

## **Guidance Note – Category B staff – Recall and end of year procedures**

### **Introduction**

Prior to the commencement of the [Victorian Catholic Education Multi Enterprise Agreement 2013 \(VCEMEA\)](#) a variety of arrangements have operated in relation to Category B staff working patterns at the end of the school year.

The introduction of an allowance in the VCEMEA for recall days placed a new focus on Category B working patterns in some schools.

The potential for disputes arose, in relation to the application of the recall allowance between the last day of attendance for teachers and the end of the gazetted school year.

The Independent Education Union Victoria Tasmania (**IEU**) and the Employers through their representative, the Catholic Education Commission of Victoria Limited (**CECV**) have agreed, without prejudice to their interpretations of clause 25.9, to the recommended approach set out in this Guidance Note to avoid further disputes about clause 25.9.

It is recognised that principals have made local arrangements in relation to working patterns for category B employees prior to 2014, and it is not the intention of either IEU or CECV to alter these arrangements where these arrangements have been fair and workable.

This Guidance Note applies to both education support employees and school services officers.

### **Recommended Approach – End-of-year procedures**

Principals should consult with Category B staff each year about the last day of attendance at the end of the school year.

Category B staff should commence school holidays at the end of the year on or around the same day as teachers. Any requirement for Category B staff to work beyond the last day of attendance for teachers for term 4 must be demonstrably based on a need to perform purposeful tasks which are relevant to the employee's normal duties.

Principals are not required to change arrangements for the finish dates for Category B staff that were in place in 2013, where those arrangements have been fair and workable.

Subject to local arrangements, the allowance is generally only payable for recall days worked during the gazetted school holidays.