

Principal Checklist – End of 2017 School Year

No.	Issue	What to do or consider	VCEMEA / MOU Clause	Reference Documents	Completed
1	Review fixed-term contracts	<ul style="list-style-type: none"> Ensure that fixed-term contracts meet the requirements of the VCEMEA. 	VCEMEA 11.2	Guide to Fixed-term and Casual Employment	<input type="checkbox"/>
2	Fixed-term employees and ongoing vacancies	<ul style="list-style-type: none"> Provide each suitably qualified fixed-term employee at the school with written notice of the ongoing vacancy in writing. 	VCEMEA 11.2(e)	Guide to Fixed-term and Casual Employment	<input type="checkbox"/>
		<ul style="list-style-type: none"> If a suitably qualified fixed-term employee at the school applies for the ongoing vacancy, the employee must be interviewed for the position. 			<input type="checkbox"/>
3	Notice for fixed-term employees	<ul style="list-style-type: none"> Seven weeks notice by letter must be given if the employment contract will terminate and not be extended. 	VCEMEA 11.2(f)	Template letter on CECV website	<input type="checkbox"/>
		<ul style="list-style-type: none"> A payment in lieu of notice is required for any part of the notice period not provided. 			<input type="checkbox"/>
4	End of Tenure – Position of Leadership	<ul style="list-style-type: none"> Seven weeks notice, during term time, must be given. 	MOU 3.12	Template letter on CECV website	<input type="checkbox"/>
5	End of Tenure – Deputy Principal	<ul style="list-style-type: none"> Seven weeks notice, during term time, must be given. 	MOU 3.12	Template letter on CECV website	<input type="checkbox"/>
		<ul style="list-style-type: none"> Make necessary salary adjustment(s). 			<input type="checkbox"/>
6	Variations for part-time employees	<ul style="list-style-type: none"> Consultation requirements. 	VCEMEA 15.1	Implementation Guide Part 6: Variation of Part-time employees hours of work	<input type="checkbox"/>
		<ul style="list-style-type: none"> (where no agreement) eight calendar weeks written notice of the variation required (10 weeks notice encouraged). 	VCEMEA 15.1(c)	Template letters on CECV website	<input type="checkbox"/>
6	Significant reduction of hours – part-time employees	<ul style="list-style-type: none"> Consider whether any reduction is 'significant' that may trigger the potential of a severance payment. 	VCEMEA 15.2	Implementation Guide Part 6: Variation of Part-time employees hours of work	<input type="checkbox"/>

Principal Checklist – End of 2017 School Year

No.	Issue	What to do or consider	VCCEMA / MOU Clause	Reference Documents	Completed
7	Proportional duties – part-time teachers	<ul style="list-style-type: none"> Ensure that part-time teachers undertake a proportional number of duties normally expected of a full-time teacher (yard supervision, staff meetings). 	MOU 3.24		<input type="checkbox"/>
8	Part-time return from parental leave	<ul style="list-style-type: none"> Respond to requests for part-time hours. 	VCCEMA Appendix 1, 19 – 23	Template letters of CECV website	<input type="checkbox"/>
		<ul style="list-style-type: none"> Ensure reasonable arrangements are made to facilitate and accommodate breast feeding upon an employee's return to work. 	MOU 3.14		<input type="checkbox"/>
9	Leave without pay – return to work	<ul style="list-style-type: none"> Employees should be confirming intention to return at least seven working weeks prior to leave concluding. 	VCCEMA 26.1(c)(ii)		<input type="checkbox"/>
10	Long Service Leave at half pay	<ul style="list-style-type: none"> For employees taking half-pay LSL, school holidays are paid at full FTE (e.g. if substantive FTE of 1.0, then full-time salary paid for school holiday periods). 	VCCEMA Appendix 3, 2.6	Implementation issues – Half Pay Long Service Leave	<input type="checkbox"/>
11	Recall Allowance – Category B employees	<ul style="list-style-type: none"> 72.47% loading payable for employees recalled during school holiday periods. 	VCCEMA 25.9	Education Support and School Services Officers Recall Allowance	<input type="checkbox"/>
		<ul style="list-style-type: none"> Ensure that Level 1 or 2 Education Support employees are not working in isolation or attending for duty unless a responsible manager is present. 	MOU 3.25	Recall and end of year attendance requirements – Category B Employees	<input type="checkbox"/>
		<ul style="list-style-type: none"> Ensure that Education Support employees are only required to perform duties consistent with their role 			<input type="checkbox"/>
12	ES 3 Maximum	<ul style="list-style-type: none"> All ES 3-1 or ES 3-2 on 28 January 2018 to be moved to ES 3-3 effective from 29 January 2018. 	MOU 3.10		<input type="checkbox"/>
		<ul style="list-style-type: none"> Review the salary of each ES 3-1 to ES 3-5 employee to identify any employee who has not been appointed to the appropriate ES 3 level. 		<input type="checkbox"/>	
13	Meeting Schedule	<ul style="list-style-type: none"> Consider Consultative Committee recommendations to Principal regarding the scheduling of meetings in 2018. 	MOU 3.9		<input type="checkbox"/>
14	IEU Committee of Management Meetings	<ul style="list-style-type: none"> An employee elected to the IEU Committee of Management will be entitled to paid leave to attend Committee of Management meetings. 	MOU 3.20		<input type="checkbox"/>