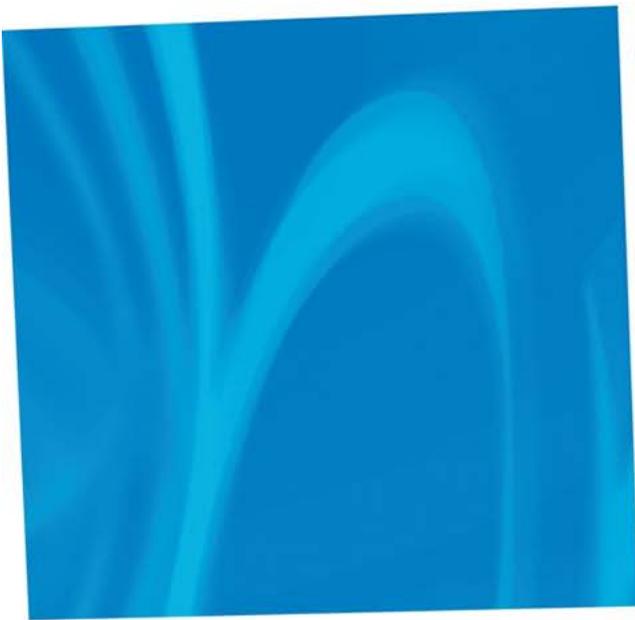


# Human Resources

**Victorian Government Schools  
Agreement 2013  
Implementation Guide  
Part 2**



# A Guide for Principals

<b>CONTENTS</b>	<b>PAGE</b>
<b>OVERVIEW</b>	<b>3</b>
<b>KEY FEATURES</b>	<b>3</b>
<b>CAREER STRUCTURE CHANGES</b>	<b>4</b>
<b>EDUCATION SUPPORT CLASS-NEW EMPLOYMENT MODEL</b>	<b>4</b>
<b>ADVERTISING AND FILLING OF VACANCIES</b>	<b>6</b>
<b>EMPLOYEES WITH PRIORITY/REDEPLOYMENT STATUS</b>	<b>7</b>
<b>FURTHER ASSISTANCE</b>	<b>8</b>

## OVERVIEW

---

The *Victorian Government Schools Agreement 2013* (the Agreement) came into operation on 10 July 2013. On 17 July 2013 principals were provided with an Implementation Guide and advised that aspects of the Agreement would not come into effect until 6 October 2013. The July Implementation Guide is available on HRWeb at [Agreements](#)

The purpose of this Guide is to provide advice regarding the changes arising from the Agreement which come into effect from 6 October 2013.

HRWeb is being progressively updated to reflect the changes arising from the Agreement. Principals will be advised periodically via circular or HRM Online as policy and procedural information on HRWeb is updated. In the interim where there is inconsistency between HRWeb, this Guide, the 17 July 2013 Implementation Guide or the Agreement, principals are to rely on the Guides or the provisions of the Agreement.

The classification structures introduced in the Agreement will be implemented on the payroll system from 6 October 2013. In addition, new arrangements for the advertisement of vacancies, employees with priority/redeployment status and the new employment model for education support class employees will take effect from 6 October 2013.

**With the exception of the matters set out in this Guide existing arrangements continue to apply.**

## KEY FEATURES

---

The key features of the Agreement which are being implemented from 6 October 2013 are:

- a) Redesigned Teaching Service career structures incorporating:
  - one classification level for principals with six remuneration ranges with remuneration range 1 being progressively absorbed into remuneration range 2
  - one classification level for assistant principals with four remuneration ranges
  - one leading teacher classification level with one salary range
  - one classroom teacher classification level with two salary ranges
  - two paraprofessional classification levels each with two salary ranges
  - two education support class classification levels with five salary ranges at classification level 1 and one salary range at classification level 2
- b) Revised fixed term employment arrangements including:
  - introduction of a seven year term of employment for persons employed to replace an employee during a parental absence or in an education support class position specifically linked to Student Support Funding
- c) Introduction of revised employment and leave arrangements for education support class employees including:
  - a single employment and salary model replacing the existing 52/52, 48/52 and school year models of employment
  - accrual of ten weeks' leave each year comprising 20 days annual leave and 30 days additional paid leave
  - payment of a leave purchase allowance for attendance for up to six days during one or two school vacation periods to replace existing recall arrangements or

for a longer period agreed between the principal and the employee up to a maximum of 30 days

- capacity for schools to advertise positions that require attendance during the 30 day additional paid leave period
- d) Introduction of the following changes to ensure selection decisions are determined solely on the basis of merit:
- the advertisement of all vacancies of six weeks or longer
  - employees with priority status or redeployment status will be guaranteed an interview for any position for which they are an applicant but will no longer be given priority consideration for placement into those vacancies
  - provision of dedicated redeployment/career transition support to all excess employees to ensure that their redeployment opportunities are maximised and that these employees are supported during the redeployment period.

## CAREER STRUCTURE CHANGES

---

All employees covered by the Agreement will be translated to the new classification structures in accordance with the translation tables set out in Schedule 4 of the Agreement.

As part of the translation principal class employees at remuneration maintenance points will be translated at their substantive level and remuneration will continue to be paid at the maintenance points for the period the principal class employee remains in his or her current position.

**No action will be required at the school level regarding the translation of employees to the new classification structures.**

## EDUCATION SUPPORT CLASS – NEW EMPLOYMENT MODEL

---

The Agreement provides for revised employment and leave arrangements for education support class employees by introducing a single employment and salary model to replace the 52/52, 48/52 and school year models of employment. Under the new arrangements an education support class employee will be either on duty or on leave.

Under this model, an education support class employee accrues 50 days paid leave each year (for a full time employee) comprising 20 days (152 hours) annual leave and 30 days (228 hours) additional paid leave.

On translation on 6 October 2013, education support class employees currently working on the **48/52 model (calendar or school year)** will start accruing the 30 days additional paid leave on eduPay. As part of the transition to the new model, these employees will be credited with sufficient additional paid leave to ensure they have enough leave credits to cover the Christmas school vacation period up to and including 23 January 2014. An employee's commencement date, any time fraction changes and leave without pay that affects service may result in an employee having insufficient leave to cover the period up to 23 January 2014.

Education support class employees who are currently employed at **52/52, 51/52, 50/52 or 49/52** will be translated to the new structure with no change to their current attendance requirements. These employees will be paid the new leave purchase allowance as a fortnightly allowance to reflect their attendance requirements.

Any leave that an education support class employee has accrued prior to 6 October 2013 will be maintained on eduPay following translation to the new model.

Existing 52/52 education support class employees will translate to the new classification and salary structure and be paid the leave purchase allowance in lieu of the 30 days additional paid leave and continue to accrue 20 days annual leave.

Existing 51/52, 50/52 and 49/52 education support class employees will retain their current purchased leave entitlements. Three leave entitlement amounts will be included on eduPay, which can be viewed by an employee through Employee Self Service – Annual Leave, Purchased Leave (if any remains) and the new Additional Paid Leave. Where an employee exhausts their Additional Paid Leave entitlements, they may use any remaining Purchased Leave entitlements by applying for this type of leave using Employee Self Service.

Schools have the capacity to require an education support class employee to attend for duty for up to 6 days (for a full-time employee) to undertake normal duties and/or professional development. The principal and the employee may agree on attendance during school vacation periods in excess of the 6 days, up to a maximum of 30 days.

Where an education support class employee has an attendance requirement of more than 6 days (such as an existing 52/52):

- the limitations set out in subclause 24(5)(a)(ii) of the Agreement do not apply; and
- the requirement under subclause 24(5)(a)(v) of the Agreement to reach agreement on attendance during any of the additional leave period does not apply.

An education support class position may be advertised requiring attendance during school vacation periods, up to a maximum of 30 days. The full period of attendance that is required must be specified in the Job Description created on Recruitment Online and included in the offer of employment. Where an employee has accepted employment that requires attendance during a school vacation period(s), that attendance requirement forms part of the employee's terms of employment.

An education support class employee who agrees, or is required, to attend for duty during the additional paid leave period will be paid a leave purchase allowance of 72.47% of his or her normal hourly rate in addition to the employee's normal rate of pay. The employee's additional paid leave entitlement will be reduced by the amount of leave purchased.

The leave purchase allowance would normally be paid on a fortnightly basis when attendance requirements are regular and known in advance. The leave purchase allowance would normally be paid as a lump sum when attendance is expected to be six days or less in any one year or is likely to be intermittent. The leave purchase allowance can be paid as a lump sum in any other circumstances where agreed between the principal and the employee. The allowance, whether to be paid fortnightly or as a lump sum, is to be entered on eduPay.

Where an education support class employee is paid the leave purchase allowance on a fortnightly basis, the allowance will continue to be paid during the employee's absence on paid leave provided the employee would have continued to receive the allowance but for his or her absence on paid leave.

An education support class employee in receipt of a fortnightly leave purchase allowance will not have annual or additional paid leave automatically entered on eduPay during school vacation periods. Applications for leave are to be submitted through Employee Self Service (ESS) on eduPay and approved by the school in the usual manner.

Education support class employees not in receipt of a fortnightly leave purchase allowance will have annual or additional paid leave automatically entered on eduPay during school vacation periods.

Education support class employees will be able to view leave balances and leave taken for both annual leave and additional paid leave on eduPay using Employee Self Service.

Information regarding the new employment arrangements for education support class employees will be included on HRWeb on the Annual leave (including Additional Paid leave), Working Hours (including attendance requirements) and Allowances-teaching service (including leave purchase allowance) pages.

**No action will be required at the school level regarding the translation of employees to the new leave arrangements.**

## ADVERTISING AND FILLING OF VACANCIES

---

Changes are being made to Recruitment Online to reflect the new teaching service classification structures and new employment arrangements for education support class employees.

To enable system changes to be made, Recruitment Online will be unavailable during the forthcoming school vacation period as follows:

- for **Recruiters** from Wednesday 25 September 2013 until Sunday 6 October 2013 (inclusive)
- for **Applicants** from Saturday 28 September 2013 until Tuesday 1 October 2013 (inclusive)

Vacancies in the new classification structures can be advertised from **Monday 7 October 2013** and applicants will be able to view and apply for those vacancies from this date.

The following applies with regard to the advertising and filling of vacancies:

- Principals are required to advertise all teaching service vacancies of six weeks or longer on Recruitment Online. The option to create a non-advertised vacancy of less than 6 months in Recruitment Online and attach a person to that vacancy is no longer available to schools. Prior to 6 October 2013, action will be taken centrally to close any non-advertised vacancies on Recruitment Online.
- Principals may advertise a classroom teacher vacancy as classroom teacher or classroom teacher range 2. Classroom teacher positions may also be advertised as part of the Teacher Graduate Recruitment Program, in which case the successful applicant will be employed as a classroom teacher range 1.
- Vacancies advertised to replace employees on parental absence and for employees employed in positions specifically linked to Student Support Funding will be for a seven year period. Only the commencement date is to be entered on Recruitment Online for these seven year vacancies. Recruitment Online will automatically default in the vacancy end date in the Job Opening and eduPay will set the employment end date for the person who is hired or rehired into the position at seven years.
- In circumstances where a casual relief teacher who has been employed to replace a teacher absent on leave due to illness or injury that is anticipated to be thirty consecutive working days or less and the absence extends beyond thirty consecutive working days, the casual replacement teacher must be offered employment on a fixed term basis in the Teaching Service. The duration of the fixed term employment will be until the teacher she or he is replacing returns to duty or the end of the school year whichever occurs first. In this case a fixed term offer of employment letter must be provided to the teacher. Schools Recruitment Unit will need to be contacted to give effect to this employment.

- Changes are being made progressively to position description and job posting templates in Recruitment Online to ensure alignment with the new classification structures and employment arrangements. To ensure updated information is included, a new job opening should be created on Recruitment Online for any vacancy, rather than cloning an existing job opening. From 7 October 2013 it will not be possible to clone a job created before 25 September 2013, although job openings will still be able to be viewed, in Read Only format.
- To ensure that vacancies are advertised using updated classifications and position description information, action will be taken centrally prior to 6 October 2013 to close any vacancy that was created on Recruitment Online prior to 15 July 2013 (commencement of term 3) which has a status of Open or Draft and is therefore an unfilled vacancy.
- As a result of Recruitment Online and eduPay system changes, the processes for some staffing activities will change, for example in order to transfer an employee back to their base school at the end of a temporary transfer. It is important that the revised procedural information and system guides on HRWeb are accessed when undertaking recruitment and staffing activities from 6 October 2013 onwards.
- As a result of changes to the employment arrangements for the education support class, mode of employment (48/52, 52/52) no longer applies in the teaching service and this has been removed from Recruitment Online and eduPay. This information will no longer be included in a Job Opening and applicants will not be able to search for vacancies using that criterion.
- A school can advertise an education support class position that will require the successful applicant to undertake duties for all or part of the 30 days additional paid leave. Recruitment Online has been modified to enable a school to include in the Job Opening under "Role" a specified number of days or hours for which attendance is a requirement of the position. The attendance requirement for the position must also be included in the offer of employment to the successful applicant and the standard letters of offer for the education support class will be revised accordingly.
- Any vacancy at the new education support class level 2 must be advertised on Recruitment Online. An employee cannot be moved to this level through the range review process. The role statement for level 2 from the Dimensions of Work in the Agreement has been included in the Job Opening information in Recruitment Online. Additional information including the specific responsibilities of the position and the selection criteria will need to be developed by the school when a level 2 vacancy is to be advertised.

The Recruitment in Schools Guide will be updated to reflect the new arrangements.

**All positions are to be advertised and filled in accordance with the new classification structures and employment arrangements.**

### **EMPLOYEES WITH PRIORITY/REDEPLOYMENT STATUS**

---

From 6 October 2013, as part of the commitment that all selection decisions are determined solely on the basis of merit, the following categories of employees will not be considered in isolation from other applicants but will be guaranteed an interview for any position for which they are an applicant:

- employees with priority status, that is, ongoing employees identified as excess to workplace requirements, employees with compassionate transfer status or former employees who are disability retirement benefits pensioners and who are fit to return to work

- employees with redeployment status, that is fixed term education support class employees employed for longer than 12 months in two or more fixed periods of employment where the break between periods of employment is not more than three weeks, excluding school vacation periods.

Under the new arrangements, employees with priority status will record their status on Recruitment Online as part of lodging an application for a vacancy.

An employee with compassionate transfer status will be required to attach their approval letter as part of submitting an application for a vacancy. An employee with redeployment status will be required to include information confirming their redeployment status as part of submitting an application for a vacancy.

### ***Employees who are excess to workplace requirements***

The Department will appoint an external provider to provide dedicated redeployment/career transition support to all excess employees to ensure that their redeployment opportunities are maximised and that these employees are supported during the redeployment period. Any school with an excess employee will fund the cost of this service for each excess employee named by the school and a standard monthly fee for each excess employee will be fixed at the time this service commences.

The Recruitment in Schools Guide, Management of Excess-Teaching Service Guidelines and the Guidelines - Employees with Compassionate Status and Return to Work of Disability and Temporary benefits pensioners will be updated to reflect the new arrangements.

### **FURTHER ASSISTANCE**

---

For advice or assistance on any matters related to the implementation of the *Victorian Government Schools Agreement 2013* principals may contact the Policy and Employee Relations Branch on 9637 2454.