DEcision

Fair Work Act 2009
s.185—Enterprise agreement

Girton Grammar School
(AG2017/3909)

GIRTON GRAMMAR SCHOOL BENDIGO ENTERPRISE AGREEMENT 2017 - 2020

Educational services

DEPUTY PRESIDENT MASSON MELBOURNE, 17 NOVEMBER 2017


[1] An application has been made for approval of an enterprise agreement known as the Girton Grammar School Bendigo Enterprise Agreement 2017 - 2020 (the Agreement). The application was made pursuant to s.185 of the Fair Work Act 2009 (the Act). It has been made by Girton Grammar 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.
The Agreement is approved and, in accordance with s.54 of the Act, will operate from 24 November 2017. The nominal expiry date of the Agreement is 24 November 2020.

DEPUTY PRESIDENT

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GIRTON GRAMMAR SCHOOL BENDIGO ENTERPRISE AGREEMENT 2017-2020
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Girton Grammar School Bendigo

ENTERPRISE AGREEMENT 2017 – 2020

PART 1 APPLICATION AND OPERATION OF AGREEMENT

2 Title

This Agreement is to be known as the Girton Grammar School Bendigo Enterprise Agreement 2017 – 2020 (the ‘Agreement’) and is a Single Enterprise Agreement made pursuant to section 172 (2) of the Fair Work Act 2009 (Cth).

3 Commencement Date and Period of Operation

3.1 Where the Agreement passes the Better Off Overall Test (BOOT), the Agreement will become operative seven days after the date of the notice approving the Agreement issued by the Fair Work Commission (FWC).

3.2 The nominal expiry date of the Agreement is three years from the operative date.

4 Coverage

4.1 This Agreement covers:

4.1.1 the Employer;
4.1.2 Teachers, including Permission to Teach Teachers; and;
4.1.3 General Staff, as defined in clause 7 – Definitions.

4.2 This Agreement does not cover:

4.2.1 the Principal;
4.2.2 Deputy Principal, however named; and
4.2.3 a Bursar or Business Manager, however named, being the most senior administrative employee employed with the delegated authority to act for the Employer.

5 Relationship to Awards

5.1 This Agreement incorporates the terms of the Educational Services (Teachers) Award 2010, and the Educational Services (Schools) General Staff Award 2010, as in force from time to time.

5.2 To the extent that a term of this Agreement deals with, or provides for, a term or condition contained in either of these Awards, this Agreement will override the relevant Award term or condition.

Where this Agreement is silent on a particular matter the terms of the relevant Award shall apply.

6 National Employment Standards
6.1 The National Employment Standards (NES) as contained in Part 2-2 of the Fair Work Act 2009 (Cth) (the Act) are the minimum entitlements applying to an Employee covered by this Agreement. This Agreement may provide ancillary or supplementary terms in respect of the NES.

6.2 This Agreement, the Educational Services (Teachers) Award 2010 or the Educational Services (Schools) General Staff Award 2010 will provide enterprise specific detail where it deals with a matter provided for in the NES.

7 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards</td>
<td>means the <em>Educational Services (Teachers Award) 2010</em> and the <em>Educational Services (Schools) General Staff Award 2010</em> or successor awards, unless separately specified</td>
</tr>
<tr>
<td>Employee</td>
<td>means a person covered by this Agreement</td>
</tr>
<tr>
<td>Employer</td>
<td>means the Girton Grammar School Bendigo ACN 057 292 752 ABN 99 057 292 752</td>
</tr>
<tr>
<td>FW Act</td>
<td>means the <em>Fair Work Act 2009</em> (Cth) or its successor</td>
</tr>
<tr>
<td>FWC</td>
<td>means the Fair Work Commission or its successor</td>
</tr>
<tr>
<td>General Staff Award</td>
<td>means the <em>Educational Services (Schools) General Staff Award 2010</em> or its successor</td>
</tr>
<tr>
<td>General Staff Employee</td>
<td>means an employee engaged in the following classification groups:</td>
</tr>
<tr>
<td></td>
<td>classroom support services—being an employee whose principal duties are to provide support to teachers and students in a primary or secondary classroom or to individual students or groups of students;</td>
</tr>
<tr>
<td></td>
<td>curriculum/resources services—being an employee whose principal duties are to support the operation of curriculum-related services, such as those provided by a library, laboratory or a technology centre;</td>
</tr>
<tr>
<td></td>
<td>instructional services—being an employee, other than a qualified teacher, whose principal duties are to develop the framework for and provide instruction to students (within a structured learning environment) under the general supervision of a member of the teaching staff;</td>
</tr>
<tr>
<td></td>
<td>school administration services—being an employee whose principal duties are in the functional areas of a school’s business operations, including but not limited to clerical, administration, finance, marketing, fundraising, public relations, information technology, human resources administration and information management;</td>
</tr>
</tbody>
</table>
school operational services—being an employee whose principal duties are to support the other services of a school, including but not limited to:
construction, plumbing, carpentry, painting and other trades;
(i) cleaning, maintenance, school facility management;
(ii) security, caretaking;
(iii) gardening, turf management, farming;
(iv) retailing—canteens, uniform shops, book shops;
(v) cooking/catering, housekeeping, laundry.

<table>
<thead>
<tr>
<th>Immediate family</th>
<th>means:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>spouse (including former spouse, a de facto spouse and a former de facto spouse) of the Employee. A de facto spouse means a person who, although not legally married to the employee, lives with the employee in a relationship as a couple on a genuine domestic basis (whether the employee and the person are of the same sex or different sexes) and;</td>
</tr>
<tr>
<td></td>
<td>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>
</tbody>
</table>

| NES | means the National Employment Standards as contained in Part 2-2 of the *Fair Work Act 2009* (Cth) or its successor |

| Permission to Teach Teacher | 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 *Education and Training Reform Act 2006* (Vic) or its successor |

| Principal | means Principal (Headmaster) of Girton Grammar School Bendigo or his or her nominee |

| Registered Health Practitioner | means a person registered under the *Health Practitioner Regulation National Law (Victoria) Act 2009* (Vic) |

| Registered Medical Practitioner | means a person who is qualified to practise medicine in Australia and who is registered with the Medical Board of Australia |

| Shut down period | means any period of time where the Employer shuts down or closes the whole, or part, of their operations. A shut down period may be designated during non-term weeks where students are not in attendance at the School |

| 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) or its successor and is employed to teach. This definition includes a qualified teacher librarian, a Permission to Teach (PTT) |
PART 2  MANDATORY TERMS

8 Agreement Flexibility

8.1 This clause replaces the award flexibility clause of the Teachers Award and General Staff Award.

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

8.2.1 the Agreement/Award deals with one or more of the following matters:
   8.2.1.1 arrangements about when work is performed;
   8.2.1.2 overtime rates;
   8.2.1.3 penalty rates;
   8.2.1.4 allowances;
   8.2.1.5 leave loading; and
8.2.2 the arrangement meets the genuine needs of the Employer and Employee in relation to one or more of the matters mentioned in clause 8.2; and
8.2.3 the arrangement is genuinely agreed to by the Employer and Employee.

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

8.3.1 are about permitted matters under section 172 of the FW Act; and
8.3.2 are not unlawful terms under section 194 of the FW Act; and
8.3.3 result in the Employee being better off overall than the Employee would be if no arrangement was made.

8.4 The Employer must ensure that the individual flexibility arrangement:

8.4.1 is in writing; and
8.4.2 includes the name of the Employer and Employee; and
8.4.3 is signed by the Employer and Employee and if the Employee is under 18 years of age, signed by a parent or guardian of the Employee; and
8.4.4 includes details of:
   8.4.4.1 the terms of the Agreement that will be varied by the arrangement; and
   8.4.4.2 how the arrangement will vary the effect of the terms; and
   8.4.4.3 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
   8.4.4.4 states the day on which the arrangement commences.
8.5 The Employer must give the Employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

8.6 The Employer or Employee may terminate the individual flexibility arrangement:
   8.6.1 by giving no more than 28 days’ written notice to the other party to the arrangement; or
   8.6.2 if the Employer and Employee agree in writing — at any time.

8.7 An Employee has a right to representation whilst negotiating an individual flexibility arrangement.

Note: If any of the requirements of s.144(4) of the FW Act, which are reflected in the requirements of this clause are not met, then the arrangement may be terminated by either the Employee or the Employer, giving written notice of not more than 28 days (see s.145 of the FW Act).

9 Consultation

9.1 This clause replaces the consultation clause in the Teachers Award and General Staff Award.

9.2 The provisions of this clause apply where:
   9.2.1 the Employer 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 Employees; or
   9.2.2 proposes to introduce a change to the regular roster or ordinary hours of work of Employees.

9.3 In this clause: relevant Employees means the Employees who may be affected by a change referred to on cl.9.2

Consultation regarding major workplace change

9.4 For a major change referred to in cl.9.2:
   9.4.1 the Employer must notify the relevant Employees of the decision to introduce the major change; and
   9.4.2 cll.9.5 to 9.10 apply.

9.5 The relevant Employees may appoint a representative for the purposes of the procedures in this clause.

9.6 If:
   9.6.1 a relevant Employee appoints, or relevant Employees appoint, a representative for the purposes of consultation, and
   9.6.2 the Employee or Employees advise the Employer of the identity of the representative,
   9.6.3 the Employer must recognise the representative.
9.7 As soon as practicable after making its decision, the Employer must:

9.7.1 discuss with the relevant Employees:

9.7.1.1 the introduction of the change; and

9.7.1.2 the effect the change is likely to have on the Employees; and

9.7.1.3 measures the Employer is taking to avert or mitigate the adverse effect of the change on the Employees; and

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

9.7.2.1 all relevant information about the change including the nature of the change proposed; and

9.7.2.2 information about the expected effects of the change on the Employees; and

9.7.2.3 any other matters likely to affect the Employees.

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

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

9.10 If a clause in the 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 cl.9.4 and cl.9.5 and 9.7 are taken not to apply.

9.11 In this clause, a major change is **likely to have a significant effect on Employees** if it results in:

9.11.1 the termination of the employment of Employees; or

9.11.2 major change to the composition, operation or size of the Employer’s workforce or to the skills required of Employees; or

9.11.3 the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or

9.11.4 the alteration of hours of work; or

9.11.5 the need to retrain Employees; or

9.11.6 the need to relocate Employees to another workplace; or

9.11.7 the restructuring of jobs.

Consultation about changes to regular roster or hours of work

9.12 For a change referred to in cl.9.2.2:

9.12.1 the Employer must notify the relevant Employees of the proposed change; and

9.12.2 cl.9.15 to 9.19 apply.

9.13 The relevant Employees may appoint a representative for the purposes of the procedures in this clause.

9.14 If:

9.14.1 a relevant Employee appoints, or relevant Employees appoint, a representative for the purposes of consultation, and
9.14.2 the Employee or Employees advise the Employer of the identity of the representative,
9.14.3 the Employer must recognise the representative.

9.15 The Employer must:
9.15.1 discuss with the relevant Employees the introduction of the change; and
9.15.2 for the purposes of the discussion, provide to the relevant Employees:
   9.15.2.1 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
   9.15.2.2 information about what the Employer reasonably believes will be the effects of the change on the Employees; and
   9.15.2.3 information about any other matters that the Employer reasonably believes are likely to affect the Employees; and
9.15.3 invite the relevant Employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).

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

9.17 The Employer must give genuine consideration to matters raised about the change by the relevant Employees.

9.18 For the purposes of cl.9.15 to 9.19 the Employer’s educational timetable in respect of academic classes and student activities, which:
   9.18.1 may operate on a term, semester or a School year basis, and
   9.18.2 ordinarily changes between one period of operation and the next, and
   9.18.3 may change during the period of operation,
   9.18.4 is not a regular roster.

9.19 However, where a change to the Employer’s educational timetable directly results in a change:
   9.19.1 to the number of ordinary hours of work of an Employee, or
   9.19.2 to the spread of hours over which the Employee’s ordinary hours are required to be worked, or
   9.19.3 to the days over which the Employee is required to work,
9.19.4 cl.9.15 to 9.19 will apply.

10 Dispute Resolution Procedure

10.1 This clause replaces the dispute resolution clause of the Teachers Award and the General Staff Award.

10.2 If a dispute relates to:
   10.2.1 a matter arising under the agreement, or
   10.2.2 the NES,
this term sets out procedures to settle the dispute.
10.3 An Employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this clause.

10.4 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.

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

10.6 The FWC may deal with the dispute in two stages:

10.6.1 the FWC will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and

10.6.2 if the FWC is unable to resolve the dispute at the first stage, the FWC may then:

10.6.2.1 arbitrate the dispute; and

10.6.2.2 make a determination that is binding on the parties.

Note If the FWC arbitrates the dispute, it may also use the powers that are available to it under the FW Act. A decision that the FWC makes when arbitrating a dispute is a decision for the purpose of Div 3 of Part 5.1 of the FW Act. Therefore, an appeal may be made against the decision.

10.7 While the parties are trying to resolve the dispute using the procedures in this clause:

10.7.1 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

10.7.2 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:

10.7.2.1 the work is not safe; or

10.7.2.2 applicable occupational health and safety legislation would not permit the work to be performed; or

10.7.2.3 the work is not appropriate for the Employee to perform; or

10.7.2.4 there are other reasonable grounds for the Employee to refuse to comply with the direction.

10.8 The parties to the dispute agree to be bound by a decision made by the FWC in accordance with this clause.
PART 3 CONDITIONS OF EMPLOYMENT FOR ALL EMPLOYEES

11 Remuneration Packaging

11.1 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.

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

12 Minimum Employment Period

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

12.2 If the Employer is to terminate the employment of an Employee during the first six months of the Employee’s employment, the Employer does not need to comply with any due process, performance or conduct management policies or procedures in place, from time to time.

12.3 If the Employer is to terminate the employment of an 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>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>7 term weeks</td>
</tr>
<tr>
<td>General Staff</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

12.4 If the Employee is to resign 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 cl 12.3 above.

13 Personal/Carer’s Leave

13.1 Personal/carer’s leave is as provided for by the NES except where this Agreement provides ancillary or supplementary terms.

13.2 The provisions of this clause do not apply to a casual Employee, except that a casual Employee is entitled to unpaid carer’s leave.

13.3 Paid personal leave is available to an Employee when the Employee is absent:

13.3.1 due to personal illness or injury; or
13.3.2 for the purposes of caring for, or supporting, an immediate family or household member who is ill or injured or affected by an unexpected emergency.

13.3.2.1 A full-time Employee is entitled to 15 days of paid personal/carer’s leave in each year of service.

13.3.2.2 Unused personal/carer’s leave accrues from year to year.

13.3.2.3 Personal/carer’s leave may be taken for part of a single day.

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

13.4.1 in the first year of service, six days during the first term worked and thereafter, an additional three days at the commencement of each subsequent school term;

13.4.2 in the second and each subsequent year of service, fifteen days at the commencement of that year.

13.5 Evidence supporting claim for sick leave

13.5.1 An Employee is entitled to sick leave provided that:

13.5.1.1 the Employee produces a medical certificate or other evidence satisfactory to the Employer for any absence of more than two consecutive days;

13.5.1.2 if so required by the Employer, the Employee provides a medical certificate or other evidence satisfactory to the Employer for any absence continuous with a public holiday or any absence on the first or last day of a term, where the Employee works only during term weeks, and which would not otherwise require the production of a medical certificate;

13.5.1.3 the Employee produces a medical certificate or other evidence satisfactory to the Employer where the number of days of paid personal/carer’s leave already taken without the production of a medical certificate or other evidence satisfactory to the Employer exceed five days in the one year (pro rata for a part-time Employee).

13.6 Notice required for carer’s leave

13.6.1 The Employee must, where practicable, give the Employer notice prior to the absence of the intention to take leave.

13.6.2 The notice must include:

13.6.2.1 the name of the person requiring care and support and the person’s relationship to the Employee;

13.6.2.2 the reasons for taking such leave; and

13.6.2.3 the estimated length of absence.

13.6.2.4 If it is not practicable for the Employee to give prior notice of absence, then the Employee must notify the Employer by telephone of such absence at the first opportunity on the day of absence.

13.7 Evidence supporting claim for carer’s leave

13.7.1 The Employee must, if required by the Employer, establish by production of a medical certificate or statutory declaration, the illness is such as to required care or support by the Employee.
13.7.2 When taking leave to care for a member of the Employee’s immediate family or household who requires care or support due to an unexpected emergency, the Employee must, if required by the Employer, establish by production of documentation acceptable to the Employer or a statutory declaration, the nature of the emergency and that such emergency resulted in the person concerned requiring care or support by the Employee.

13.8 Unpaid carer’s leave

13.8.1 An Employee:
   13.8.1.1 who is a casual Employee, or
   13.8.1.2 who is an Employee, who has exhausted all paid personal/carer’s leave entitlements,

13.9 is entitled to take unpaid personal/carer’s leave to care for members of the Employee’s immediate family or household who are ill or injured and require care or support or who require care or support due to an unexpected emergency. The Employer and the Employee shall agree on the period. In the absence of agreement, the Employee is entitled to take up to two days (up to a maximum of 16 hours) of unpaid leave per permissible occasion, provided that notice and evidentiary requirements of cl.13.6 or cl.13.7 respectively, are met.

13.10 Sick leave whilst on long service leave

13.10.1 The Employer may require an Employee who claims sick leave whilst on long service leave to be examined by a legally qualified medical practitioner of the Employer’s choice, provided the practitioner is reasonably accessible to the Employee.

14 Infectious Diseases Leave

14.1 Subject to cl.14.2, an Employee who is suffering from one of the infectious diseases known as:
   14.1.1 German measles;
   14.1.2 Chickenpox;
   14.1.3 Mumps;
   14.1.4 Measles;
   14.1.5 Scarlet fever;
   14.1.6 whooping cough;
   14.1.7 rheumatic fever;
   14.1.8 or hepatitis,

14.2 and the Principal is satisfied on medical advice that the Employee has contracted the disease through a contact at the School and disease is evident in the School, the Employee will be granted special leave without deduction of pay.

14.3 The Employee must produce a medical certificate which specifically names the disease.
15 Compassionate Leave

15.1 Compassionate leave is as provided for by the NES except where this Agreement provides ancillary or supplementary terms.

15.2 Paid leave entitlement

15.2.1 The provisions of this clause apply to a full-time and a part-time Employee (on a pro-rata basis) but do not apply to a casual Employee.

15.2.2 An Employee is entitled to three days of compassionate leave for each occasion (a permissible occasion) when a member of the Employee’s immediate family, or a member of the Employee’s household:

15.2.2.1 contracts or develops a personal illness that poses a serious threat to his or her life; or

15.2.2.2 sustains a personal injury that poses a serious threat to his or her life; or

15.2.2.3 dies.

15.3 Unpaid leave entitlement

15.3.1 A casual Employee is entitled to up to two days’ unpaid compassionate leave per permissible occasion

Evidence supporting claim

15.3.2 The Employer may require the Employee to provide satisfactory evidence of the illness, injury or death of a member of the Employee’s immediate family or household.

16 Examination /Assessment Task Leave

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

16.2 An Employee will be granted leave with pay to complete assessment tasks, provided that:

16.2.1 Such assessment tasks are part of a course of study for which the Employee has received approval by the Headmaster to undertake and the assessment tasks contribute directly to the final result of the course; and

16.2.2 Paid leave for completion of such assessment tasks is limited to two days per school year and is not cumulative.

17 Qualification Conferral Leave

17.1 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.

18 Community Service Leave
18.1 Voluntary Emergency Management Activity
   The Employer will provide an Employee with up to three days’ paid leave per annum
   (non-cumulative) where the Employee is engaging in a voluntary emergency
   management activity, as defined by the NES, provided:
   18.1.1 The activity is undertaken during a day on which the Employee would otherwise be
   at work;
   18.1.2 The Employee satisfies the notice and evidence requirements specified by the NES;
   and
   18.1.3 The Employee is not in receipt of payment of any kind from the recognised
   emergency management body.

18.2 Jury service leave
   18.2.1 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.
   18.2.2 An Employee must notify the Employer as soon as possible of the date upon which
   the Employee is required to attend for jury service.
   18.2.3 An Employee must provide the Employer with:
   18.2.3.1 written proof of the requirement to attend for jury service;
   18.2.3.2 an estimate of the duration of the absence from duty.
   18.2.4 The Employee must:
   18.2.4.1 inform the Employer immediately of any change to the known period of
   absence; and
   18.2.4.2 provide the Employer with written proof of the payments made by the Court
   Authorities with respect to jury service.
   18.2.5 The Employer will continue to pay an Employee granted leave pursuant to
   cl.18.2.2,18.2.3, and 18.2.4 his or her ordinary salary during the period of leave.
   Within a reasonable time after the completion of the jury service, the Employee
   will reimburse the Employer an amount equal to the amount paid by the Court
   Authorities in respect of the Employee’s attendance for such jury service.

19 Family Violence Leave
   19.1 Definition
   For the purpose of this clause, family violence is defined by the Family Violence
   Protection Act 2008 (Vic) (Act). Under this Act, the definition of family violence is
   behaviour by a person towards a family member of that person if that behaviour
   19.1.1 is abusive (physical, sexual, emotional or psychological, or economic), threatening,
   coercive or in any other way controls or dominates the family member and causes
   that family member to feel fear for the safety or wellbeing of that family member
   or another person; or
   19.1.2 causes a child to hear or witness, or to otherwise be exposed to the effects of
   behaviour described above.

19.2 Leave entitlement
   19.2.1 An employee subject to family violence is entitled to five days per year of paid
   family violence leave for the purpose of:
19.2.1.1 attending legal proceedings, counselling, appointments with a medical or legal practitioner;
19.2.1.2 relocation or making other safety arrangements; or
19.2.1.3 other activities reasonably associated with the experience of family violence.
19.2.1.4 Family violence leave may be taken as consecutive or single days, including half days.
19.2.1.5 Family violence leave is not cumulative from year to year.

19.3 Notice and Evidentiary Requirements
19.3.1 The employee shall give notice to the Principal as soon as reasonably practicable of the employee’s request to take family violence leave.
19.3.2 The employee must provide documentary evidence that would satisfy a reasonable person that the leave is for the purpose as set out above in clause 19.2.1. Such evidence may include a document issued by the police service, a court, a doctor (including a medical certificate), district nurse, maternal and child health care nurse, a family violence support service or a lawyer, or the employee may provide a statutory declaration.
19.3.3 The employer will not place the documentary evidence provided under clause 19.2 on the employee’s file, unless expressly permitted by the employee. Instead, the employer may place a note on the employee’s file confirming:
19.3.3.1 the dates that family violence leave was taken; and
19.3.3.2 that documentary evidence was sighted by the employer.
19.3.4 Personal information provided by the employee to the employer concerning family violence will be treated confidentially, unless the Principal deems disclosure to be necessary for operational reasons.

20 Long Service Leave

20.1 NES entitlement
Long service leave is provided for in the NES. This clause supplements the NES provisions.

20.2 Entitlement under this Agreement
20.2.1
20.2.2 An employee is entitled to thirteen (13) weeks’ long service leave upon the completion of ten (10) years of continuous employment. An employee is entitled to an additional six and a half (6.5) weeks’ long service leave for each additional five (5) years of continuous employment with the employer.
20.2.3 Under the Girton Grammar School Bendigo Agreement 2011-2013, a general staff employee was entitled to long service leave as follows:
20.2.3.1 until 2 February 2012: in accordance with the relevant pre-reform award
20.2.3.2 for the year ending 2 February 2013: 13 weeks’ long service leave upon the completion of 13 years of continuous employment (1.0 week of long service leave)
20.2.3.3 for the year ending 2 February 2014: 13 weeks’ Long service leave upon the completion of 12 years of continuous employment (1.08 weeks of long service leave)
20.2.3.4 for the year ending 2 February 2015 and until the commencement date of this Agreement: 13 weeks’ long service leave upon the completion of 11 years of continuous employment (1.182 weeks of long service leave)

20.2.4 The entitlements in cl. 20.2.1 and cl.20.2.2 replaces the NES entitlement where the NES entitlement accrues at a lesser rate.

20.3 Taking pro rata long service leave
20.3.1 An employee can take pro rata long service leave after the completion of seven (7) years of continuous employment.

20.4 Payment in lieu of long service leave
20.4.1 Accrued long service leave will be paid in lieu where an Employee’s employment is terminated after the completion of seven years of continuous employment.

20.5 Payment of long service leave
20.5.1 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 ordinary rate of pay.

20.6 Payment of long service leave where employment time fractions have varied

20.6.1 Teachers (primary/secondary) – service prior to 1 February 1997
20.6.1.1 For a teacher whose service has all been in a part-time capacity, salary when proceeding on long service leave will be calculated by striking average weekly hours over the last 12 months of actual service and multiplying average weekly hours by the current rate of pay.

20.6.1.2 For a teacher whose full-time service falls last, any leave from the full-time credit will be taken at the full-time rate of pay of the current salary, and 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.

20.6.1.3 For a teacher whose part-time service 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.

20.6.1.4 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.

20.6.2 Teachers (primary/secondary) – service from 1 February 1997
20.6.2.1 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 time fractions over the period of eligible service.
20.6.3 School administration services employees
20.6.3.1 A school administration services employee, who was engaged (or who would have been engaged, if employed prior to 1 January 2010) pursuant to the Victorian Independent Schools – Clerical/Administrative Employees – Award 2004 and 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 time fractions over the period of eligible service.

20.6.4 All other employees
20.6.4.1 An employee, including an employee previously engaged (or who would have been engaged, if employed prior to 1 January 2010) under the Victorian Independent Schools – School Assistants – Award 1998, is entitled to long service leave in accordance with the Long Service Leave Act 1992 (Vic).

20.7 Illness on long service leave

20.7.1 Subject to the production of a supporting medical certificate, an employee (teacher, classroom support services employee, curriculum/resources services employee or nursing services employee), who becomes ill or suffers an injury during long service leave and has an entitlement to person/carer’s leave (sick leave) is entitled to have the period of illness or injury treated as personal/carer’s leave. 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.

20.7.2 Subject to cl.13.10, the employee’s long service leave will be extended by the period of illness, except that an employee and the employer may agree that the employee will return from long service leave as planned with the period of illness increasing the employee’s accrued long service leave entitlement.

20.8 Timing and taking of long service leave

20.8.1 The timing of taking long service leave will be negotiated between the Principal and the employee for mutual advantage but will ordinarily be taken within twelve months of the entitlement falling due following ten years of employment.

20.8.2 In consultation about the timing of such leave, the employer agrees to take into account the individual employee’s needs, in so far as they are compatible with the employer’s operational needs.

20.8.3 The period of long service leave will usually not be for less than a full term. In special circumstances, an application for a shorter period of long service leave will be considered by the employer.

20.8.4 Where an employee has not accrued sufficient leave to cover a full term, the employer may grant a period of leave without pay in conjunction with the period of long service leave. The granting of leave without pay in these circumstances will be at the discretion of the employer.

20.9 Cashing out of long service leave

20.9.1 Subject to clause 20.6, where the Employer and the Employee agree, an Employee who is entitled to long service leave may request in writing the cashing out of
accrued long service leave entitlements to an amount negotiated with the Employer. This provision has the express effect of overriding section 74 of the Long Service Leave Act 1992 (Vic) (or successor).

20.9.2 In relation to an Employee entitled to long service leave under the terms of the Victorian Independent Schools – Teachers – Award 1998, Victorian Independent Schools - Clerical/Administrative Employees – Award 2004 and the Victorian Independent Schools – School Assistants – Award 1998, the Employer will not consent to cashing out of long service leave other than in accordance with the terms of that award save that the Employer is not prevented from agreeing to a request from an Employee to make a payment that is an advance on the Employee’s entitlement to have accrued but unused long service leave cashed out upon termination of employment, coupled with a binding obligation on the Employee to repay that amount (together with simple interest calculated at the Supreme Court rate with annual rests) in the event that the Employee exercises his or her right to access long service leave prior to the Employee’s employment terminating.

21 Paid Parental Leave

21.1 Where an Employee other than an Employee engaged on a casual, fixed term, replacement or specified term contract of employment of up to 12 months with the School, is granted unpaid parental leave in accordance with the NES, to be the primary care giver of a child, the Employee is entitled to the following payment:

21.1.1 equivalent to fourteen (14) weeks’ of salary, inclusive of the accrual of one week of Annual Leave, at the Employee’s rate of pay provided that the Employee takes a minimum of fourteen (14) weeks’ unpaid birth-related leave for the purposes of being the primary care-giver of the child (mother or father) commencing at or around the time of confinement;

21.2 An Employee must have a minimum of 12 months’ service, if returning from parental leave, before being eligible for a further payment pursuant to clause 21.1.

21.3 Where the Employer employs both parents of the child, only one parent will be entitled to receive payment pursuant to clause 21.1.

21.4 The parental leave payment in clause 21.1 is not payable during a period of paid leave.

21.5 An Employee, who is entitled to, and takes, concurrent leave in accordance with the NES: 21.5.1 is entitled to up to five (5) days’ paid leave to be taken within two weeks of the child being discharged from hospital or adopted;

22 Unpaid Parental Leave

22.1 Unpaid parental leave is available to an Employee in accordance with the NES, except that an Employee, who is primary care-giver of the child, may take parental leave for a continuous period of up to 156 weeks, which incorporates the entitlements under sections 70 and 75 of the FW Act.
23 Leave Without Pay

23.1 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. This provision expressly overrides section 62 of the Long Service Leave Act 1992 (Vic).

24 Breakage And Loss

24.1 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.

25 Work Organisation

25.1 The Employer may direct an Employee to perform duties as are within the limits of the employee’s skill, competence and/or training.

26 Variation Of Part-Time Work

26.1 If a part-time Employee’s hours are reduced or increased, without their consent, by more than 20% then the Employee will be entitled to the redundancy pay as stipulated in cl 27.

27 Redundancy

27.1 Instead of the redundancy pay entitlement in the NES, clause 27.2 of the Agreement applies.

27.2 The amount of the redundancy pay equals the total amount payable to the Employee for the redundancy pay period worked out using the following table at the Employee’s base rate of pay for his or her ordinary hours of work:

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<td>18 weeks</td>
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</table>

28 Accident Pay
28.1 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 2013 (Vic) (WIRC Act), the Employer must pay to the Employee the difference between such weekly payments and the normal remuneration of the Employee for a period or periods in the aggregate of up to 39 weeks in respect of each such injury or illness but only for so much of that period as the Employee remains employed by the Employer.

28.2 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 the Employee does not accrue any of the following entitlements under this Agreement or under the WIRC Act (where relevant) for the duration of any such absence:

28.2.1 annual leave; or
28.2.2 paid personal/carer’s leave.

29 Performance/Conduct Management

29.1 Application

The Employer will not be required to commence a performance or conduct management procedure, as detailed in this clause:

29.1.1 where an Employee’s employment is terminated during the minimum employment period pursuant to cl 12 - Minimum employment period; or for a Casual Employee.

29.2 Performance management

29.2.1 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

29.2.2 A formal performance management procedure will commence with the Employer advising the Employee in writing of:

29.2.2.1 the Employer’s concern(s) with the Employee’s performance;
29.2.2.2 the time, date and place of the first formal meeting to discuss the Employee’s performance;
29.2.2.3 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;
29.2.2.4 the Employer’s right to terminate the employment should the procedure not resolve the Employer’s concern(s).

29.2.3 Formal performance management meetings will

29.2.3.1 include discussion of the Employer’s concern(s) with the Employee’s performance;
29.2.3.2 give the Employee an opportunity to respond to the Employer’s concern(s);
29.2.3.3 include discussion of any counselling or assistance, where appropriate, available to the Employee;
29.2.3.4 include documentation, where appropriate;
29.2.3.5 set periods of review, as appropriate.

29.2.4 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.

29.3 Conduct management

29.3.1 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.

29.3.2 The Employer will advise the Employee in writing of:

29.3.2.1 the Employer’s concern(s) with the Employee’s conduct;
29.3.2.2 the time, date and place of the meeting to discuss the Employee’s conduct;
29.3.2.3 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;
29.3.2.4 the Employer’s right to terminate the Employee’s employment should the Employer’s concern(s) not be resolved.

29.3.3 The formal conduct management meeting(s) will:

29.3.3.1 include discussion of the Employer’s concern(s) with the Employee’s conduct;
29.3.3.2 give the Employee an opportunity to respond to the Employer’s concern(s).

29.3.4 Concern(s) with an Employee’s conduct may be resolved by:

29.3.4.1 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;
29.3.4.2 issuing the Employee with a warning or a final warning in writing;
29.3.4.3 terminating the employment of the Employee in accordance with the relevant notice provision;
29.3.4.4 no further action;
29.3.4.5 other action, appropriate to the situation.

30 Staff Consultation

30.1 The Headmaster has the ultimate administrative and operational responsibility for decisions made at the school level.

30.2 Girton Grammar School acknowledges that consultation with Employees allows them to have input into decisions that affect their working life.

30.3 This will be achieved by creating an opportunity for 2 members of staff to join the Headmaster’s Advisory Team as staff representatives.

30.3.1 One staff representative will be elected by and from the IEU’s Girton Grammar School sub-branch
30.3.2 One staff representative will be elected by and from Girton Grammar School’s Staff Association

PART 4 CONDITIONS OF EMPLOYMENT FOR TEACHERS

31 Salaries
31.1 Instead of the classification structure provided for in the Teachers Award, the classification structure set in Schedule A will apply.

31.2 Schedule A sets out salaries applicable from 1 February 2017.

31.3 Over the life of the Agreement the same percentage increases that apply to the rates of pay for Teachers will apply to position of responsibility allowances as set out in Schedule A.

31.4 For the 2017 school year, Teachers will progress according to the terms of the Girton Grammar School Bendigo Agreement 2011 – 2013.

31.5 From 1 February 2018 a Teacher will progress from GGS Level 1 to GGS Level 11.

31.6 Progression to the next level is based upon the completion of one year of service. A Teacher who completes service at less than 0.4 FTE in a school year will be required to complete 24 months’ service before progressing to the next level.

31.7 For the avoidance of doubt a Teacher who was on GGS 10 in the 2017 school year will progress to GGS 11 on or after 1 February 2018 subject to clause 31.6

31.8 A Teacher who is classified at a level below GGS Level 11 and who is appointed to a Head of House, or Head of Department position of responsibility, will be paid the relevant position of responsibility allowance and will also be advanced to GGS Level 11 for the period of tenure of the position of responsibility.

31.9 In the event that salaries payable to Teachers in Victorian Government Schools equivalent to those set out in Schedule A are increased beyond those payable at Girton Grammar School, salaries at Girton Grammar School will be adjusted to reach parity as a minimum. The adjustment of salaries will occur as soon as financially practicable and will be back paid to the date of the implementation of the increase in Victorian Government Schools.

32 Teaching Loads

32.1 For a Secondary Teacher, a full-time load is 18 hours of scheduled classes per week. A scheduled class is a rostered class where a teacher holds the primary responsibility for the delivery and assessment of an approved and documented course of study.

32.2 A Secondary Teacher, in consultation with the Headmaster, can be assigned an additional hour of scheduled classes. When this occurs, the teacher is entitled to a reduction in other assigned duties.

32.3 For a Primary Teacher, a full-time load is 20 hours of scheduled classes per week. A scheduled class is a rostered class where a teacher holds the primary responsibility for the delivery and assessment of an approved and documented course of study.

33 Calculating Scheduled Class Time

33.1 For the purpose of calculating a salary for a part-time Teacher, a full time load constitutes no more than 18 hours of face to face teaching per week (secondary
Teachers) and 20 hours per week (primary Teachers).

33.2 The Employer may require a part-time Teacher to undertake a proportionate number of other duties normally expected of full-time Teachers.

34 Treatment of School Holidays

34.1 The term “School Holidays” refers to the non-term weeks of the School year. Save where the Modern Award terms with respect to Ordinary Hours of work are more favourable than this Agreement, clause 34 of this Agreement operates to the exclusion of the Modern Award terms with respect to attendance time in non-term weeks”.

34.2 A Teacher other than in the circumstances prescribed in clause 34.3 is entitled to school holidays without deduction of pay subject to reasonable direction of the Principal for the completion of professional duties for which the Teacher is responsible. These duties may include the completion of assessments and reports, and the return and removal of school equipment to its required position. School holidays are deemed to include annual leave.

34.3 A Teacher attending professional development during non-term weeks does so on a voluntary basis.

34.4 The Employer may reduce a Teacher’s entitlement to school holidays where a Teacher has taken unpaid leave in excess of ten working days in any School Year pursuant to clause 13 (Personal/Carer’s Leave) or clause 23 (Leave Without Pay).

PART 5 CONDITIONS OF EMPLOYMENT FOR GENERAL STAFF EMPLOYEES

35 Salaries

35.1 Instead of the classification structure set out in Schedule B of the General Staff Award the classification structure set in Appendix A of this agreement will apply.

35.2 Instead of the salaries provided for in the General Staff Award, the salaries provided for in Schedule A to this Agreement will apply to a General Staff Employee employed by the Employer.

35.3 Where an adjustment is made to Teacher salaries subject to clause 31 General staff will receive an average of the percentage increases that apply to Teachers from the same date.

36 Annualised Salaries

36.1 Annual salary instead of General Staff Award provisions
36.1.1 Where agreed between the Employer and the Employee, the Employer may pay an Employee an annual salary in satisfaction of any or all of the following provisions of the General Staff Award and/or Agreement:

36.1.1.1 Schedule A to this Agreement — Minimum weekly wages;
36.1.1.2 clause 16 – General Staff Award 2010 - Allowances;
36.1.1.3 clauses 25, 26 and 27 - General Staff Award 2010 - Shift work, penalty rates and overtime; and
36.1.1.4 clause 28.3 - General Staff Award 2010 - Annual leave loading.

36.1.2 Where an annual salary is paid, the Employer must advise the Employee in writing of the annual salary that is payable and which of the provisions of this Agreement will be satisfied by payment of the annual salary.

36.2 Annual salary not to disadvantage Employees

36.2.1 The annual salary must be no less than the amount the Employee would have received under Schedule B to this Agreement for the work performed over the year for which the salary is paid (or if the employment ceases earlier, over such lesser period that has been worked).

36.2.2 The annual salary of the Employee must be reviewed by the Employer at least annually to ensure that the compensation is appropriate having regard to the Agreement provisions which are satisfied by the payment of the annual salary.

Base rate of pay for Employees on annualised salary arrangements

36.3 For the purposes of the NES, the base rate of pay of an Employee receiving an annual salary under this clause comprises the portion of the annual salary equivalent to the relevant rate of pay in Schedule B to this agreement — Salaries for General Staff Employees and excludes any incentive-based payments, bonuses, loadings, monetary allowances, overtime and penalties.

37 Hours of Work

37.1 The hours of work for a General Staff Employee (full-time or part-time) who is not employed under a leave without pay arrangement pursuant to clause 11 of the General Staff Award are 38 per week and may be averaged over a four-week period.

37.2 The ordinary hours of work for a General Staff Employee may be worked on 10 days out every 14-day cycle.

37.3 The ordinary hours of work will be performed on any day Monday to Friday between 6:00 am and 6:00 pm.

37.4 Where 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.
37.5 An exception to clause 37.3 is where the ordinary hours of work specified by the General Staff Award provides for the ordinary hours of work of a General Staff Employee to be performed on a weekend, in which case the provisions of the General Staff Award will prevail over this clause.

38 Camp Allowance/Time in Lieu Arrangement

38.1 A General Staff Employee is not required and cannot be compelled to attend a school camp.

38.2 Should a General Staff Employee choose to attend a school camp, a time in lieu arrangement will not apply.

38.3 Some General Staff Employees, however, who work in roles directly related to camps, may be requested to attend a camp as part of their administration role. Payment or time in lieu will occur at a rate of one day for each two nights of attendance at the camp.

39 Days of Grace

39.1 A General Staff Employee, who is entitled to four (4) weeks’ annual leave per year, will receive four (4) Days of Grace per calendar year. Three of these Days of Grace will fall on 29th, 30th and 31st December. If Christmas Day and Boxing Day fall on a weekend then a General Staff Employee will receive these Days of Grace on the first three (3) days following the gazetted public holidays of Christmas Day and Boxing Day. A General Staff Employee will also receive the Tuesday following Easter Monday in lieu of Easter Saturday as a Day of Grace. The only time this will not occur is if the Easter break falls during a school term, however, a General Staff Employee will be granted this fourth Day of Grace upon office closure in December.
SCHEDULE A - SALARY TABLES

Gross annual salaries including holiday loading from 1/2/2017

Clerical and Administration

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Cleaning & Maintenance

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Teaching Staff

Note: Teaching Staff salaries are incremented annually from Level One to Level 11.

Entry level for a graduate teacher is GGS 1.
Salaries for part-time teaching staff teaching 0.4 FTE and above will increment annually.
Salaries for part-time teaching staff below 0.4 will increment biennially.

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Allowances for Teachers

<table>
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<th>Position</th>
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<td>Head of House</td>
<td>$6,875.58</td>
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<tr>
<td>Head of Department</td>
<td>$5,618.09</td>
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<tr>
<td>Assistant Head of House</td>
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</tbody>
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Appendix A – Classification Structure

Classification Structure -- Clerical and Administration

**GGS C&A 1**
Employees at this level include first level Clerical and Administrative employees.

A Clerical and Administrative employee at this level will have responsibilities within a clearly defined functional area such as in one of the school offices.

Duties can include but are not limited to such things as, filing, archive handling, mail handling.

**GGS C&A 2**
A Clerical and Administrative employee at this level will have responsibilities within a clearly defined functional area such as in one of the school offices.

In addition to the duties outlined for C&A1, duties can also include preparation of standard correspondence and other administrative duties requiring some minimal supervision from a line manager.

**GGS C&A 3**
A Clerical and Administrative employee at this level will have responsibilities within one or more clearly defined functional areas of the School.

The employee must ensure the efficient operation of the work area within the regular direction of senior management.

Duties can include but are not limited to:

- reception, switchboard operation, uniform shop management, customer inquiries, data base management, records management such as student files and alumni.

At this level an employee can also be expected to operate and instruct others in routine use of office equipment and computer systems, receipting payments and providing straightforward advice about the school.

**GGS C&A 4**
Clerical and Administrative employees at this level assume responsibility and/or accountability for the delivery of professional support services, ensuring the efficient operation of the work area within the regular direction of senior management.
This can include the provision of clerical and administrative support to one or more senior member/s of staff.

Employees at this level include Personal Assistants to Senior Staff, Gymnasium Manager, Accounts Payable / Receivable.

**GGS C&A 5**

A Clerical and Administrative employee at this level is able to co-ordinate, organise and determine work priorities within a clearly defined functional area e.g. school office. Direction on targets and goals is provided but the position will have some degree of latitude in determining how they are achieved. This latitude will generally be limited by standard procedures and school policy.

Duties can include but are not limited to:

- Obtaining cooperation amongst staff within the work area and supervise the performance of tasks
- Compiling and researching data for use by Senior Management
- Support financial and budgetary processes by:
  - ensuring the availability of system generated financial reports
  - appropriate recording of payments and receipts
  - management of finance related Human Resource matters such as payroll, superannuation and leave matters.

Employees at this level include those with supervision of such matters as payroll, enrolments, OH&S administration, finance related human resource management.

**GGS C&A 6**

Positions at this point are distinguished by the level of management responsibility and/or accountability for the delivery of professional support services. Positions will impact beyond the work area or professional field to the extent it needs to obtain cooperation of all staff members or members of the school community to achieve specific objectives, such as in school administration, operational or educational programs. Direction on targets and goals is provided but the position will have some degree of latitude in determining how they are achieved. This latitude will generally be limited by standard procedures and school policy.

The provision of business management services becomes a feature at this level. Management of staff to achieve the expected outcomes required by senior management will be a key responsibility, although in some circumstance it may be a specialised role. Staff management issues will be resolved at this level with minimal reference to senior management, although guidance will be required in more complex areas. Senior management will be provided with timely reports and advice, although this will generally be confined to matters relating to the immediate work area, service provision or program and is unlikely to impact substantially on whole of school operations. Guidance will be necessary where issues fall outside the normal scope of the position.
An employee at this level is distinguished from the previous level by the level of management responsibility for the work area that will have a greater impact on school administration and operations. Objectives and directions are clear, but there is a greater level of autonomy in determining the approach.

At this level the employee will be required to:

- Demonstrate a greater emphasis on the management of others to achieve the objectives of the work area
- Manage and direct the preparation of annual budgets and regular financial statements and contribute to financial decision making
- Coordinate a range of functions, such as finance, human resources and other support areas that contribute significantly to the business management function within the school
- Adapt the way work is organised and modify existing practices as required.
- With broad direction manage the delivery of administrative and operational objectives
- Manage the delivery of a particular service (e.g. finance, community relations,)

Employees at this level include the Executive Assistant to the Headmaster, the Community Relations Officer, The Office Manager and the Finance Manager.
Classification Structure -- Cleaning, Maintenance & Grounds

GGS C&M 1
An employee at this level will be expected to complete basic cleaning or maintenance tasks under direct instruction or school crossing supervision as required.

GGS C&M 2
Cleaning employees at this level will be expected to complete general cleaning duties in a designated area which may include classrooms, grounds, offices, passive recreation areas and toilets.

Maintenance employees at this level are expected to complete general handyperson work which may include minor repairs and refurbishments of campus infrastructure, basic carpentry, minor painting, grounds maintenance, welding and gardening, as well as preparation of spaces before and after assemblies and special events.

GGS C&M 3
In addition to the duties listed in C&M Levels 1 and 2, Cleaning and Maintenance employees at this level will be expected to carry out management duties in regard to either cleaning or maintenance. This can involve organizing and overseeing the work of other cleaners or maintenance personnel including managing rosters, work schedules and leave. It can also include procurement of, and liaison with, outside providers such as trades people, retail and wholesale providers, and construction and design professionals. Employees at this level include the Head of Cleaning and the Head of Maintenance.

GGS C&M 4
In addition to the duties listed in Level GGS C&M 3, an employee at this level performs professional work involving considerable independence in approach. He/She can be expected to lead, manage and supervise other Cleaning, Maintenance & Grounds Staff and take responsibility for the planning and scheduling of their work.

Classification Structure -- Classroom, Library, Audio Visual and Laboratory Assistants & Technicians.

GGS A&T 1
Employees at this level will be expected to complete basic duties under direct supervision. Employees at this level include Integration Aides, Classroom Assistants, Out of Hours School Care Assistants, Library Assistants and Audio Visual Assistants

GGS A&T 2
Employees at this level can be relied upon to deliver support services, under direction, e.g. technical support in science laboratories and libraries and assistance in the use of audio visual equipment. They may also be required to supervise a small project team providing technical support, conduct training and/or instruction in respect to scientific processes, prepare experiments or use of equipment and conduct demonstrations, where required, under the supervision of an employee and undertake relevant occupational health and safety requirements and, where necessary, risk assessments.
Employees at this level include Audio Visual Technicians, Laboratory Assistants, and Library Technicians.

**GGS A&T 3**
In addition to the duties listed in Level LLAT 2, an employee at this level can be expected to work independently and may be required to lead one or more other support staff in the carriage of their duties.

Technical employees at this level plan and conduct professional work without detailed supervision but with guidance on unusual features and are usually engaged on more responsible assignments requiring substantial professional experience.

Employees at this level include experienced Audio Visual technicians, experienced Laboratory Assistants and experienced Library Technicians.

**GGS A&T 4**
In addition to the duties listed in Level LLAT 3, an employee at this level performs professional work involving considerable independence in approach. He/She can be expected to lead, manage and supervise other technicians and take responsibility for the planning and scheduling of their work.

Employees at this level include the Laboratory Manager and the most senior Audio Visual Technician.
Dimensions of Work – Information Technology

GGS IT 1
Technical employees at this level can be relied upon to deliver information technology support services, under close direction and conduct basic maintenance and repairs to simple IT hardware.

GGS IT 2
Technical employees at this level can be relied upon to deliver information technology support services, under direction. They may also be required to supervise a small project team providing technical support, conduct training and/or instruction in respect to technical systems and conduct demonstrations, where required, under the supervision of an employee and undertake relevant occupational health and safety requirements and, where necessary, risk assessments. At this level an employee may also be expected to conduct maintenance and basic repairs to IT hardware.

Employees at this level include Information Technology Technicians such as IT Help Desk operators.

GGS IT 3
In addition to the duties listed in GGS IT 1, an employee at this level can be required to manage and lead one or more other technicians in the carriage of their duties.

Technical employees at this level plan and conduct professional work without detailed supervision but with guidance on unusual features and are usually engaged on more responsible assignments requiring substantial professional experience. An employee at this level may also conduct more complex repairs and maintenance to IT hardware.

Employees at this level include experienced Information Technology Technicians and IT repairers.

GGS IT 4
An employee at this level performs professional work involving considerable independence in approach, demanding a considerable degree of originality, ingenuity and judgment. The employee outlines and assigns work, reviews it for technical accuracy and adequacy, and may plan, direct, coordinate and supervise the work of other professional and technical staff.

An employee at this level:
- gives technical advice to management and operating departments;
- initiates or participates in short or long range planning and assists in long range information technology planning,
- provides advice to management on the development of information technology policies and procedures
- may take detailed technical responsibility for product development and provision of specialised professional information technology systems, facilities and functions;
- coordinates work programs; and
- directs or advises on the use of equipment and materials.

Employees at this level include Information Technology Managers such as the Network Administrator.
GGS IT 5
In addition to the duties listed in GGS IT4, an employee at this level performs professional work involving considerable independence in approach, demanding a considerable degree of originality, ingenuity and judgment, and knowledge of more than one field of, or expertise in professional information technology field.

An employee at this level makes responsible decisions not usually subject to technical review, decides courses of action necessary to expedite the successful accomplishment of assigned projects, and may make recommendations involving large sums or long range objectives.

Employees at this level include the most senior Information Technology Managers such as the Systems Administrator.
EMPLOYER REPRESENTATIVE
Girton Grammar School
ABN [99057292752]
Signed: [Signature]
Date: 24/03/2017
Name in full (printed): Matthew Faberick Mapuff
Position title: Headmaster, CEO Employer
Authority to sign explained:
Address: 105 Mackenzie Street, Bendigo 3550
Witnessed by: [Signature]
Witness name in full: Debbie M Adams
Witness address: 105 Mackenzie Street, Bendigo 3550

EMPLOYEE REPRESENTATIVE
Signed: [Signature]
Date: 24/09/2017
Name in full (printed): Andrew John Lonie
Position title: Teacher
Authority to sign explained:
Address: 105 Mackenzie Street, Bendigo 3550
Witnessed by: Matthew William James
Witness name in full: [Signature]
Witness address: 105 Mackenzie Street, Bendigo 3550