

GE14/0014

1 December 2014

CIRCULAR TO PRINCIPALS, BUSINESS MANAGERS, SCHOOL BOARDS AND CANONICAL ADMINISTRATORS OF CATHOLIC SECONDARY SCHOOLS IN VICTORIA AND LEADERS OF RELIGIOUS CONGREGATIONS

New CECV Recommended Salary and Conditions for Catholic Secondary School Principals

MAIN POINTS

- In December 2013, the Catholic Education Commission of Victoria Ltd (CECV) received a report from Mercer in relation to the remuneration of secondary school principals. The CECV accepted a recommendation from the Salary and Conditions Board (SCB) to issue interim salary increases in December 2013, effective from April and August 2013.
- During 2014, the SCB further considered both the remuneration and other conditions of secondary principals. In undertaking its role, the SCB consulted with both employer and employee stakeholders. The SCB provided recommendations to the CECV in September 2014.
- The recommendations have now been considered and accepted by the CECV. Details are outlined below.

Remuneration and conditions

- CECV Determinations 20, 30 and 32 are replaced with the new CECV document entitled [Recommended Conditions of Employment for Secondary Principals](#), which can be found on the CEVN website <http://cevn.cecv.catholic.edu.au> under *Staffing & IR / Salary Schedules*. The Recommended Conditions are divided into two sections, Part A (remuneration) and Part B (conditions).
- The Recommended Conditions are minimum conditions and it is therefore strongly recommended that secondary principals are **not** engaged on terms that fall below the standards outlined in the Recommended Conditions.
- The Recommended Conditions are to be read in conjunction with the CECV [Recommended Procedures for Catholic Secondary Principals – November 2014](#) (see further below). The Recommended Procedures can be found on the CEVN website <http://cevn.cecv.catholic.edu.au> under *Staffing & IR / Salary Schedules*
- Key changes to note at this stage are as follows:
 - Clause 1 of Part A updates the school budget bands for 2014 to 2016 for determining Principal classifications.
 - Principal salaries are increased in accordance with Schedule 1 of Part A of the Recommended Conditions. Increased rates for secondary principals apply from the first full pay period on or after **1 February 2014** and **1 August 2014** and back-pay arrangements should be made accordingly (increases granted in April and August 2013 have already been applied and paid).

- Clause 4 of Part A includes increased complexity allowance amounts, which apply from the first full pay period on or after **1 April 2013**, therefore requiring back-pay arrangements to be made where applicable.
- The arrangements for flexible benefits remain as outlined in clause 4 of Determination 32 until **31 March 2015**. From **April 2015**, flexible benefit amounts will be incorporated as an additional amount into the salaries for principals (as outlined in Schedule 1 of Part A of the Recommended Conditions).
- Further information outlining more detail regarding additional changes to the conditions will be circulated in due course.

Procedures

- The current document entitled *Lay Principals in Catholic Secondary Colleges – March 2006* has been replaced by the CECV [Recommended Procedures for Catholic Secondary Principals](#) – November 2014.
- The Recommended Procedures continue to provide recommendations in relation to:
 - the responsibilities of the employer and the principal
 - selection and appointment procedures (including specific discussions about pre-contractual issues such as relocation expenses)
 - induction of new principals
 - appointment of acting principals
 - performance appraisal processes
 - standard contracts.
- The Recommended Procedures will now also contain guidance for employers and principals in relation to a recommended process for dispute resolution.
- The Recommended Procedures should be used by employers when working through the process of recruitment, selection, appointment and appraisal of principals.

Further guidance

- The CECV IR Unit will be conducting further briefing sessions regarding the Recommended Conditions and Recommended Procedures in 2014 and 2015 for principals, employers and business managers.

CRITICAL DATES

- The effective date for new salary rates (that have not already been applied) is the first full pay period on or after **1 February 2014** and **1 August 2014**.
- Increased complexity allowance amounts apply from the first full pay period on or after **1 April 2013**.
- From the first full pay period on or after **1 April 2015**, flexible benefit amounts will be incorporated as an additional amount into the salaries for principals.

ACTIONS REQUIRED

- Employers are asked to:
 - read the Recommended Conditions and the Recommended Procedures
 - provide back-pay to secondary principals from the first full pay period on or after the **1 February** and **1 August 2014**
 - provide back-payment in relation to any applicable complexity allowances from the first full pay period on or after **1 April 2013**
 - prepare for the inclusion of flexible benefits amounts and incorporation into salary from the first full pay period on or after **1 April 2015** (note that salary packaging arrangements may still apply).

CONTACT/ENQUIRIES

- Any queries concerning salary rates should be directed to Mr John Jordan, Manager Industrial Relations Unit, Catholic Education Office Melbourne, on 03 9267 0431 or via email jjordan@ceomelb.catholic.edu.au.

A handwritten signature in black ink, appearing to read 'Stephen Elder', written in a cursive style.

Stephen Elder
EXECUTIVE DIRECTOR