i) the terms of the 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
   (iv) states the day on which the arrangement commences.

11.3 The Employer must give the Employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

11.4 The Employer or Employee may terminate the individual flexibility arrangement:

a) by giving no more than 28 days written notice to the other party to the arrangement; or

b) if the Employer and Employee agree in writing — at anytime.
PART 2 CONDITIONS OF EMPLOYMENT FOR ALL EMPLOYEES COVERED BY THE AGREEMENT

12. MODES OF EMPLOYMENT

The Employer may employ a Full Time, Part Time, Fixed Term or Casual Employee. The Employer may direct an Employee to perform such duties as are within the limits of the Employee’s skill, competence and training.

12.1 Full Time Employees

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

12.2 Part Time Employee

12.2.1 The Employer may employ an Employee on a part time basis in accordance with this Agreement.

12.2.2 The Employer will set out in writing the part time hours required upon the engagement of the Employee and at any other time when a permanent variation occurs. For a Part Time Teacher, the Employer will set out in writing the duties and number of hours required (including face-to-face teaching hours) to be undertaken. This provision does not apply to Music Tutors.

12.2.3 A Part Time Teacher will be paid pro rata of the rate that the Teacher would be entitled to receive as a Full Time Teacher and is entitled to all entitlements on a pro rata basis on the specified hours in clause 12.2.2. The pro rata annual salary is calculated using the following formula. For the purpose of this formula, a Full Time Teacher’s face-to-face teaching hours are deemed to be 20 hours for primary and secondary and 28 hours for early childhood.

\[
\frac{\text{hours of face-to-face teaching}}{\text{hours of Full Time Teacher's face-to-face teaching}} \times \text{annual salary}
\]

12.2.4 A Part Time Teacher will undertake a proportionate number of other duties normally expected of a Full Time Teacher.

12.3 Fixed Term Employee

12.3.1 The Employer may employ an Employee to work on a replacement basis or for a specified period of time as full time or part time:
   a) to replace one or more Employees who are on leave;
   b) to undertake a specified project for which funding has been made available;
   c) to undertake a specified task which has a limited period of operation
   d) to replace an Employee whose employment has terminated after the commencement of the School Year. The period of the appointment must not exceed the end of that School Year; or
   e) to replace an Employee who provided notice of termination of employment after the commencement of Term 4. The period of the appointment must not exceed the end of the following School Year.
12.3.2 A Fixed Term Employee is entitled to the benefits of this Agreement on a pro rata basis where the Employee is employed part time or where the Employee has been employed for a period of less than 12 months.

12.3.3 Before employing a Fixed Term Employee on a replacement basis, the Employer will inform the Fixed Term Employee of:
   a) the reason for the fixed nature of the employment;
   b) the date of commencement of the employment;
   c) the benefits which are applicable under this Agreement; and
   d) the rights of any Employee being replaced.

12.3.4 The termination of employment of a Fixed Term Teacher will be by the expiry of the period of employment or in accordance with the appropriate notice of termination provisions in the applicable notice of termination provisions. In respect of a Fixed Term Employee replacing an Employee on parental leave, the notice of termination provisions under clause 45.1.3 will apply.

12.3.5 A Fixed Term Employee is not entitled to any of the following benefits under this Agreement:
   a) notice of termination (where the date of cessation of employment is stated at the time of appointment)
   b) paid parental leave (where the employee has been engaged on a fixed term contract for less than 30 consecutive months)
   c) redundancy.

12.4 Casual Employee

12.4.1 The Employer may employ an Employee as a Casual Employee in accordance with this Agreement.

12.4.2 A Casual Employee is entitled to the casual rate of pay specified in applicable Schedule. This rate of pay includes a loading in lieu of paid leave entitlements.

12.4.3 The Employer will engage a Casual Teacher for a full day or a half day.

12.4.4 A Casual Employee is not entitled to any of the following benefits under this Agreement:
   a) notice of termination of employment;
   b) redundancy;
   c) remuneration packaging;
   d) annual leave;
   e) school holidays;
   f) non term weeks;
   g) leave loading;
   h) paid personal/carer’s leave;
   i) paid compassionate leave;
   j) paid parental leave;
   k) accident make-up pay;
   l) infectious diseases leave;
   m) school fees/staff discounts;
n) further study;
o) removal leave;
p) examination leave; and
q) qualification conferral leave

12.4.5 A Casual Employee is entitled to unpaid carer’s leave, unpaid parental leave and long service leave, where eligible.

12.4.6 An Employer must not employ a Casual Teacher, in such a capacity for more than fifteen consecutive school days. By mutual agreement, employment may be for up to one school term, where the days are consecutive.

12.4.7 An Employer must not employ a casual Classroom or Curriculum Resources or Services, for longer than two concurrent school terms on relieving work or to complete a fixed project, or for less than 38 hours per week or an average thereof per fortnight or month on work of an ongoing nature which involves the performance of a regular number of hours per week or over the averaging period.

13. MINIMUM EMPLOYMENT PERIOD

13.1 An Employee’s employment is contingent upon the satisfactory completion of a six month minimum employment period.

13.2 If the Employer is to terminate the employment of an Employee during the six month minimum employment period, the Employer does not need to provide the applicable notice of termination and does not need to comply with clause 27.

13.3 If the Employer is to terminate the Employee within the first six months of the Employee’s employment commencing, the Employee is entitled to notice prescribed as follows or payment in lieu of notice.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Period of Notice</th>
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<tbody>
<tr>
<td>Teachers</td>
<td>4 weeks’ notice</td>
</tr>
<tr>
<td>All other employees</td>
<td>4 weeks’ notice</td>
</tr>
</tbody>
</table>

13.4 If the Employee resigns within the first six months of the Employee’s employment commencing, then the Employee is required to give the same notice required of the Employer in 13.3 above.

14. REMUNERATION PACKAGING

14.1 Upon receiving a written election 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 legislation and Australian Taxation Office rulings until otherwise advised.

14.2 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.

14.3 It is acknowledged and accepted by the Employee that the Employer is not liable for any taxation or any other liabilities, judgements, penalties or outcomes of any sort incurred by the Employee resulting from entering into any flexible remuneration packaging arrangement in accordance with the relevant policy.
15. SUPERANNUATION

15.1 The Employer will make an Employer superannuation contribution, in accordance with the Superannuation Guarantee legislation, to NGS Super, being the Schools default fund. If another fund, not being the default fund, is chosen the Employee must first provide in writing to the Employer, written confirmation that the fund selected is a complying fund and can accept contributions from a non-participating Employer.

15.2 The Employer makes no guarantee nor is it required to assure the availability of benefits from any superannuation fund(s).

15.3 An Employee may make additional voluntary contributions to their complying fund under a salary sacrifice arrangement in accordance with clause 14.

16. PAYMENT ARRANGEMENTS

Salary will be paid by credit transfer to the Employee’s nominated financial institution account on a fortnightly basis.

17. PERSONAL/CARER’S LEAVE

17.1 Personal/carer’s leave is in accordance with the NES (Ch 2, Pt 2-2, Div 7) except where ancillary or supplementary terms are provided in this Agreement.

17.2 Entitlement

17.2.1 An Employee is entitled to a paid personal/carer’s leave entitlement, which includes both sick and carer’s leave.

17.2.2 For a Full Time Employee the paid personal/carer leave entitlement equates to 15 days per year of service. A Part Time Employee is entitled to paid personal/carer leave on a pro rata basis.

17.2.3 Paid personal leave is taken by the Employee because of a personal illness or injury.

17.2.4 Paid carer’s leave is taken by the Employee to provide care or support to a member of the Employee’s Immediate Family or a member of the Employee’s household, who requires care or support because of a personal illness, injury, or an unexpected emergency affecting the member.

17.2.5 Where the Employee has exhausted the paid personal/carer’s leave entitlement, the Employee may take up to two days’ unpaid carer’s leave per permissible occasion. Unpaid carer’s leave may be taken as a single, unbroken period of up to two days, or any separate period as agreed by the Employer and the Employee.

17.2.6 A Casual Employee may take up to two days’ unpaid carer’s leave per permissible occasion. Unpaid carer’s leave may be taken as a single, unbroken period of up to two days, or any separate period as agreed by the Employer and the Employee.

17.2.7 Personal/carer’s leave for an Employee accrues, based on the annual rate of pay as follows:

a) in the first year of service, six days during the first term worked, and thereafter, three days at the commencement of each subsequent school term

b) in the second and subsequent years of service 15 days at the commencement of that year
17.2.8 An Employee must notify the Employer of the Employee’s absence as soon as reasonably practicable. The notice must be to the effect that the Employee requires the leave because of a personal illness or injury or to provide care or support to a member of the Employee’s Immediate Family or household as the member is suffering either a personal illness or injury or an unexpected emergency.

17.2.9 The Employer will require an Employee to provide a medical certificate issued by a Registered Health Practitioner or a statutory declaration for periods of personal/carer’s leave as follows:
   a) Any absence of more than 2 consecutive days;
   b) Any absence continuous with Non Term Weeks, annual leave, leave without pay, public holidays or long service leave; and
   c) Any absence where the number of days of paid personal/carer’s leave already taken without production of a medical certificate or other written evidence satisfactory to the employer exceeds 5 days in one School Year.

18. DISCRETIONARY LEAVE

18.1 An Employee with a fraction of 0.2 or greater is entitled to request discretionary leave, which is taken from an Employee’s entitlement to personal/carer’s leave.

18.2 The quantum of discretionary leave that may be requested is as follows:

18.2.1 an Employee with a fraction of 0.6 or greater may request up to 3 days per annum;

18.2.2 an Employee with a fraction of 0.4 or greater but less than 0.6 may request up to 2 days per annum;

18.2.3 an Employee with a fraction of 0.2 or greater but less than 0.4 may request up to 1 day per annum.

18.3 An Employee may request discretionary leave for any of the following reasons:

18.3.1 to attend the funeral of a person who is not a member of the Employee’s Immediate Family or household;

18.3.2 to attend a significant family event (e.g., wedding) for a member of the Employee’s Immediate Family or household;

18.3.3 to attend to a matter of urgent pressing necessity or obligation;

18.3.4 to appear before a court or tribunal;

18.3.5 to observe religious days;

18.3.6 for cultural leave, where the Employee is an Aboriginal or Torres Strait Islander; or

18.3.7 other reasons, as agreed to by the Employer.

18.4 An Employee must:

18.4.1 request discretionary leave in writing and provide the reason for requesting leave;

18.4.2 make the request not less than 48 hours prior to the proposed commencement time of the leave, unless in the opinion of the Employer, such notice would not be reasonable; and

18.4.3 take discretionary leave as a full day or as a half-day.

18.5 Discretionary leave is approved at the discretion of the Principal.
18.6 The cap applying to the amount of discretionary leave that can be accessed per year is not cumulative.

19. COMPASSIONATE LEAVE

19.1 Compassionate leave is in accordance with the NES (Ch 2, Pt 2-2, Div 7), except where more favourable terms are provided in this Agreement.

19.2 Entitlement

19.2.1 An Employee may take 3 days’ paid leave per occasion when a member of the Employee’s Immediate Family or household dies or when the Employee’s Immediate Family or household member contracts or develops a personal injury or illness that poses a serious threat to life.

19.2.2 In some circumstances, the Principal may allow further compassionate leave to be accessed from the Employee’s accrued personal/carer’s leave entitlement.

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

19.2.4 The Employee is entitled to compassionate leave only if the Employee gives the Employer any evidence that the Employer reasonably requires of the illness, injury or death.

20. INFECTIOUS DISEASES LEAVE

20.1 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 School and the disease is evident in the School:

a) German measles
b) Chickenpox
c) Measles
d) Mumps
e) Scarlet fever
f) Whooping cough
g) Rheumatic fever, or
h) Hepatitis.

20.2 The Employee must in all cases produce a medical certificate from a Registered Medical Practitioner which specifically names the disease as soon as is reasonably practicable.

21. PUBLIC HOLIDAYS

21.1 An Employee is entitled to public holidays in accordance with the NES (Ch 2, Pt 2-2, Div 10) except where more favourable terms are provided for in this Agreement.

21.2 Public holidays that occur during a period of leave for Employees in accordance with clauses 43, 50 and 57 do not create an additional entitlement except for those public holidays referred to in clause 57.2.2.
21.3 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 specified days.

21.4 The Employer and an Employee may agree to the Employee taking another day as the public holiday in lieu of the specified day.

21.5 An agreement made in accordance with 21.3 or 21.4 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.

22. PARENTAL LEAVE

22.1 Parental leave is in accordance with the NES (Ch 2, Pt 2-2, Div 5) except where ancillary terms and provided for in this Agreement.

22.2 Increased entitlement

22.2.1 An Employee is entitled to an automatic 24 months of unpaid parental leave where the Employee has or will have responsibility for the care of the child.

22.2.2 Upon exhausting 24 months of unpaid parental leave, an Employee may request an additional 12 months of unpaid parental leave.

22.2.3 The Employer may refuse a request made pursuant to cl.22.2.2 on reasonable business grounds.

22.3 Notice and evidentiary requirements

22.3.1 An Employee is required to comply with the notice and evidentiary requirements contained in the NES.

22.3.2 If accessing the entitlement provided for in cl.22.2.1, an Employee must provide at least four weeks’ notice if extending the leave period up to 24 months.

22.3.3 If requesting an additional period of leave pursuant to cl.22.2.2, an Employee must provide written notice at least ten weeks prior to the end of the approved parental leave period.

22.4 Right to request flexible work

22.4.1 An Employee entitled to parental leave pursuant to the NES may request the Employer to allow the Employee to return from a period of parental leave on a part-time basis until the child reaches five years of age or school age, whichever applies first, to assist the Employee in reconciling work and parental responsibilities.

22.4.2 The Employer shall consider any request made pursuant to this clause having regard to the Employee’s circumstances and, provided the request is genuinely based on the Employee’s parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the workplace or the Employer’s business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.

22.4.3 An Employee’s request and the Employer’s decision made pursuant to this clause must be recorded in writing.

22.5 Paid Parental Leave

22.5.1 This clause applies to:

a) an ongoing employee with at least 12 months of continuous service with the Employer as at the date of commencing parental leave; or
b) a fixed-term employee with at least 30 months of continuous service with the Employer as at the date of commencing parental leave

22.5.2 An Employee who takes parental leave to be the primary care giver of the child will be entitled to be paid the first 14 weeks’ of parental leave after the birth or placement of the child at the Employee’s ordinary rate of pay.

22.5.3 An Employee who takes concurrent leave will be entitled to be paid 10 days of partner leave after the birth or placement of the child at the Employee’s ordinary rate of pay.

22.5.4 To avoid any doubt, an Employee is not entitled to paid parental leave for any period unless he or she is entitled to unpaid parental leave in accordance with the NES.

22.5.5 In order to be entitled to a second or subsequent period of paid parental leave the Employee must return to work at the School after the period of preceding parental leave for a period of at least 12 months.

22.5.6 Paid parental leave taken by the Employee will accrue annual leave, long service leave and personal/carer’s leave entitlements.

23. LONG SERVICE LEAVE

23.1 An Employee is entitled to long service leave. The National Employment Standards or the LSL Act, as appropriate, specifies the entitlement.

23.2 An Employee is entitled to long service leave of thirteen weeks upon the completion of ten years of continuous employment. An Employee is entitled to an additional six and a half weeks’ long service leave for each additional five years of continuous employment with the Employer.

23.3 Accrued long service leave will be paid pro rata in lieu where an Employee’s employment is terminated after seven years but before ten years of continuous employment.

23.4 An Employee may apply to take pro rata long service leave after 7 years of continuous employment which may be approved by the School subject to operational requirements.

23.5 An Employee may apply to extend an amount of long service leave. Payment for the period of long service leave will be reduced to an amount equivalent to the period that the leave is extended by. For example, the School may grant an amount of long service leave twice as long as the amount to which the Employee would otherwise be entitled at a rate of pay equal to half the Employee’s ordinary rate of pay. An Employee may also apply to take a period of leave without pay in conjunction with long service leave in accordance with operational requirements.

23.6 An Employee, whose service has been all full-time or all at the same part-time fraction, is paid during long service leave at the Employee’s normal salary.

23.7 A General Staff Employee, whose time fraction has varied during service, is paid at a proportionate rate during long service leave. The 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 entitlement will apply.

23.8 A Teacher whose time fraction has varied during service, is paid at a proportionate rate during long service leave. The rate is determined by calculating as follows:
a) Service prior to 1 February 1997

(i) where all service of the teacher has been in a part-time capacity, salary when proceeding on long service leave (or payment in lieu thereof if applicable) will be calculated by striking average weekly hours over the last 12 months of actual service and multiplying average weekly hours by the current hourly pay rate;

(ii) when full-time employment falls last, any leave taken from the full-time credit will be paid at the current full-time salary. Leave taken from the part-time credit will be paid on the basis of a proportion of the current full-time salary having regard to the ratio of average weekly hours over the last 12 months of part-time employment to current full-time weekly hours;

(iii) when part-time employment falls last, leave taken from the full-time credit will be paid at the salary applicable to the full-time equivalent of the present part-time employment category. Leave taken from part-time credit will be paid for at the current salary on the basis of average weekly hours over the last 12 months of part-time employment;

(iv) if a Teacher can show that the Teacher's average weekly hours over the whole of the Teacher's part-time employment are greater than average weekly hours over the last 12 months of part-time employment the higher figure will be used in determining average weekly hours. Should part-time employment be less than 12 months, average weekly hours will be struck over the actual period of part-time employment.

b) Service from 1 February 1997

A Teacher whose time fraction has varied during service is paid at a proportionate rate during long service leave. The rate is determined by calculating an average of the Teacher's time fractions over the period of eligible service.

23.9 Illness on Long Service Leave

23.9.1 Subject to the requirements of 23.2.2, an Employee, who becomes ill or suffers an injury during long service leave and has an entitlement to sick leave, is entitled to have the period of illness or injury treated as sick leave, with long service leave reaccredited to the Employee. The Principal may require the Employee to be examined by a registered medical practitioner of the Employer’s choice, provided the practitioner is reasonably accessible to the Employee.

23.9.2 The Employee's application under 23.2.1:

a) must be received by the Employer during the period of illness or injury;

b) 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

c) 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.
24. LEAVE WITHOUT PAY

An Employee may apply for leave without pay which may be granted at the discretion of the Principal. An Employee agrees that entitlements under this Agreement do not accrue during any period of leave without pay.

25. ACCIDENT COMPENSATION AND ACCIDENT MAKE-UP PAY

25.1 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 and Compensation Act (Vic) (2013) (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.

25.2 If an Employee is absent from work because of a personal illness or injury, for which the Employee is receiving compensation payments pursuant to the WIRC Act, then:

25.2.1 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:
   a) annual leave; or
   b) paid personal/carer’s leave.

25.2.2 The Employee is not entitled to any payment or benefit in respect of any Non Term Weeks for a Teacher or School Holidays for a School Assistant entitled to School Holidays which fall during the period that the Employee is in receipt of weekly payments under the WIRC Act.

26. WITHHOLDING OF MONIES

26.1 In the event that an Employee does not provide the full notice required by the relevant notice of termination provisions the Employer is entitled to withhold from any monies owing to the Employee an amount equal to the remuneration that the Employee would have earned for the number of weeks or days of the notice period that the Employee did not work.

26.2 For the avoidance of doubt, the Employer is entitled to withhold monies owing to an Employee from sources including (but not limited to) the following:
   a) unpaid salary or wages;
   b) for School Assistants entitled to School Holidays pursuant to clause 50, a payment for School Holidays;
   c) for Teachers, any outstanding entitlement to Non Term Weeks
   d) any entitlement to a pro rata payment for long service on termination of employment; and
   e) any amounts owing to the Employee for an unpaid bonus or allowance.
27. CONSULTATION ABOUT CHANGE

27.1 This clause applies if the Employer:

a) 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

b) proposes to introduce a change to the regular roster or ordinary hours of work of Employees.

Major change

27.2 For a major change referred to in clause 27.1(a):

a) the Employer must notify the relevant Employees of the decision to introduce the major change; and

b) clauses 27.3 to 27.9 apply.

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

27.4 If:

a) a relevant Employee appoints, or relevant Employees appoint, a Representative for the purposes of consultation; and

b) the Employee or Employees advise the Employer of the identity of the Representative;

the Employer must recognise the Representative.

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

a) 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

b) 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.

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

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

27.8 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 27.2(a) and clauses 27.3 and 27.5 are taken not to apply.
27.9 In this clause, a major change is likely to have a significant effect on employees if it results in:
   a) the termination of the employment of Employees; or
   b) major change to the composition, operation or size of the Employer’s workforce or to the skills required of Employees; or
   c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
   d) the alteration of hours of work; or
   e) the need to retrain Employees; or
   f) the need to relocate Employees to another workplace; or
   g) the restructuring of jobs.

Change to regular roster or ordinary hours of work

27.10 For a change referred to in cl.27.1;b):
   a) the Employer must notify the relevant Employees of the proposed change; and
   b) cl.27.11 to 27.15 apply.

27.11 The relevant Employees may appoint a Representative for the purposes of the procedures in this clause.

27.12 If:
   a) a relevant Employee appoints, or relevant Employees appoint, a Representative for the purposes of consultation; and
   b) the Employee or Employees advise the Employer of the identity of the Representative;
   the Employer must recognise the Representative.

27.13 As soon as practical, the Employer must:
   a) discuss with the relevant Employees the introduction of the change; and
   b) 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) relevant information about any other matters that the Employer reasonably believes are likely to affect the Employees; and
   c) 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).

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

27.15 The Employer must give prompt and genuine consideration to matters raised about the change by the relevant Employees.
27.16 For the purposes of cl.27.11 to 27.15, the Employer’s educational timetable in respect of academic classes and student activities, which:
   a) may operate on a term, semester or a School Year basis, and
   b) ordinarily changes between one period of operation and the next, and
   c) may change during the period of operation,
   is not a regular roster.

27.17 However, where a change to the Employer’s educational timetable directly results in a change:
   a) to the number of ordinary hours of work of an Employee, or
   b) to the spread of hours over which the Employee’s ordinary hours are required to be worked, or
   c) to the days over which the Employee is required to work, cl.1.11 to 1.15 will apply

In this clause:
   relevant Employees means the Employees who may be affected by a change referred to in cl.27.1

28.PERFORMANCE OR CONDUCT MANAGEMENT

28.1 Application
   The Employer will not be required to commence a performance or conduct management procedure, as detailed in this clause:
   28.1.1 where an Employee’s employment is terminated during the minimum employment period pursuant to cl.13 - Minimum employment period; or
   28.1.2 for a casual Employee.

28.2 Performance Management
   28.2.1 Where the Employer is considering termination of employment for reasons related to the Employee’s performance, the Employer will implement the procedure in this clause.
   28.2.2 A formal performance management procedure will commence with the Employer advising the Employee in writing of:
      a) the Employer’s concern(s) with the Employee’s performance;
      b) the time, date and place of the first formal meeting to discuss the Employee’s performance;
      c) the Employee’s right to be accompanied by a nominee of the Employee’s choice at all meetings scheduled to discuss the Employee’s performance;
      d) the Employer’s right to terminate the employment should the procedure not resolve the Employer’s concern(s).
   28.2.3 Formal performance management meetings will
      a) include discussion of the Employer’s concern(s) about the Employee’s performance;
      b) give the Employee an opportunity to respond to the Employer’s concern(s);
c) include discussion of any counselling or assistance, where appropriate, available to the Employee;

 d) include documentation, where appropriate;

 e) set periods of review, as appropriate.

 28.2.4 If, after following the procedure in this clause, the Employer’s decision is to terminate the employment of the Employee, then the Employer will give the required period of notice or payment in lieu of notice.

 28.3 Conduct Management

 28.3.1 Where the Employer is considering termination of employment for reasons related to an Employee’s conduct, the Employer will implement the procedure in this clause.

 28.3.2 The Employer will advise the Employee in writing of:

 a) the Employer’s concern(s) with the Employee’s conduct;

 b) the time, date and place of the meeting to discuss the Employee’s conduct;

 c) the Employee’s right to be accompanied by a nominee of the Employee’s choice at any meeting scheduled to discuss the Employee’s conduct;

 d) the Employer’s right to terminate the Employee’s employment should the Employer’s concern(s) not be resolved.

 28.3.3 The formal conduct management meeting(s) will:

 a) include discussion of the Employer’s concern(s) with the Employee’s conduct;

 b) give the Employee an opportunity to respond to the Employer’s concern(s).

 28.3.4 Concern(s) with a Employee’s conduct may be resolved by:

 a) summary dismissal, where the Employee is guilty of serious misconduct of a kind such that it would be unreasonable to require the Employer to continue the employment during the notice period;

 b) issuing the Employee with a warning or a final warning in writing;

 c) terminating the employment of the Employee in accordance with the relevant notice provision;

 d) other action, appropriate to the situation.

 e) no further action

 29. VARIATION TO A PART TIME EMPLOYEE’S TEACHING LOAD OR HOURS OF WORK

 29.1 Where a Part Time Employee’s teaching load or hours of work are required to be reduced by the Employer due to fluctuating enrolments or for any other operational reason determined by the Employer the following will apply:

 a) reductions will be achieved, with seven weeks of notice being provided by the Employer (having regard to known or predicted circumstances) by requesting a Part Time Employee to decrease/increase their teaching load to meet changing operational requirements.
b) a variation to the Part Time Employee's teaching load or hours of work of 20% or less FTE will not render the Employee's position redundant.

c) Where an Employee does not wish to accept a variation in the Employee's teaching load or hours of work of greater than 20% FTE the Employee's employment may be terminated and the Employee shall be entitled to receive a severance payment in accordance with the provisions of Clause 30 of this Agreement.

30. REDUNDANCY

30.1 Definition

Redundancy occurs where the Employer has made a definite decision that the Employer no longer wishes the job that the Employee has been doing done by anyone and that decision leads to the termination of employment of the Employee, except where this is due to the ordinary and customary turnover of labour.

30.2 Redundancy Disputes

a) Where a redundancy dispute arises, and if it has not already done so, an Employer must provide the affected Employee(s) and the Employee's representative (if requested by any affected Employee), with relevant information:

(i) the reasons for any proposed redundancy;
(ii) the number and categories of Employees likely to be affected; and
(iii) the period over which any proposed redundancies are intended to undertaken.

b) Where a redundancy dispute arises and discussions occur in accordance with this clause, the Employer will, as early as possible, consult on measures taken to avert or to minimise any proposed redundancies and measures to mitigate the adverse effects of any proposed redundancies on the Employees concerned.

30.3 Transfer to lower paid duties

Where an Employee is transferred to lower paid duties for reasons set out above the Employee will be entitled to the same period of notice of transfer as the Employee would have been entitled to if the Employee's employment had been terminated. The Employer may, at its discretion, make payment in lieu thereof of 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.

30.4 Severance Pay

The severance payment for an Employee will be in accordance with the following:

<table>
<thead>
<tr>
<th>Period of Continuous Service</th>
<th>Severance Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>Nil</td>
</tr>
<tr>
<td>1 year and less than 2 years</td>
<td>4 weeks of pay*</td>
</tr>
<tr>
<td>2 years and less than 3 years</td>
<td>7 weeks of pay</td>
</tr>
<tr>
<td>3 years and less than 4 years</td>
<td>10 weeks of pay</td>
</tr>
</tbody>
</table>
4 years and less than 5 years | 12 weeks of pay  
5 years and less than 7 years | 14 weeks of pay  
7 years and less than 10 years | 16 weeks of pay  
10 years and less than 15 years | 24 weeks of pay  
15 years or more | 30 weeks of pay  

*Weeks of pay means the ordinary time rate of pay for the Employee concerned excluding any allowances under Parts 4 and 5.*

30.4.1 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 except at the discretion of the Employer.

30.4.2 An Employee over the age of 50 years as at the date of termination of employment will receive an additional 10 per cent of the amount of severance pay provided in this clause.

30.4.3 The severance payments set out in this clause will not be discounted against or reduced by any entitlement to superannuation.

30.4.4 The severance pay entitlement, subject to normal PAYG provisions that apply at the time, will be paid as a lump sum at the next pay date occurring after the date of termination, along with any other payments the Employee is entitled to upon termination.

   a) The severance payment under this clause is additional to an Employee’s entitlement to notice of termination or payment in lieu as specified the relevant notice of termination provisions.

30.5 Leaving during notice

An Employee, whose employment is terminated for reasons of redundancy, may terminate the Employee’s employment during the period of notice and, if so, will be entitled to the same benefits and payments under clause 30.4 had the Employee remained with the Employer until the expiry of such notice. In such circumstances the Employee will not be entitled to payment in lieu of notice.

30.6 Alternative employment

The Employer, in a particular redundancy case, is not obliged to pay severance pay if the Employer obtains alternative employment for an Employee acceptable to that Employee.

30.7 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 the Employee may not receive payment for the time absent. For this purpose a statutory declaration will be sufficient.
31. ANNUAL LEAVE LOADING

31.1 An Employee who has given service for which salary has been received throughout the School Year is entitled to a leave loading of 17.5% on a maximum of four weeks’ annual leave.

31.2 An Employee who is employed for part only of a School Year is entitled to be paid leave loading as follows:

31.2.1 An Employee entitled to Non Term Weeks or School Holidays and who ceases employment with the Employer prior to the commencement of third term is not entitled to leave loading from the Employer.

31.2.2 For Teachers and Employees entitled to Non Term Weeks or School Holidays, leave loading will be paid at the end of the calendar year. For all other staff the leave loading will be paid as and when the leave occurs.

32. MEAL ALLOWANCE

The Employer will supply an Employee with a meal should the Employer require an Employee to remain at school continuously until after 7 p.m. on any day.

33. SCHOOL FEES/STAFF DISCOUNTS

Permanent employees 0.4 FTE and above are entitled to a minimum discount of 25% on their children’s school tuition fees at the School. This may be increased at the determination of the Employer.

34. FURTHER STUDY

Where an Employee undertakes a course of study or a private program approved by the Employer, the Employer will contribute up to a maximum amount of $1500 in a calendar year towards the cost of the course including tuition fees. This amount will be paid in arrears to the Employee following evidence of successful completion provided to the Employer of the course or the units studied.

35. 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.

36. 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.
37. JURY SERVICE LEAVE

37.1 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.

37.2 An Employee must notify the Employer as soon as possible of the date upon which the Employee is required to attend for jury service.

37.3 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.

37.4 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.

37.5 Subject to 37.2, 37.3 and 37.4 of this clause, the Employer will grant an Employee leave with pay for the period of the jury service pursuant to 37.1 of this clause.

37.6 As soon as reasonably practicable, after the completion of jury service, an Employee will reimburse the Employer any monies received by the relevant Court Authorities.

38. EXAMINATION LEAVE

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

39. 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.

40. STATEMENT OF EMPLOYMENT

Upon termination of employment with the School, and upon request from an Employee, the School will provide the Employee with a written statement of employment.
PART 3 CONDITIONS OF EMPLOYMENT FOR TEACHERS

41. CLASSIFICATIONS AND SALARIES

41.1 Schedule 1A sets out the classification structure and progression through the salary scale.

41.2 Schedule 1B sets out the salary for a Teacher, including a Casual Teacher.

41.3 Schedule 6A sets out the position of responsibility structure and Schedule 6B sets out the applicable allowances.

41.4 The salary specified in Schedule 1B or 6B (if applicable) is in compensation for all hours worked in accordance with clause 43, save and except those circumstances that occur in accordance with clause 43.4 and clause 43.5.

42. HOURS OF WORK

42.1 The ordinary hours of work for a Full Time Teacher are 38 hours per week averaged over a 12 month period, plus reasonable additional hours. The averaging period will be the School Year, except that where this Agreement comes into effect from a date other than the first day of the School Year, the first period of averaging will be for the remainder of that School Year.

42.2 Subject to cl.42.3, the maximum face-to-face teaching hours per week for a full-time Teacher will be:

42.2.1 20 hours in the primary and secondary area; and

42.2.2 28 hours in the early childhood area.

42.3 By agreement, a Teacher may work additional face-to-face teaching hours. Where a Teacher agrees to perform additional face-to-face teaching hours, such additional hours will be offset against the Teacher’s other duties, including but not limited to the allocation of extras, yard duty and pastoral care activities, or a reduced teaching load in an adjacent semester.

42.4 Subject to cl.42.5, face-to-face teaching hours include:

42.4.1 All classes allocated to a Teacher whether that class consists of a single student or a group of students;

42.4.2 Any sports or activity sessions allocated to the teacher which are scheduled during normal class time if the teacher has concurrent and complete co-curricular obligations for the year;

42.4.3 Scheduled pastoral care, which includes the tutor period but does not include the tutor time.

42.5 Extras

42.5.1 An extra is defined as any class taken by a Teacher which is in addition to the 20 hours of face-to-face teaching. Extras do not include classes which are taken in lieu of scheduled classes, or classes taken by an underallotted Teacher.

42.5.2 A full-time Teacher may be allocated a maximum of 27 hours of extras per annum.

42.5.3 Part-time staff are eligible for extras on a pro-rata basis.

42.6 First year Teachers

42.6.1 A Teacher in their first year of experience of teaching will be allocated a reduced load, either in face-to-face teaching or other duties. A minimum
The Knox School Enterprise Agreement 2017

benchmark in reduction of 50% of that expected of teachers for hours of extras (13.5 hours) and 50% of the supervision duties will be set.

42.7 Class sizes

42.7.1 Subject to cl.42.7.2, a class will not have more than 24 students.

42.7.2 By agreement between the Employer and an individual Teacher, a class may have up to 26 students.

42.8 Duties and Professional Expectations

42.8.1 The ordinary duties of a Teacher include:

a) Face-to-face teaching with associated preparation;

b) Marking and reporting;

c) Providing feedback;

d) Care of students;

e) Attendance at assemblies;

f) Supervisory duties;

g) Involvement in co-curricular activities;

h) Participation in staff professional development;

i) Attendance and participation at camps and excursions;

j) Attendance and participation at scheduled meetings;

k) Attendance at presentation night

l) Any other duty as reasonably requested of the Teacher associated with but not limited to the duties described in (i) to (xi)

42.9 A Teacher's work includes the work undertaken to meet their professional responsibilities. From time to time and when it does not interfere with the delivery of, and planning for, the educational curriculum, this work may be performed in other locations including, for example, the Teacher's home.

42.10 A Teacher acknowledges the importance of their professional responsibilities to the School and the learning needs of students.

42.11 Part-time Teachers

42.11.1 The School will produce a timetable to meet the prioritised needs of students that is bound by transparent consultation with part time teaching staff.

42.11.2 The School will endeavour to provide one full consistent day off per cycle but depending on a number of factors, including but not limited to the load of the teacher, the subject taught and the operational requirements of the School, this may not be possible. The school will provide as a minimum the following blocks of time as available to part time staff dependent upon their teaching allotment.

<table>
<thead>
<tr>
<th>Time Fraction</th>
<th>Junior School and / or two or fewer 7 period per cycle classes</th>
<th>three or more 7 period per cycle classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.7 above</td>
<td>Classes across all days of the cycle</td>
<td></td>
</tr>
<tr>
<td>0.5-0.69</td>
<td>1 full day, 1 half day per cycle</td>
<td>3 half days per cycle</td>
</tr>
<tr>
<td>0.0-0.49</td>
<td>2 full days, 2 half days per cycle</td>
<td></td>
</tr>
</tbody>
</table>

Note: A Teacher cannot use cl.7 – Dispute Resolution Procedure in relation to the School's inability to meet its endeavours to provide one full consistent day off per cycle as set out in cl.42.11.2.
42.12 These minimum benchmarks can be varied by mutual agreement between the teacher and the school.

42.13 Part time staff are expected to attend staff days at the start and end of the school year on a pro rata basis equivalent with their part time status. The actual days/sessions to attend will be determined by mutual agreement between the teacher and the school.

43. NON TERM WEEKS

43.1 A Teacher is not required or requested to attend at the School during Non Term Weeks but is required to perform such classroom associated duties as are determined by the Teacher as being reasonably necessary to enable the proper performance of the Teacher’s role. The Teacher’s role is defined by the Employer. A Teacher who occupies a Position of Responsibility may, by mutual agreement, be required to attend during a period of Non Term Weeks where attendance is required as part of the role.

43.2 Non Term Weeks is not a period of authorised leave for the purpose of the Act.

43.3 Where a Teacher takes unpaid leave for more than ten (10) days during Attendance Time, the number of Attendance Time Weeks will be reduced by the number of weeks taken. The entitlement to paid Non Term Weeks during the School Year will be calculated pursuant to the formula in 43.4.

43.4 If a Teacher’s employment is terminated or a Teacher resigns prior to the end of term 4 in any School Year or a Teacher is employed for part only of a School Year, the Teacher is entitled to a payment for Non Term Weeks in recognition of the averaging of hours of work under this Agreement, pursuant to the following formula:

\[
\text{Number of weeks of a Teacher's Attendance Time} \times \frac{\text{Non Attendance Time}}{\text{Total number of School's Attendance Time}} - \text{Non Attendance Time weeks already taken}
\]

44. ANNUAL LEAVE

44.1 Annual Leave is in accordance with the NES (Ch 2, Pt 2-2, Div 6) as amended from time to time, except where more favourable terms are provided in this Agreement.

44.2 A Teacher is entitled to four weeks’ annual leave for every 12 months of continuous service on a pro rata and cumulative basis.

44.3 A Teacher will take all accrued annual leave during the end of each calendar year school break unless the Teacher and Employer mutually agree in writing that the Teacher performs duties during all or part of the school break, apart from the shutdown period, and defer taking the equivalent period of annual leave to another time.
45. NOTICE OF TERMINATION

45.1 By the Employer

45.1.1 Where the Employer wishes to terminate the employment of a Teacher serving a minimum employment period pursuant to clause 13, or a Teacher wishes to resign during a minimum employment period, the period of notice is specified by clause 13.

45.1.2 Subject to clause 13, where the Employer wishes to terminate the employment of a Teacher, where the Teacher has had more than six months’ continuous service, the Employer will provide the Teacher with written notice of seven weeks wholly within the one school term, or payment in lieu of notice.

45.1.3 Where the Employer wishes to terminate the employment of a Fixed Term Teacher who is replacing another Teacher on parental leave, the Employer will give the Fixed Term Teacher four weeks’ notice if the Teacher being replaced has an application to return from parental leave early, approved.

45.1.4 Payment in lieu is calculated by taking the amount of salary and rates of pay in Schedules 1B and 6B (if applicable) that a Teacher would have received by working during the notice period if the Teacher’s employment had not been terminated.

45.1.5 The notice period in this clause and in clause 13 do not apply where the Teacher is guilty of serious misconduct.

45.2 By the Employee

45.2.1 Where a Teacher wishes to resign from the School and has more than six months of continuous service at the time of resignation, the Teacher must provide the School with written notice of seven term weeks given wholly within the one school term.

46. RESPONSIBILITY FOR STUDENT TEACHERS

Any monies received by the Employer in relation to student teachers will be paid to the Teacher who has provided supervision to the student teacher.
PART 4 CONDITIONS OF EMPLOYMENT FOR GENERAL STAFF EMPLOYEES IN RECEIPT OF SCHOOL HOLIDAYS

This part only applies to Employees engaged under this Part prior to 1 January 2018.

47. CLASSIFICATIONS AND SALARIES

47.1 Classification structures for each of the occupational groups under this Part are set out in the relevant schedules.

47.2 Salaries for each of the occupational groups under this Part are set out in the relevant schedules.

48. HOURS OF WORK

48.1 Ordinary hours of work

48.1.1 The ordinary hours of work for a Full Time Employee will be 38 hours per week.

48.2 Spread of hours

48.2.1 Unless otherwise agreed between an Employee and the School, the ordinary hours of work will be between 6.30am and 9.00pm Monday to Friday inclusive.

48.3 Overtime

48.3.1 Where an Employee is requested by the School to perform hours in excess of the ordinary hours, the Employee will be entitled to either an overtime loading on the additional hours worked or time off in lieu at a period of time equivalent to the overtime penalty incurred. Prior to the overtime being worked, the Employee and Employer will mutually agree as to whether overtime is to be paid or taken in lieu.

48.3.2 Overtime must be approved in writing by the Principal or the Principal’s nominee before being undertaken and performed by the Employee.

48.3.3 The overtime loading applied to hours worked in addition to ordinary hours is 50 per cent for the first three hours worked on Monday to Saturday, and 200 per cent thereafter; 200 per cent for hours worked on a Sunday; and 250 per cent for hours worked on a public holiday.

49. ANNUAL LEAVE

49.1 Annual Leave is in accordance with the NES (Ch 2, Pt 2-2, Div 6) as amended from time to time, except where ancillary terms are provided in this Agreement.

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

49.3 An Employee will not be required to take an amount of annual leave during a shutdown period. The shutdown is defined as a period where the Employer shuts down the business, or any part of the business, in which the Employee works.
50. SCHOOL HOLIDAYS

50.1 An Employee is entitled to School Holidays, which is inclusive of annual leave, if specified at the time of employment or mutually agreed during a period of employment.

50.2 Where applicable, the relevant salary schedules (i.e., Nurses, Educational Assistants) take the School Holiday leave period into account, and have been adjusted accordingly.

50.3 An Employee is entitled to public holidays that fall during this period of additional leave but they do not create any additional entitlements.

50.4 An Employee who is employed for part only of a School Year or who takes leave without pay in excess of 10 working days in any School Year, will be paid on a pro rata basis during School Holidays with the calculation based upon the proportion of weeks worked at the rate of pay applicable at the time of the School Holidays or at the time that employment is terminated. The formula to calculate an entitlement to School Holidays in accordance with this clause is as follows:

\[
\text{Number of working weeks excluding paid holiday periods} - \text{School Holidays already paid} = \frac{3}{1}
\]

51. ALLOWANCES

51.1 On call and recall allowance

51.1.1 On call allowance

An on call allowance will be paid to an employee who is required by an employer to hold themselves available to be recalled to work. The employee will be paid an allowance equal to one ordinary hour’s pay for each period of up to 24 hours that the employee is required to be on call.

51.1.2 Recall allowance

An employee recalled to duty at the workplace will be paid a minimum of three hours at the appropriate overtime rate where that duty is not continuous with their ordinary hours of duty.

51.2 Vehicle allowance

51.2.1 An employee required by the employer to use the employee’s motor vehicle in the performance of duties shall be entitled to claim an allowance, and where such a claim is made, be paid an allowance at the rate per kilometre as set down from time to time by the Commonwealth Taxation Office for tax deduction purposes. The applicable rates can be found at www.ato.gov.au

51.2.2 Where an employer provides a motor vehicle which is used by an employee in the performance of the employee’s duties the employer must pay all expenses including registration, running and maintenance.
52. NOTICE OF TERMINATION

52.1 By the Employer

52.1.1 Where the Employer wishes to terminate the employment of an Employee serving a minimum employment period pursuant to clause 13, or an Employee wishes to resign during a minimum employment period, the period of notice is specified by clause 13.

52.1.2 Where the Employer wishes to terminate the employment of an Employee, where the Employee has had more than six months’ continuous service, the Employer will provide the Employee with written notice of 4 weeks (given wholly within a school term) or payment in lieu of notice.

52.1.3 Payment in lieu is calculated by taking the amount of salary that an Employee would have received by working during the notice period if the Employee employment had not been terminated.

52.1.4 The notice period in this clause and in clause 13 do not apply where the Employee is guilty of serious misconduct.

52.2 By the Employee

52.2.1 Where an Employee wishes to resign from the School and has more than six months’ of continuous service, the Employee must provide the School with written notice of 4 weeks (given wholly within a school term).
PART 5  CONDITIONS OF EMPLOYMENT FOR GENERAL STAFF EMPLOYEES NOT IN RECEIPT OF SCHOOL HOLIDAYS

This Part applies to any Employee engaged under this Part prior to 1 January 2018, and all General Staff Employees engaged after 1 January 2018 unless Parts 6 or 7 apply to their employment.

53. CLASSIFICATIONS AND SALARIES

53.1 Classification structures for each of the occupational groups under this Part are set out in the relevant schedules.

53.2 Salaries for each of the occupational groups under this Part are set out in the relevant schedules.

54. ORDINARY HOURS OF WORK

54.1 Ordinary hours of work

54.1.1 The ordinary hours of work for a Full Time Employee will be 38 hours per week.

54.2 Spread of hours

54.2.1 Unless otherwise agreed between an Employee and the School, the ordinary hours of work will be as per the Schedule below.

54.2.2 The ordinary hours of work will be worked on no more than five days in any seven days and may be worked as follows:

54.2.3 On any day from Monday to Friday between 7.00 am and 6.00 pm for the following groups of employees:
   a) Classroom and Curriculum resources or services; or
   b) Administration personnel

54.2.4 On any day from Monday to Friday between 6.00 am and 6.00 pm for school operational services employees in the following groups:
   a) Maintenance personnel;

54.2.5 On any day from Monday to Friday between 6.30 am and 6.30 pm for the following employees:
   a) Preschool/childcare/ou: of school hours care services; or
   b) Wellbeing personnel.

54.2.6 On any day from Monday to Friday between 6.00 am and 6.00 pm and on Saturday between 6.30 am and 12 noon for gardening, turf maintenance and farming employees.

Provided that where a daily span of hours is specified, and there is mutual agreement between the employer and the majority of employees in the particular group, the starting and finishing times may be varied by up to one hour so long as the total hours remain unchanged.

54.3 Overtime

54.3.1 Where an Employee is requested by the School to perform hours in excess of the ordinary hours, the Employee will be entitled to either an overtime loading on the additional hours worked or time off in lieu at a period of time equivalent to the overtime penalty incurred. Prior to the
overtime being worked, the Employee and Employer will mutually agree as to whether overtime is to be paid or taken in lieu.

54.3.2 Overtime must be approved in writing by the Principal or the Principal's nominee before being undertaken and performed by the Employee.

54.3.3 The overtime loading applied to hours worked in addition to ordinary hours is 50% for the first three hours worked on Mondays to Saturdays and 100% in addition to thereafter; 100% for hours worked in addition to ordinary hours on a Sunday and 150% for hours worked in addition to ordinary hours on a Public Holiday.

55. ANNUAL LEAVE

55.1 Annual Leave is in accordance with NES (Ch 2, Pt 2-2, Div 6) as amended from time to time, except where more favourable terms are provided in this Agreement.

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

55.3 An Employee will not be required to take an amount of annual leave during a shutdown period. The shutdown is defined as a period where the Employer shuts down the business, or any part of the business, in which the General Staff Employee works.

56. CASHING OUT ANNUAL LEAVE

56.1 An Employee may make a request to cash out a period of paid annual leave in accordance with this clause.

56.2 An Employer may agree to a request to cash out a period of paid annual leave in accordance with this clause.

56.3 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.

56.4 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.

56.5 An agreement must not result in the employee’s remaining accrued entitlement to paid annual leave being less than 4 weeks.

57. LEAVE WITHOUT PAY DURING NON TERM WEEKS

57.1 Arrangements

57.1.1 An Employee may be required to take leave without pay during Non term weeks, provided that:

a) the Employee's contract of employment specifies the arrangement in writing;

b) all such periods count as service for the purpose of calculating accrued leave entitlements and do not break continuity of service;

c) if appropriate work is available for an Employee during any such period, the existing Employee may be offered such employment (whether on a full-time, part-time or casual basis). The Employee who is on leave without pay may refuse an offer of employment without prejudice to their normal employment relationship; and
57.2 Calculating annual salary for an Employee who is on leave without pay during Non term weeks

57.2.1 The formula in this subclause may be used to calculate an annual salary for an Employee whose contract of employment makes provision, in writing, for leave without pay during Non term weeks.

57.2.2 The adjusted annual salary for an Employee is:

\[ A = C \times \text{working weeks} + 4 \times \text{weeks annual leave + shutdown} \]

Where:

- \( A \) means the Employee's adjusted annual salary
- \( C \) means the annual salary for the Employee's classification
- **Working weeks** means the number of weeks that the Employee is required to work. For an Employee engaged for the calendar year, this figure will not be less than the Employer's published term dates.
- **Shutdown** means the business days, including public holidays which fall on business days, that fall during the period where the Employer shuts down the school.

57.3 For the purpose of calculating any allowance or penalty for an Employee, the allowance or penalty will be calculated on the ordinary hourly rate applicable before the adjustment provided for in this clause is applied.

57.4 An Employee may elect, in writing, to be paid only for the time worked (and therefore not during Non term weeks) rather than to be paid an adjusted annual salary as provided by this clause.

58. ALLOWANCES

58.1 On call and recall allowance

58.1.1 On call allowance

An on call allowance will be paid to an employee who is required by an employer to hold themselves available to be recalled to work. The employee will be paid an allowance equal to one ordinary hour’s pay for each period of up to 24 hours that the employee is required to be on call.

58.1.2 Recall allowance

An employee recalled to duty at the workplace will be paid a minimum of three hours at the appropriate overtime rate where that duty is not continuous with their ordinary hours of duty.

58.2 Vehicle allowance

58.2.1 An employee required by the employer to use the employee’s motor vehicle in the performance of duties shall be entitled to claim an allowance, and where such a claim is made, be paid an allowance at the rate per kilometre as set down from time to time by the
Commonwealth Taxation Office for tax deduction purposes. The applicable rates can be found at www.ato.gov.au

58.2.2 Where an employer provides a motor vehicle which is used by an employee in the performance of the employee's duties the employer must pay all expenses including registration, running and maintenance.

59. NOTICE OF TERMINATION

59.1 By the Employer

59.1.1 Where the Employer wishes to terminate the employment of an Employee serving a minimum employment period pursuant to clause 13, or an Employee wishes to resign during a minimum employment period, the period of notice is specified by clause 13.

59.1.2 Where the Employer wishes to terminate the employment of an Employee, where the Employee has had more than six months' continuous service, the Employer will provide the Employee with written notice of 4 weeks or payment in lieu of notice.

59.1.3 Payment in lieu is calculated by taking the amount of salary that an Employee would have received by working during the notice period if the Employee's employment had not been terminated.

59.1.4 The notice period in this clause and in clause 13 do not apply where the Employee is guilty of serious misconduct.

59.2 By the Employee

59.2.1 Where an Employee wishes to resign from the School and has more than 6 months' continuous service, the Employee must provide the School with written notice of 4 weeks.
PART 6 CONDITIONS OF EMPLOYMENT FOR HEADS OF SCHOOL AND DIRECTORS OF DEPARTMENTS

60. CLASSIFICATIONS AND SALARIES

60.1 The salary for an Employee employed under this Part will be specified in the Employee’s contract of Employment. The salary will not be less than the Level 9 Teacher rate of pay as specified in Schedule 1B of this Agreement.

60.2 The salary specified in the Employee’s contract of employment is in compensation for all hours worked in accordance with clause 62.

61. HOURS OF WORK

61.1 The ordinary hours of work for an Employee employed under this Part is 38 hours per week averaged over a period of 12 months.

61.2 In addition, an Employee employed under this Part is required to work such reasonable additional hours as are necessary to perform the Employee’s duties.

62. ANNUAL LEAVE

62.1 Annual Leave is in accordance with the NES (Ch 2, Pt 2-2, Div 6) amended from time to time, except where more favourable terms are provided in this Agreement.

62.2 An Employee appointed in a Head of School or Director role after the commencement of this Agreement is entitled to:

62.2.1 four weeks of annual leave in accordance with the NES, which is cumulative from year to year and needs to be taken within the year that it accrues; and

62.2.2 upon exhausting the four weeks of annual leave provided for in cl.62.2.1, an Employee will be entitled to an additional four weeks of extra paid leave per year, which must be taken within the year it accrues and is not cumulative.

62.3 An Employee employed under this Part prior to the commencement of this Agreement is entitled to eight weeks' annual leave with annual leave loading payable on a maximum of 4 weeks, for every 12 months of continuous service on a cumulative basis.

62.4 An Employee under this Part must generally take an amount of annual leave during a shutdown period. The shutdown is defined as a period where the Employer shuts down the business, or any part of the business, in which the Employee works.

63. NOTICE OF TERMINATION

63.1 Notice of Termination for Employees employed under this Part will be specified in Employee’s contract of employment.
PART 7 CONDITIONS OF EMPLOYMENT FOR MUSIC TUTORS

64. HOURS OF WORK

64.1 A Music Tutor’s hours of work will be 38 hours per week averaged over the School Year.

64.2 The hours of work for a music tutor are comprised of:

64.2.1 Up to 27 hours per week, averaged over the semester of duties face to face with students, including but not limited to:
   a) Private or small group instrumental lessons. Where there are term weeks remaining, additional lessons must be delivered or other work performed as directed by the Director/Head of Music and Performing Arts, not exceeding the average maximum hours.
   b) BASE Program
   c) Ensemble(s) direction
   d) Tutorials.

64.2.2 Up to 11 hours per week of administrative and other non-tutoring duties, including but not limited to:
   a) Lesson preparation
   b) Record keeping
   c) Instrument logging and maintenance
   d) Meetings
   e) Report writing
   f) Disciplinary sessions
   g) Meeting and communication with parents as directed by the Director/Head

64.3 Any other duties comprising not more than the hours provided for during Non term Weeks, which are averaged over the School Year. These duties and hours, which will not attract any additional payment, can occur outside of the spread of hours (including weekends and Non term Weeks), and will include but are not limited to:
   a) Up to 8 days of camps/tours
   b) Attendance and participation in a minimum of 8 evenings of concerts and recitals
   c) Presentation night
   d) Attendance at public event performances
   e) Participation in faculty meetings and whole staff days
   f) Attendance and participation in up to 2 professional development days as directed by the Director/Head.

64.4 Unless otherwise agreed between an Employee and the School, the spread of hours for Music tutors will be on any day from Monday to Saturday between 6.00am and 6.00pm for Music Tutors.

65. ANNUAL LEAVE

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

65.2 A Music Tutor is entitled to four weeks’ annual leave for every 12 months of continuous service on a pro rata basis.
65.3 Unless the Employer agrees otherwise, a Music Tutor will be deemed to be on annual leave immediately after the end of term 4.

65.4 A Music Tutor will not be required to take annual leave during a shutdown period. The shutdown period is defined as a period where the Employer shuts down the business.

66. SCHOOL HOLIDAYS

66.1 An Employee is entitled to School Holidays, which is inclusive of annual leave, if specified at the time of employment or mutually agreed during a period of employment.

66.2 The relevant salary schedules take the School Holiday leave period into account, and have been adjusted accordingly.

66.3 An Employee is entitled to public holidays that fall during this period of additional leave but they do not create any additional entitlements.

66.4 An Employee who is employed for part only of a School Year or who takes leave without pay in excess of 10 working days in any School Year, will be paid on a pro rata basis during School Holidays with the calculation based upon the proportion of weeks worked at the rate of pay applicable at the time of the School Holidays or at the time that employment is terminated. The formula to calculate an entitlement to School Holidays in accordance with this clause is as follows:

\[
\frac{\text{Number of working weeks excluding paid holiday periods}}{3} \times \text{School Holidays already paid}
\]

67. NOTICE OF TERMINATION

67.1 By the Employer

67.1.1 Where the Employer wishes to terminate the employment of an Employee serving a minimum employment period pursuant to clause 13, or an Employee wishes to resign during a minimum employment period, the period of notice is specified by clause 13.

67.1.2 Where the Employer wishes to terminate the employment of an Employee, where the Employee has had more than six months' continuous service, the Employer will provide the Employee with written notice of 4 weeks (given wholly within a school term) or payment in lieu of notice.

67.1.3 Payment in lieu is calculated by taking the amount of salary that an Employee would have received by working during the notice period if the Employee employment had not been terminated.

67.1.4 The notice period in this clause and in clause 13 do not apply where the Employee is guilty of serious misconduct.

67.2 By the Employee

67.2.1 Where an Employee wishes to resign from the School and has more than six months' of continuous service, the Employee must provide the School with written notice of 4 weeks (given wholly within a school term).
EXECUTED as an agreement this 07 December 2017

EMPLOYER REPRESENTATIVE

Signed: 

Date: 07/12/17

Name in full (printed): Allan John Sixsmith

Position title: Principal

Authority to sign explained: Chief Executive of TKS Ltd

Address: 220 Burwood Highway WANTIRNA SOUTH VIC 3152

Witnessed by:

Witness name in full: Janet Lutz

Witness address: 220 Burwood Highway WANTIRNA SOUTH VIC 3152

EMPLOYEE REPRESENTATIVE

Signed: 

Date: 7/12/17

Name in full (printed): Maree Barter

Position title: Bargaining Representative

Authority to sign explained: Union Representative and Staff Member

Address: 220 Burwood Highway WANTIRNA SOUTH VIC 3152

Witnessed by:

Witness name in full: Janet Lutz

Witness address: 220 Burwood Highway WANTIRNA SOUTH VIC 3152
SCHEDULE 1A TEACHER CLASSIFICATION STRUCTURE

1A.1 Teachers with Full or Provisional Registration

1A.1.1 A Teacher holding full or provisional Registration with the VIT, who has a four year approved training course beyond secondary school including teacher training, will commence at Level 1 and progress to Level 8 in annual increments on the anniversary of the Teacher’s teaching appointment, or in the case of non continuous service, after the completion of the equivalent of a School Year.

1A.1.2 A Teacher employed for 40% or less of a full time teaching load will be required to complete 24 months’ service before progressing to the next level.

1A.1.3 A Teacher seeking to progress beyond Level 8 must first have been at level 8 for a period of one school year or equivalent and is then required to undertake a Performance Review as detailed at 1A.3. This Performance Review is based on the Australian Professional Standards for Teachers and will be conducted by the Principal.

1A.2 Permission to Teach Teachers

1A.2.1 A Permission to Teach Teacher will be paid not less than Level 1.

1A.2.2 Where a Permission to Teach Teacher receives Full or Provisional Registration with the VIT, the person will be classified at the level commensurate with the teaching experience gained whilst undertaking the requisite qualification, provided that reclassification will take place from the next pay period commencing after the Teacher’s notification, in writing, to the Employer.

Progression

1A.3 Progression beyond Level 8

Progression beyond Level 8 will be subject to successful completion of a Performance Review based on the Australian Professional Standards for Teachers and an interview with the Principal.

This Performance Review requires each applicant to complete a written statement of no more than 800 words detailing:

How the work of the teacher demonstrates one or more of the Focus Areas and Descriptors accompanying each of the seven Standards at the Highly Accomplished Career Stage.

At interview, the Principal will discuss the applicant’s written statement with the applicant and make any recommendations or suggestions to the applicant regarding their work around the Standards.

Satisfaction of the Performance Review depends on the Principal forming the opinion that the applicant has shown in their written statement and at interview, that their work satisfactorily demonstrates that they have moved from Proficient to Highly Accomplished attainment in their teaching.

While successful completion of the Performance Review is not automatic, a Teacher would usually expect to satisfy the requirements based on their reflective practice and a thorough understanding of the Highly Accomplished Career Stage.

The Principal will provide any unsuccessful applicant at Performance Review a written explanation as to why that teacher has failed to meet the requirements of the Performance Review. A Teacher will be eligible to reapply for progression beyond Level 8 three months after refusal.
1A.4 Progression beyond Level 9

Progression beyond Level 9 is dependent upon the successful completion of a Performance Review based on the Australian Professional Standards for Teachers and an interview with the Principal.

This Performance Review requires each applicant to complete a written statement of no more than 800 words detailing:

   How the work of the teacher demonstrates one or more of the Focus Areas and Descriptors accompanying each of the seven Standards at the Lead Teacher Career Stage.

At interview, the Principal will discuss the applicant’s written statement with the applicant and make any recommendations or suggestions to the applicant regarding their work around the Standards.

Satisfaction of the Performance Review depends on the Principal forming the opinion that the applicant has shown in their written statement and at interview, that their work satisfactorily demonstrates that they have moved from Highly Accomplished to Lead Teacher attainment in their teaching.

The Principal will provide any unsuccessful applicant at Performance Review a written explanation as to why that teacher has failed to meet the requirements of the Performance Review. A Teacher will be eligible to reapply for progression beyond Level 9 three months after refusal.
**SCHEDULE 1B  SALARIES (TEACHERS)**

1B.1  **Annual Salary**

The annual salary for a Full Time Teacher will be not less than that prescribed by the following table.

<table>
<thead>
<tr>
<th>1B Salaries (Teachers)</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>$72,814</td>
<td>$72,814</td>
<td>$72,814</td>
<td>$74,270</td>
</tr>
<tr>
<td>Level 2</td>
<td>$74,873</td>
<td>$74,998</td>
<td>$74,998</td>
<td>$76,498</td>
</tr>
<tr>
<td>Level 3</td>
<td>$77,207</td>
<td>$77,248</td>
<td>$77,248</td>
<td>$78,793</td>
</tr>
<tr>
<td>Level 4</td>
<td>$79,624</td>
<td>$79,566</td>
<td>$79,566</td>
<td>$81,157</td>
</tr>
<tr>
<td>Level 5</td>
<td>$82,541</td>
<td>$81,953</td>
<td>$81,953</td>
<td>$83,592</td>
</tr>
<tr>
<td>Level 6</td>
<td>$85,977</td>
<td>$84,411</td>
<td>$84,411</td>
<td>$86,100</td>
</tr>
<tr>
<td>Level 7</td>
<td>$88,763</td>
<td>$86,944</td>
<td>$86,944</td>
<td>$88,683</td>
</tr>
<tr>
<td>Level 8</td>
<td>$95,874</td>
<td>$97,312</td>
<td>$98,772</td>
<td>$100,253</td>
</tr>
<tr>
<td>Level 9</td>
<td>$100,586</td>
<td>$102,178</td>
<td>$105,660</td>
<td>$107,245</td>
</tr>
<tr>
<td>Level 9a</td>
<td>$101,475</td>
<td>$104,098</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 9b</td>
<td>$102,560</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 10</td>
<td>$105,129</td>
<td>$107,221</td>
<td>$108,830</td>
<td>$111,287</td>
</tr>
<tr>
<td>Level 10a</td>
<td>$106,426</td>
<td>$108,022</td>
<td>$109,643</td>
<td></td>
</tr>
</tbody>
</table>

1B.2  **Weekly Salary**

The weekly salary is calculated by dividing the annual rate of pay by 52.18.

1B.3  **Annual Leave Loading**

The annual salary in 1B.1 does not include annual leave loading.

1B.4  **Casual Rate of Pay**

The daily rate of pay for a Casual Teacher will not be less than:

<table>
<thead>
<tr>
<th>Teachers Casual Daily Rate</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Day</td>
<td>$333</td>
<td>$338</td>
<td>$343</td>
</tr>
<tr>
<td>Per Half Day</td>
<td>$166</td>
<td>$169</td>
<td>$172</td>
</tr>
</tbody>
</table>
SCHEDULE 2A CLASSROOM AND CURRICULUM RESOURCES OR SERVICES CLASSIFICATION STRUCTURE

2A.1 Classifying Classroom and Curriculum Resources or Services

2A.1.1 Positions for staff employed in early childhood facilities, libraries, laboratories and as teacher aides will be classified in accordance with this Schedule.

2A.1.2 Classification level descriptors build on each other and individuals employed at higher classification levels shall be able to perform all dimensions of the previous level.

2A.1.3 Classification will be determined in accordance with this schedule on the basis of the characteristics - skills, qualifications, experience and autonomy - required to perform the role.

2A.2 Grade 1

2A.2.1 Positions

Positions which may be classified as Grade 1:

a) Library assistant

b) Laboratory assistant

c) Integration aide/Teacher aide

2A.2.2 Characteristics

Positions at this level do not require a qualification or prior work experience. An employee at this level applies general knowledge and skills to undertake a limited range of defined tasks under reasonably direct supervision but may, after gaining experience exercise some degree of autonomy and exercise discretion.

2A.2.3 Typical duties

2A.2.3(a) Library assistant

Provide basic support and assistance to professional and para-professional library staff, as directed by the Head Librarian. Assistants at this level must not supervise students for an extended period of time without a higher classified employee or teacher present.

2A.2.3(b) Laboratory assistant

Perform routine tasks associated with the efficient operation of the laboratory as directed by the Head of Department. If in the classroom, assistants at this level must have a Teacher present.

2A.2.3(c) Integration aide/Teacher aide

Provide basic support and assistance to teachers as directed by the Head of Department or classroom teacher. Assistants at this level must not supervise students for an extended period of time without a classroom teacher or Head of Department being present.
2A.3 Grade 2

2A.3.1 Positions which may be classified as Grade 2:

a) library technician
b) laboratory technician
c) food technician
d) early childhood assistant
e) Integration aide/Teacher aide

2A.3.2 Characteristics

Positions at this level require a relevant post-secondary certificate or associate diploma qualification or relevant work experience (preferably in an education setting). An employee at this level applies specialised knowledge and skills to undertake a broad range of tasks under general supervision. With experience, they may exercise some degree of autonomy and judgment in dealing with tasks with reference to established standards, practices and procedures, and accept responsibility for these functions.

2A.3.3 Typical duties

2A.3.3(a) Library technician

Provide assistance to students, library staff and the Head Librarian. Undertake tasks associated with the efficient operation of a library. Perform a range of general library transactions, such as processing, cataloguing and accessioning books, loans desk, stocktaking, preparing display materials and related clerical tasks. An Employee at this level may be required to assist with supervision of students.

2A.3.3(b) Laboratory technician

Provide assistance to Head of Department, Science Teachers and staff and undertake tasks associated with the administration and efficient and safe operation of the laboratory. Provide technical assistance and advice and demonstrate experiments within a variety of routines, methods and experiences under the supervision of teachers.

2A.3.3(c) Food Technician

Provide assistance to hospitality Teachers and the Head of Department and undertake tasks associated with the administration and efficient and safe operation of the hospitality area, including ordering supplies and equipment, stocktaking and related clerical tasks.

2A.3.3(d) Early Childhood Assistant/Integration aide/Teacher aide

Assist student learning, where discretion and judgment is required, including providing more individualised approaches and intervention strategies, and assisting in identifying learning needs and evaluating progress under the general supervision and direction of a teacher. Participate in the monitoring, evaluation and reporting of student learning and programs. Work with students to enable them to use specialised technology to enhance student access to the curriculum, for example in respect to hearing impairment.
2A.4 Grade 3

2A.4.1 Positions which may be classified as Grade 3:
   a) senior library technician
   b) senior laboratory technician

2A.4.2 Characteristics

Positions at this level generally require a Bachelors Degree in the specified area or a combination of a Diploma and extensive relevant work experience. An Employee at this level applies knowledge with depth in some areas and a broad range of skills. They are responsible for undertaking a variety of tasks where there is complexity in the range and choice of actions required.

It is an essential characteristic of an Employee at this level to exercise initiative and discretion, work with little supervision, demonstrate expertise, and accept responsibility beyond that required at a lower Grade.

2A.4.3 Typical duties

2A.4.3(a) Senior library technician

Provide assistance to the Librarian, all staff and students. Undertake tasks associated with the efficient operation of a library, including duties specified for lower Grade positions as and when required, including the supervision of a discrete library and information management project or operations and systems. Contribute to developing efficiencies in library operations. An Employee at this level may be required to assist with supervision of students where discretion and judgment is involved and may interact with a range of external or internal clients to provide advice or specialist information, including making recommendations for the purchase of technical equipment and resources.

2A.4.3(b) Senior laboratory technician

Work with the Head of Department and Teachers to deliver laboratory services and resources to support the curriculum. Provide assistance to the Head of Department and Science teachers and to undertake tasks associated with the administration and efficient and safe operation of the laboratory. Design, test and demonstrate practical activities and skills to students and staff, including operating specialist scientific equipment. Liaise with teachers on curriculum matters. Responsible for science laboratory policy and procedures and safety audits, including compliance with all permits and chemical management systems.

2A.5 Grade 4

2A.5.1 Positions which may be classified as Grade 4:
   a) Librarian

2A.5.2 Characteristics

Positions at this level require a relevant Bachelor's Degree in addition to significant experience, expertise and managerial skills in systems, resources and personnel. An Employee at this level has a high degree of autonomy receiving minimal direction and instruction and uses independent judgment and initiative to instigate, develop and implement key policy initiatives. They are generally responsible for supervising, training and directing the work of other Employees.
2A.5.3 Typical duties

2A.5.3(a) Librarian

Where a Librarian, other than a Teacher Librarian, is in sole charge of managing the library. Work with teachers and school leaders to deliver library services and resources to support the curriculum. An employee at this level will have policy, risk management, compliance and reporting accountabilities and is responsible for the management of all personnel, procedures and systems for the delivery of a broad and complex range of services across the whole school.
SCHEDULE 2B  SALARIES (CLASSROOM AND CURRICULUM RESOURCES OR SERVICES EMPLOYEES WITH SCHOOL HOLIDAYS ENGAGED UNDER PART 4)

2B.1  Annual Salary

2B.1.1 A Full time Employee in receipt of School Holidays will be paid not less than the relevant salary specified for the Employee's classification and experience level. The salaries specified in this Schedule are based on 48/52 of the salaries specified in Schedule 2C.

<table>
<thead>
<tr>
<th>Schedule 2B - Salaries (Classroom and Curriculum Resources or Services employees) in receipt of School Holidays</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1.1</td>
<td>$39,123</td>
<td>$39,828</td>
<td>$40,545</td>
</tr>
<tr>
<td>1.2</td>
<td>$41,563</td>
<td>$42,312</td>
<td>$43,073</td>
</tr>
<tr>
<td>1.3</td>
<td>$43,966</td>
<td>$44,758</td>
<td>$45,563</td>
</tr>
<tr>
<td>Grade 2.1</td>
<td>$46,390</td>
<td>$47,225</td>
<td>$48,075</td>
</tr>
<tr>
<td>2.2</td>
<td>$48,814</td>
<td>$49,693</td>
<td>$50,587</td>
</tr>
<tr>
<td>2.3</td>
<td>$52,450</td>
<td>$53,394</td>
<td>$54,356</td>
</tr>
<tr>
<td>Grade 3.1</td>
<td>$53,900</td>
<td>$54,870</td>
<td>$55,858</td>
</tr>
<tr>
<td>3.2</td>
<td>$56,834</td>
<td>$57,857</td>
<td>$58,898</td>
</tr>
<tr>
<td>3.3</td>
<td>$59,748</td>
<td>$60,824</td>
<td>$61,918</td>
</tr>
<tr>
<td>Grade 4.1</td>
<td>$59,748</td>
<td>$60,824</td>
<td>$61,918</td>
</tr>
<tr>
<td>4.2</td>
<td>$61,213</td>
<td>$62,315</td>
<td>$63,436</td>
</tr>
<tr>
<td>4.3</td>
<td>$62,667</td>
<td>$63,795</td>
<td>$64,943</td>
</tr>
<tr>
<td>4.4</td>
<td>$64,121</td>
<td>$65,276</td>
<td>$66,451</td>
</tr>
</tbody>
</table>

2B.1.2 An Employee employed in a position that is not covered by a classification (Schedule 2A) is entitled to be paid not less than a Grade 1 salary.

2B.2  Weekly Salary

The weekly salary is calculated by dividing the annual salary by 52.18

2B.3  Part Time Salary

A Part Time Assistant will be paid pro rata of the salary that the Assistant would be entitled to receive if employed as a Full Time Assistant. The pro rata weekly salary is calculated using the following formula:

\[
\text{Total hours employed per week} \times \frac{\text{appropriate full-time weekly salary}}{38 \text{ Hrs}}
\]
2B.4 Incremental advancement

2B.4.1 Advancement to the next increment within the appropriate Grade will take place on the anniversary of an Employee’s first appointment or in the case of non-continuous service, after the completion of the equivalent of a School Year. An Employee employed for 50 per cent or less of full-time working hours will be required to complete 24 months’ service before advancement.

2B.4.2 Service for the purposes of this clause will include all service in any other school at the grade to which the Employee is appointed.

2B.5 Casual Rate of Pay

2B.5.1 A Casual Employee will be paid an hourly rate of pay calculated as follows:

\[
\text{Weekly Salary in Schedule 2B for 1st year of experience for the appropriate grade} \times 1.25 \times 38 \text{ hrs}
\]

2B.5.2 The 25 per cent loading incorporated in the rate of pay is in lieu of any entitlement under this Agreement to annual leave or School Holidays, leave loading, personal/carer’s leave and paid compassionate leave.
SCHEDULE 2C  SALARIES (CLASSROOM AND CURRICULUM RESOURCES OR SERVICES EMPLOYEES ENGAGED UNDER PART 5)

2C.1  Annual Salary

2C.1.1 A Full time Employee in receipt of annual leave will be paid not less than the relevant salary specified for the Employee's classification and experience level.

<table>
<thead>
<tr>
<th>Schedule 2C - Salaries (Classroom and Curriculum Resources or Services employees) in receipt of Annual Leave</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1.1</td>
<td>$42,451</td>
<td>$43,215</td>
<td>$43,992</td>
</tr>
<tr>
<td>1.2</td>
<td>$45,112</td>
<td>$45,924</td>
<td>$46,750</td>
</tr>
<tr>
<td>1.3</td>
<td>$47,710</td>
<td>$48,569</td>
<td>$49,443</td>
</tr>
<tr>
<td>Grade 2.1</td>
<td>$50,336</td>
<td>$51,242</td>
<td>$52,164</td>
</tr>
<tr>
<td>2.2</td>
<td>$52,961</td>
<td>$53,914</td>
<td>$54,885</td>
</tr>
<tr>
<td>2.3</td>
<td>$56,895</td>
<td>$57,919</td>
<td>$58,962</td>
</tr>
<tr>
<td>Grade 3.1</td>
<td>$58,474</td>
<td>$59,527</td>
<td>$60,598</td>
</tr>
<tr>
<td>3.2</td>
<td>$61,651</td>
<td>$62,761</td>
<td>$63,890</td>
</tr>
<tr>
<td>3.3</td>
<td>$64,802</td>
<td>$65,968</td>
<td>$67,156</td>
</tr>
<tr>
<td>Grade 4.1</td>
<td>$64,802</td>
<td>$65,968</td>
<td>$67,156</td>
</tr>
<tr>
<td>4.2</td>
<td>$66,391</td>
<td>$67,586</td>
<td>$68,802</td>
</tr>
<tr>
<td>4.3</td>
<td>$67,968</td>
<td>$69,192</td>
<td>$70,437</td>
</tr>
<tr>
<td>4.4</td>
<td>$69,546</td>
<td>$70,798</td>
<td>$72,073</td>
</tr>
</tbody>
</table>

2C.1.2 An Employee employed in a position that is not covered by a classification (Schedule 2A) is entitled to be paid not less than the relevant Grade 1 salary.

2C.2  Weekly Salary

The weekly salary is calculated by dividing the annual salary by 52.18.

2C.3  Part Time Salary

A Part Time Employee will be paid pro rata of the salary that the Employee would be entitled if employed on a Full Time basis. The pro rata salary is calculated using the following formula:

\[
\text{Total hours employed per week} \times \frac{\text{appropriate full-time weekly salary}}{38 \text{ Hrs}}
\]

2C.4  Incremental advancement

2C.4.1 Advancement to the next increment within the appropriate Grade will take place on the anniversary of an Assistant's Employee's first appointment or in the case of non-continuous service, after the completion of the equivalent of a School Year. An Assistant Employee employed for 50 per cent or less of full-time working hours will be required to complete 24 months' service before advancement.
2C.4.2 Service for the purposes of this clause will include all service in any other school at the grade to which the Assistant Employee is appointed.

2C.5 Casual Rate of Pay

2C.5.1 A casual Employee will be paid an hourly rate of pay calculated as follows:

\[
\text{Weekly Salary in Schedule 2C for 1st year of experience for the appropriate grade} \times 1.25 \times \frac{38 \text{ hrs}}{38 \text{ hrs}}
\]

2C.5.2 The 25 per cent loading incorporated in the rate of pay is in lieu of any entitlement under this Agreement to annual leave or School Holidays, leave loading, personal/carer’s leave and paid compassionate leave.
SCHEDULE 3A ADMINISTRATION & MAINTENANCE PERSONNEL CLASSIFICATION STRUCTURE

Classifying Administration and Maintenance personnel

Positions for staff employed in Administration or Maintenance will be classified in accordance with this Schedule.

3A.1 Classification will be determined on the basis of the characteristics, skills, qualifications and experience required to perform the role in accordance with this schedule.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>INDICATIVE CLASSIFICATION/TITLES</th>
<th>INDICATIVE WORK DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Clerical Officer, Grounds/Maintenance Assistants</td>
<td>Roles at this level do not require a qualification or experience upon engagement. An employee at this level performs general or routine tasks performed initially under direction and supervision.</td>
</tr>
<tr>
<td>Level 2</td>
<td>Receptionist, Clerical Officer, Grounds/Maintenance Assistants, Bus Drivers</td>
<td>Roles at this level require some knowledge and job skills that are gained either by completing a post-secondary certificate (or approved trade certificate) or by experience. An employee at this level receives minimal supervision to establish objectives and identify potential resources for assistance.</td>
</tr>
<tr>
<td>Level 3</td>
<td>Executive Assistants, Graphic Design Employees, International Student Enrolment &amp; Administration Officer, Grounds/ Maintenance Assistant</td>
<td>Roles at this level require knowledge and skills gained by completing a post-secondary Diploma or at least three years’ experience. An employee at this level reports to either Head of Department or Senior Managers and is expected to demonstrate initiative and discretion.</td>
</tr>
<tr>
<td>Level 4</td>
<td>HR/Payroll Officer, Accounts Payable, Accounts Receivable, Clerical Officer, Maintenance Officer or Grounds Assistant</td>
<td>Roles at this level require expertise gained through a combination of qualifications and experience. An employee at this level has responsibility for a specific function within the organisation, operating with a high degree of autonomy and reporting to Head of Department or Senior Managers. An employee may supervise up to two other employees.</td>
</tr>
<tr>
<td>Level 5</td>
<td>School Accountant, Registrar</td>
<td>Roles at this level require expertise gained through a combination of qualifications and substantial experience. An employee at this level has responsibility for a specific function within the organisation, operating with a high degree of autonomy and reporting to Department or Senior Managers. An employee may supervise three or more employees.</td>
</tr>
<tr>
<td>Level 6</td>
<td>Administrative Manager, Property Manager</td>
<td>Roles at this level require expertise gained through a combination of qualifications and substantial experience, have significant autonomy and report directly to Executive Management.</td>
</tr>
</tbody>
</table>
SCHEDULE 3B  SALARIES (ADMINISTRATION & MAINTENANCE PERSONNEL)

3B.1  Annual Salary

3B.1.1 A Full Time Employee is entitled to be paid not less than the following annual salary relevant to the Employee’s classification.

<table>
<thead>
<tr>
<th>Schedule 3B - Salaries (Administration &amp; Maintenance Personnel)</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1.1</td>
<td>$42,943</td>
<td>$43,716</td>
<td>$44,503</td>
</tr>
<tr>
<td>1.2</td>
<td>$43,435</td>
<td>$44,217</td>
<td>$45,013</td>
</tr>
<tr>
<td>Grade 2.1</td>
<td>$49,091</td>
<td>$49,975</td>
<td>$50,874</td>
</tr>
<tr>
<td>2.2</td>
<td>$49,655</td>
<td>$50,549</td>
<td>$51,458</td>
</tr>
<tr>
<td>2.3</td>
<td>$50,226</td>
<td>$51,130</td>
<td>$52,051</td>
</tr>
<tr>
<td>2.4</td>
<td>$50,849</td>
<td>$51,764</td>
<td>$52,696</td>
</tr>
<tr>
<td>Grade 3.1</td>
<td>$53,583</td>
<td>$54,548</td>
<td>$55,529</td>
</tr>
<tr>
<td>3.2</td>
<td>$54,169</td>
<td>$55,144</td>
<td>$56,136</td>
</tr>
<tr>
<td>3.3</td>
<td>$54,792</td>
<td>$55,778</td>
<td>$56,782</td>
</tr>
<tr>
<td>Grade 4.1</td>
<td>$58,512</td>
<td>$59,566</td>
<td>$60,638</td>
</tr>
<tr>
<td>4.2</td>
<td>$59,185</td>
<td>$60,251</td>
<td>$61,335</td>
</tr>
<tr>
<td>4.3</td>
<td>$59,864</td>
<td>$60,941</td>
<td>$62,038</td>
</tr>
<tr>
<td>Grade 5.1</td>
<td>$66,943</td>
<td>$68,148</td>
<td>$69,374</td>
</tr>
<tr>
<td>5.2</td>
<td>$67,711</td>
<td>$68,930</td>
<td>$70,170</td>
</tr>
<tr>
<td>5.3</td>
<td>$68,490</td>
<td>$69,722</td>
<td>$70,977</td>
</tr>
<tr>
<td>Grade 6.1</td>
<td>$73,388</td>
<td>$74,709</td>
<td>$76,054</td>
</tr>
<tr>
<td>6.2</td>
<td>$74,232</td>
<td>$75,568</td>
<td>$76,928</td>
</tr>
</tbody>
</table>

3B.1.2 The Employee may apply for a performance review to the Principal or the Business Manager.

3B.2  Weekly Salary

The weekly salary is calculated by dividing the annual rate of pay by 52.18.

3B.3  Part Time Salary

A Part Time Employee under this Schedule is paid per hour worked an amount not less than 1/36th of the weekly rate of appropriate to the Employee’s classification.

3B.4  Casual Rate of Pay

A Casual Employee under this Schedule is paid per hour worked an amount not less than 1/36th of the weekly rate of pay appropriate to the class of work performed plus 25 per cent.
SCHEDULE 4A WELLBEING PERSONNEL CLASSIFICATION STRUCTURE

Classifying Wellbeing personnel

4A.1 Classification for staff employed in the schools Medical Centre will be determined on the basis of the characteristics, skills, qualifications and experience required to perform the role in accordance with this schedule.

4A.2 School Nurse Level 1 (Sole)
A Division 1 Nurse appointed as such who provides primary nursing care with its associated administrative duties.

4A.3 School Nurse Level 2 (Sole)
A Division 1 Nurse appointed as such who, in addition to performing Level 1 functions, provides health advice and education and may act in a resource capacity to the school community.
SCHEDULE 4B  SALARIES (WELLBEING PERSONNEL)

4B.1 A School Nurse employed full time, term time only, is entitled to be paid not less than the following annual salary relevant to the Employee’s classification.

<table>
<thead>
<tr>
<th>Schedule 4B - Salaries (Wellbeing Personnel)</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Nurse (Sole) Level 1</td>
<td>$58,528</td>
<td>$59,581</td>
<td>$60,653</td>
</tr>
<tr>
<td>School Nurse (Sole) Level 2</td>
<td>$59,791</td>
<td>$60,867</td>
<td>$61,963</td>
</tr>
</tbody>
</table>

4B.2 The salaries specified in this table are for a Nurse in receipt of School Holidays and have been adjusted to take this additional leave into account.

4B.3 The Employee may apply for a performance review to the Principal or the Business Manager.
SCHEDULE 5A ICT PERSONNEL CLASSIFICATION STRUCTURE

Classifying ICT and AV personnel

5A.1 Classification for staff employed in the ICT Department will be determined on the basis of the characteristics, skills, qualifications and experience required to perform the role in accordance with this schedule.

5A.2 Grade 1
Roles at this level require knowledge and skills that would be gained by completion of a post-secondary certificate or diploma qualification, and/or could also be gained from relevant experience considered equivalent by the Employer. An employee at this level performs a combination of routine functions under supervision and guidance from the Manager – Technology Services. They may exercise a limited degree of autonomy and discretion.

5A.3 Grade 2
Roles at this level require knowledge and skills that would be gained by completion of an Associate Diploma or Bachelor Level qualification and/or could also be gained from relevant experience considered equivalent by the Employer. An employee at this level performs more complex tasks and functions and may exercise a moderate degree of autonomy and discretion. They receive minimal supervision and direction.

5A.4 Grade 3
Roles at this level require knowledge and skills that would be gained by completion of a Bachelor or Higher Level qualification and/or could also be gained from relevant experience considered equivalent by the Employer. An employee at this level performs complex tasks and functions that affect the whole organisation. They are expected to exercise a high degree of autonomy and discretion and may supervise up to two other employees.

5A.5 Grade 4 – Manager
Roles at this level require knowledge and skills that would normally be gained by completion of a Bachelor or higher level qualification and relevant experience. The Manager is responsible for the operations of the Technology Services Department, providing leadership for the operations of this department. Under the direction of the Director – Business Operations, the Manager is responsible for department staff, budgeting and operations. The Manager is responsible for scheduling and implementing major work programs with defined guidelines and assisting in developing strategic plans. The Manager operates with a high degree of professional autonomy, working with key stakeholders across the organisation to deliver services.
SCHEDULE 5B  SALARIES (ICT PERSONNEL)

5B.1  A Full Time Employee is entitled to be paid not less than the following annual salary relevant to the Employee’s classification.

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate IT (3 year) Level 1</td>
<td>$50,668</td>
<td>$51,580</td>
<td>$52,508</td>
</tr>
<tr>
<td>Graduate IT (4 or 5 year) Level 1</td>
<td>$51,742</td>
<td>$52,673</td>
<td>$53,621</td>
</tr>
<tr>
<td>Experienced IT Level 2</td>
<td>$60,073</td>
<td>$61,154</td>
<td>$62,255</td>
</tr>
<tr>
<td>Experienced IT Level 3</td>
<td>$65,836</td>
<td>$67,021</td>
<td>$68,228</td>
</tr>
<tr>
<td>Experienced IT Level 4</td>
<td>$74,456</td>
<td>$75,796</td>
<td>$77,160</td>
</tr>
</tbody>
</table>

5B.2  The Employee may apply for a performance review to the Principal or the Business Manager.
SCHEDULE 6A POSITIONS OF RESPONSIBILITY STRUCTURE

6A.1 Eligibility

6A.1.1 Where an Employee is required to perform a task as a major part of their position, that would warrant promotion to a higher level, then the Employee will be paid a responsibility allowance to reflect the additional responsibility (and the training/qualification status) required.

6A.1.2 The allowance is linked to a position of responsibility rather than tied to an individual Employee.

6A.1.3 The Principal determines who is eligible for the allowance.

6A.2 Notification

6A.2.1 The Principal will provide written advice to an Employee in receipt of a rate of pay of the position, its tenure, the duties required and the amount to be paid. If, for any reason, it is requirement of the position to attend during the period of Non Term Weeks the Employee will be advised at the time of offer.

6A.2.2 The Principal will advise the Employee of the level to which the position equates in accordance with 6A.3.

6A.3 Structure of Responsibility Allowances

6A.3.1 Examples of Level Classifications for Middle Management - Positions of Responsibility

**Level 1**  ISO 9001 Auditors; VET Co-ordinator, and any other as defined in the future by the Principal.

**Level 2**  Special Education and Special Services Co-ordinator; After-Hours Homework classes.

**Level 3**  Directors, Associate Heads of School, Year- Level Co-ordinator; ISO 9001/2000 Systems Manager, Department Head (Years 7 - 12) in the following departments Humanities, English, LOTE, Mathematics, IT, Art, Science, PHP/Health, Sport, Timetabler, and any others as defined in the future by the Principal.
6B.1 Rates of Pay
The following rates of pay apply to a position of responsibility.

<table>
<thead>
<tr>
<th>6B Positions of Responsibility Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Level 1</td>
</tr>
<tr>
<td>Level 2</td>
</tr>
<tr>
<td>Level 3</td>
</tr>
</tbody>
</table>

6B.2 Where the position of responsibility is shared, the payment may also be shared.
SCHEDULE 7A SALARIES AND CLASSIFICATION STRUCTURE FOR MUSIC TUTORS

7A.1 Salaries

A Music Tutor will be classified in accordance with 7A.2 and paid a rate of pay in accordance with the following table:

<table>
<thead>
<tr>
<th>7A Salaries and Classification Structure for Music Tutors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st February 2018</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>MT1</td>
</tr>
<tr>
<td>MT2</td>
</tr>
<tr>
<td>MT3</td>
</tr>
<tr>
<td>MT4</td>
</tr>
<tr>
<td>MT5</td>
</tr>
<tr>
<td>MT6</td>
</tr>
</tbody>
</table>

7A.2 Classifications

7A.2.1 A Music Tutor will commence at MT1 and will increment to MT6 on the anniversary of the Music Tutor’s appointment, or in the case of non-continuous service, after the completion of the equivalent School Year.

7A.2.2 A Music Tutor employed for 40% or less of a full-time load will be required to complete 24 months’ service before progressing to the next level.
SCHEDULE 7B  CASUAL RATES OF PAY (MDPL LESSONS)

7B.1 This payment is subject to a time sheet submitted by the Music Tutor and authorised by the Employee’s supervisor.

7B.2 Time sheets must be submitted on a fortnightly basis.

<table>
<thead>
<tr>
<th>7B Casual Rates of Pay (MDPL Lessons)</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Lessons</td>
<td>$72</td>
<td>$73</td>
<td>$74</td>
<td>$75</td>
</tr>
<tr>
<td>Group Lessons</td>
<td>$84</td>
<td>$86</td>
<td>$87</td>
<td>$88</td>
</tr>
</tbody>
</table>