

2020 Start of School Year ER Checklist



TASK	ACTIONS	IMPORTANT DATE(S)	COMPLETED
New staff	Where this has not been completed, issue letters of appointment (Clause 12) to: (i) fixed-term employees (new and reappointments) (ii) new employees (ongoing and fixed-term).	Beginning Term 1, 2020	<input type="checkbox"/>
Current staff	Where this has not been completed, issue letters of variation to current employees where required. For variations to part time employees hours and/or days and/ or times of attendance ensure you comply with the VCEMEA (Clause 15).	Beginning Term 1, 2020	<input type="checkbox"/>
VIT registration (teachers)	Check all teacher VIT registrations by sighting registration card and checking public register. www.vit.vic.edu.au/search-the-register	Beginning Term 1, 2020	<input type="checkbox"/>
WWC checks (non-teachers)	Check all non-teachers including volunteers and contractors have Working With Children (WWC) checks .	Beginning Term 1, 2020	<input type="checkbox"/>
Update registers	Update register of WWC checks and teacher registration (VIT).	Beginning Term 1, 2020	<input type="checkbox"/>
Salary assessment – teachers	Ensure salary assessments completed for: (i) all fixed-term teachers (new and reappointments) (ii) new appointments (ongoing and fixed term).	Beginning Term 1, 2020	<input type="checkbox"/>
Fixed term review	Review all fixed-term appointments and ensure the reasons staff are appointed fixed-term comply with the VCEMEA (Clause 11.2(a)). Update the List of Names for your fixed term employees. For further information, see Guide to fixed term and casual employment	During Term 1, 2020	<input type="checkbox"/>
Induction	Deliver induction for all new staff (Clause 23) which covers: (i) the ethos and mission of the school (ii) provision of and training on school policies and procedures (iii) identification of lines of support and contact persons (iv) salary assessment information.	Beginning Term 1, 2020	<input type="checkbox"/>

Child safety procedures	Follow your child safety procedures with new employees, volunteers and contractors. See the CECV Guidelines .	Beginning Term 1, 2020	<input type="checkbox"/>
Category C employees	Advise Category C staff in writing of the dates of their seven weeks of school holiday leave for the 2020 school year.	Beginning Term 1, 2020	<input type="checkbox"/>
Workplace policies and procedure	Ensure all workplace policies and procedures are up-to-date (including equal opportunity, use of technology, social media, OHS, anti-bullying and leave policies). Arrange training as necessary.	During Term 1, 2020	<input type="checkbox"/>
Teacher Workload	Discuss arrangements for 20 hours of release (pro rata for part time teachers) from their Scheduled Class Time	During Term 1, 2020	<input type="checkbox"/>
Recall payment	Pay recall allowance of 72.47% of employee's daily rate of pay where Category B ES employees or SSOs are recalled for duty (Clause 25.9).	First pay period after recall performed	<input type="checkbox"/>
Important Dates	On 1 April 2020 the following allowances and rates of pay will increase: (i) Medical support allowance (ii) Graduate Teacher payment (iii) Emergency Teacher rates of pay (iv) Position of Leadership allowances (v) Placed Teacher Allowances (vi) Visiting Teacher Allowances (vii) School Adviser Allowance (viii) Education Officer Allowances	During Term 1, 2020	<input type="checkbox"/>