

Salary Assessment – Information for Teachers

A salary assessment helps the school to make sure it is paying you the correct salary under the *Victorian Catholic Education Multi-Enterprise Agreement 2013 (VCMEA)* when you are first employed by the school or begin a fixed term contract.

What do you need to do?

Simply fill out the *Application for a Salary Assessment for a Victorian Catholic Teachers* form, available from your school, and return it to the principal. The school will conduct the salary assessment and the principal will provide you with a statement of your salary assessment. Remember to include any documentation requested.

Who is responsible?

Your **SCHOOL** will complete the salary assessment for you and any questions you may have should be directed to the **SCHOOL**.

Salary assessment rules

- In general, your salary level is determined based on your number of years of teaching experience, for example, if you have two years of approved teaching experience your salary level is T1-3 (see table below).

Years of Experience	0	1	2	3	4	5	6	7	8	9	10+
Level	T1-1	T1-2	T1-3	T1-4	T1-5	T2-1	T2-2	T2-3	T2-4	T2-5	T2-6

- An **incremental cycle** is the period between 1 May in any year and 30 April of the following year.
- One year of approved experience is credited prior to 1 May 2013 where a teacher has four months or more teaching experience in any incremental cycle prior to 1 May 2013.
- From 1 May 2013, one year of approved experience is credited where a teacher has six months of approved experience in any incremental cycle from 1 May 2013.
- Any teaching experience in a registered school in Australia or overseas is included.
- Teaching experience outside a registered school, for example in a kindergarten, TAFE or university, cannot be included.
- Part time experience is counted as equivalent to full time experience.
- Any period of leave without pay within an incremental cycle cannot be counted towards your approved teaching experience.
- Any periods of emergency teaching cannot be counted towards your approved teaching experience.
- A teacher employed on an on-going basis in a Victorian Catholic school on or after 29 October 2008 will only have teaching experience and qualifications gained since that date used in the salary assessment.

Leave without pay

Any period of approved leave without pay taken from your employment cannot be included in your years of approved teaching experience. Therefore it is important that you provide details of any periods of leave without pay, which includes unpaid maternity leave, and that these details are also included in the statements of service that you provide for service outside Victorian Catholic schools.

Additional qualifications

If you were employed as a teacher on an on-going/permanent basis in a Victorian Catholic school on or after 29 October 2008 you need only provide details of additional qualifications, at masters level, its equivalent or higher, you have gained since that date, previous qualifications will already be on your service record.

OTHERWISE, if you have at least one year of approved teaching experience, each additional qualification you gain at masters level or higher, up to a maximum of two, will credit you with one extra year of approved teaching experience for each qualification.

Documentation

When applying for employment in a Victorian Catholic school, you may be required to provide evidence of certain information including your date of birth, name change, residency status and teaching qualifications.

In order to be assessed for a salary you are also required to provide evidence of previous teaching experience outside Victorian Catholic schools (your service in Victorian Catholic schools is already recorded) and of any additional qualifications, at masters level or higher, that you may have gained since beginning your teaching career.

A **Statement of Service** provided by previous employers (not Victorian Catholic schools) must include the following information:

- your full name
- your date of birth
- the start and end dates of your employment
- your time fraction (full-time-equivalent) or the hours you worked each week for each period of service
- what position you held during each period of service and that you were employed in a teaching role (where you were employed at a school or organisation that included a pre-school or kindergarten verification of the grade level and age of the children taught must be provided)
- whether you worked on a casual, fixed term or on-going basis
- any periods of leave without pay you have taken, if you have not taken any such leave the statement should indicate this.

It is recommended that you provide certified copies of any required documentation in place of the original. For information on certified copies see:

<http://www.vit.vic.edu.au/registration/apply-for-registration/teacher-graduates/pages/how-to-have-a-document-certified.aspx>

Certified translations must be provided along with any documentation in a language other than English.

If you do not submit appropriate evidence of your teaching experience and/or additional qualifications, any back pay is limited to two school terms (see clause 50.2(c)(iii) of the VCMEA.

Graduate teachers

If you have no approved teaching experience, for example, if you have just graduated, then you will commence at salary level T1-1, irrespective of possessing a qualification at masters level (or its equivalent) or higher. If you have Masters degree or equivalent or higher, an additional increment shall be granted from 1 May.

Further information

If you have any questions or queries or would just like some further information regarding the salary assessment process please contact the **SCHOOL** about these matters.