

VCEMEA 2013 Implementation Update – March 2014

The following update is provided to principals to assist with the implementation of the [Victorian Catholic Education Multi Enterprise Agreement 2013 \(VCEMEA 2013\)](#).

1. Salary changes – 1 May 2014

1.1 Changes to incremental progression

Incremental progression for ongoing staff occurs on 1 May 2014, which means that increases in salary must take effect from 1 May 2014 even though the actual payment may not be made until after 1 May 2014.

An ongoing employee must have **6 months of service** in the incremental period between 1 May 2013 and 30 April 2014 to qualify for incremental progression (previously only 4 months of service was required).

Details regarding incremental progression and classification structures are detailed in [Part 3 Salaries and Allowances \(2014 School Year\)](#) of the *2013 Agreement Implementation Guide (Guide)* which can be accessed from the [CECV website](#) under Industrial Relations.

1.2 Withholding incremental progression

Where employees are subject to an Employee Improvement Plan (EIP) under Clause 13.4 of the [VCEMEA 2013](#), incremental progression may be withheld until the EIP has been concluded. Any incremental progression should occur (along with backpay of the incremental salary increase) at the conclusion of the EIP, other than where the EIP results in termination of employment under Clause 13.5(d) of the [VCEMEA 2013](#).

1.3 Salary progression Level 3-8 education support employees

Clause 41.2(b) of the [VCEMEA 2013](#) provides for eligible Education Support Employees at ES3-8 on 30 April 2014 to progress to ES3-9 effective from 1 May 2014, however salary progression beyond ES 3-8 is **NOT automatic**.

It is a requirement of clause 41.2(b) of the [VCEMEA 2013](#) that an eligible employee **can satisfactorily demonstrate to the Employer that they meet the qualifications and experience criteria** for an Education Support Employee Level 3 (*Appendix 6 clause 1.3(e) of the VCEMEA 2013*).

The principal has the responsibility for determining if the employee has satisfactorily met the requirements for salary progression.

To enable any payroll adjustments to be made on 1 May 2014, it is recommended that Principals adopt the following timeline:

Step	Task	Indicative Timeline
1	Employees notified of process	No later than 21 March 2014
2	Employee requests submitted	By 4 April 2014 (last day of last week of term 1)
3	Requests considered	Completed by 28 April 2014
4	Employee(s) advised of the outcome	Completed by 28 April 2014 (first day of second week of term 2)
5	Salary adjustment effective date	1 May 2014

Details regarding this process are outlined in [Part 4 Guidelines for salary progression on 1 May 2014, education support employees \(ES3-8\)](#) of the Guide which can be accessed from the [CECV website](#) under Industrial Relations.

1.4 Other changes on 1 May 2014

On 1 May 2014 there are a number of structural changes occurring to the salary scales for all employees except teachers. The changes can include:

- the renumbering of incremental salary points
- adjustments to the maximum and minimum salary points of some classifications
- the reduction or increase in the number of salary points within a classification.

An employee may receive a salary increase effective from 1 May 2014 as a result of one or more of these changes even though the employee is not eligible for incremental progression.

It is extremely important that the salary scales detailed in [Part 3 Salaries and Allowances \(2014 School Year\)](#) of the Guide are followed for all staff.

2. Graduate teacher payment 2014

A graduate teacher (T1-1) who was employed on an ongoing basis between 2 January 2013 and 1 April 2013 is entitled to receive the graduate teacher payment on 1 May 2014.

Clause 51 of the [VCEMEA 2013](#) sets out the entitlement. In order to clarify the interpretation of clause 51, the union and the CECV have agreed that the following table provides more clarity in relation to the graduate payment.

The following payments should be made to ongoing teachers at the T1-1 level employed on 30 April 2014 as follows:

Commencement date of ongoing employment	Graduate Payment 1 May 2014
Between 2 January 2013 and 1 February 2013	\$446
Between 2 February 2013 and 1 March 2013	\$297
Between 2 March 2013 and 1 April 2013	\$149

In addition the salary level of the teacher should be changed to from T1-1 to T1-2 on 1 May 2014.

[Part 3 of Implementation Guide for Schools \(Guide\)](#) for the [VCEMEA 2013](#) has been updated with this information in relation to the graduate teacher payment for 1 May 2014.

3. Letters of appointment

It is not necessary to issue new letters of appointment to all staff simply as a result of the implementation of the VCEMEA 2013.

The [template letters of appointment](#) have been updated and are available from the CECV website under Industrial Relations. To ensure that the latest versions of the letters are used, please download the appropriate template each time that it is necessary to issue a letter of appointment.

It is recognised that it may be necessary to address issues in relation to previous letters of appointment. In these circumstances, please contact the Industrial Relations Unit for further advice.

4. 2014 school year

The following table provided details of the term and non-term weeks for the 2014 school year and are the same dates that apply to government schools.

Term	Dates	Term Weeks	Non Term Weeks
1	28 January – 4 April 2014	9.8	2.2
2	22 April – 27 June 2014	9.8	2.0
3	14 July – 19 September 2014	10.0	2.0
4	6 October – 19 December 2014	11.0	5.4
Total Weeks		40.6	11.6

For the 2014 school year, the commencement date of term 2 is 22 April 2014 and therefore 21 April 2014 (Easter Monday) is part of the term 1 school holidays. An employee absent from work because of personal leave on 22 April 2014 may be required to provide evidence as required by their employer.

The allowance for category B recall days applies only in non-term weeks.

The 2015 school year commences on 28 January 2015.

5. Pro-rata school holiday pay

5.1 Employees entitled to school holiday pay

From the start of the 2014 school year, new arrangements apply for the calculation of pro-rata school holiday for the following employees:

- (i) Primary Principal
- (ii) Deputy Principal
- (iii) Teacher
- (iv) Category B Education Support employee
- (v) Category B School Services Officer.

The entitlement to school holiday pay are set out in clauses 25.5 and 25.6 of the [VCEMEA 2013](#).

5.2 Entitlement to pro-rata school holiday pay

An employee will have an entitlement to pro-rata school holiday pay in one or more of the following circumstances:

- (i) The employee commences employment after start of school year
- (ii) The employee ceases employment before the end of the school year
- (iii) The employee has more than 15 days of leave without pay (**LWOP**) in a school year
- (iv) The employee changes time fraction during the school year.

Note (i) and (ii) do not apply where an employee changes schools and maintains continuity of service.

5.3 Pro-rata school holiday pay formula

Pro-rata school holiday pay is now calculated using the following formula:

$$P = \frac{S \times C}{B} - D$$

	Explanation	Notes
P	is the payment due	Pro-rata school holiday payment
S	is the total salary paid in respect of term weeks	See clause 5(m) of the VCEMEA 2013
B	is the number of term weeks	For 2014 school year 40.6 weeks
C	is the number of non-term weeks	For 2014 school year 11.6 weeks
D	is the total salary already paid in school holidays	Total amount paid

Further details regarding the calculation of pro-rata school holiday pay are provided in [Part 5](#) of the Guide *Guidelines for calculation of pro rata school holiday pay and annual leave loading* which can be accessed from the [CECV website](#) under Industrial Relations.

6. Annual leave loading

The entitlement to annual leave loading is set out in clause 25.8 of the VCEMEA 2013. The only change from the previous agreement is that a new formula applies for employees who have an entitlement to pro-rata school holiday pay.

An employee who has an entitlement to pro-rata school holiday pay is entitled to a pro-rata payment of annual leave loading which is calculated as follows:

$$\text{Annual leave loading} = (W \div 40.6) \times 4 \times 17.5\% \times \text{Employee's weekly rate of pay}$$

W = the number of term weeks worked by the employee in the 2014 school year

Where the employee's rate of pay is the employee's rate of pay on 1 December 2014 or date of termination.

Further details regarding the calculation of annual leave loading are provided in [Part 5](#) of the Guide *Guidelines for calculation of pro rata school holiday pay and annual leave loading* which can be accessed from the [CECV website](#) under Industrial Relations.

7. Recall days category B employees

Clause 25.9 of the [VCEMEA 2013](#) sets out the arrangements in relation to recall for category B Education Support employees and School Services Officers.

There is no change to the maximum number of recall days which remains at six per school year.

Recall days should only occur during non-term weeks (excluding public holidays) which for 2014 are as follows:

Term	Non-term weeks
1	7 April – 21 April 2014
2	30 June – 11 July 2014
3	22 September – 3 October 2014
4	22 December 2014 – 27 January 2015

The recall rates for the 2014 school year are available from the [CECV website](#) under Industrial Relations for [Education Support employees](#) and [School Services Officers](#).

8. Industrial Relations Training – VCEMEA 2013

The Industrial Relations Unit is offering training for school staff in 2014.

Training Session	Date
Salary Assessment Training	3 April 2014
Parental Leave	16 April 2014
OHS Hazard and Incident Management	1 May 2014
Return to Work Coordinator Training	6 - 7 May 2014
OHS for School Leaders (Day 1)	13 May 2014
OHS for School Leaders (Day 2)	14 May 2014
Know Your Agreement for Education Support	22 May 2014
Know Your Agreement for Principals	22 May 2014
Managing Employment Concerns for Principals (2 sessions)	28 May 2014
OHS Hazard and Incident Management	16 June 2014

Registration is now open on My PL (IPLS) through the [CEVN](#) website.

9. Further queries and information

Any queries in relation to the implementation of the VCMEA 2013 should be directed to the Industrial Relations Unit on (03) 9267 0431 or by email on ceoir@ceomelb.catholic.edu.au.