



VICTORIAN CATHOLIC EDUCATION MULTI-ENTERPRISE AGREEMENT 2018

# Salary and Allowances Implementation Guide for Schools

**cecv**

*catholic education commission of victoria ltd*  
ACN 119 459 853

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# General

## Salary increases

Salary increases will be paid to all classifications of employees in six monthly instalments as outlined below:

First full pay period on or after	Primary Principals	Teachers, Deputy Principals, ESS, SSO and CEO staff
1 April 2019	2.0%	1.50%
1 October 2019	2.0%	1.75%
1 April 2020	2.0%	1.50%
1 October 2020	2.0%	1.75%

## Part-time employees FTE (Clause 42.2)

From 29 January 2019, all part-time employees' FTE is to be rounded up to two (2) decimal places. Normal rounding rules do not apply. For example:

- An employee with an FTE of 0.525 will be 0.53 FTE from 29 January 2019.
- An employee with an FTE of 0.733 will be 0.74 FTE from 29 January 2019.

Note: OSR will automatically round FTE's to 2 decimal places, but schools will need to double check the record, and make the changes for part-time fixed term and new employees

**ICON SCHOOLS:** To apply a change to the FTE of a current employee, copy and modify the Employment Record and matching Entitlement Record. This can be completed in advance of the effective date being, 29 January 2019. OSR will be updated overnight once these records are generated.

Work Patterns are effective in the pay fortnight processing. Therefore schools should modify the Work Patterns in the Fortnight 1 - 8 February 2019 or Fortnight 2 – 15th February 2019.

**Note:** For Category A (Annual Leave) employees manual adjustments may be required where leave has been taken on or after 29 January 2019. In these instances manual adjustments can be made when the leave is taken.

## General allowances

The VCMEA 2018 provides for the following increases to allowances:

- The tool allowance is payable to employees required to provide their own tools. It is \$20 per week for a tradesperson (non-carpenter or joiner) or \$36 per week tradesperson (carpenter or joiner) as set out in [clause 50.3](#).

- The meal allowance has been increased in the VCMEA 2018 to \$22 as set out in [clause 50.2](#).

**ICON SCHOOLS:** Due to the increases to the Tool Allowances and Meal Allowances as from 29 January 2019, Schools should review the entitlement record (if recurring), copy existing Employment Record and and modify matching Entitlement Record. This can be completed in advance of the effective date being, 29 January 2019.

## Salary Assessment

Before issuing a contract of employment, schools should salary assess employees to determine the correct starting level for an employee.

### New Employees

New employees will have their previous experience recognised in accordance with clause 43.2.

### Fixed term employee

For fixed-term employees with previous experience, they will usually increment at the start of new contracts. However, if the employee has been ongoing from 29 October 2008, they will increment to the next subdivision on 1 May.

For fixed-term employees who do not have enough experience at the commencement of their contract to increment, they can increment on 1 May, if they have enough service in the incremental cycle year as per clause 44.

### Teachers

The [CECV Salary Assessment Calculator](#) is available for schools to undertake a salary assessment.

Information on Salary Assessments are available from the CECV website:

- [Salary Assessment Calculator](#)
- Salary Assessment [Information for Teachers](#)
- [Application](#) for Salary Assessment
- Salary Assessment Calculator [User Guide](#)
- Salary Assessment [Guidelines](#)

# Schedule 1: Teachers

## Teacher Salaries

Teachers will be paid the appropriate salary in Schedule 1 of the VCMEA and as outlined below with effective dates as follows:

- (a) Pay rates from 1 May in any year are effective from 1 May of that year.
- (b) All other pay rates are effective from the first full pay period on or after the first day of that month.

Level	01-Oct-18	01-Apr-19	01-Oct-19	01-Apr-20	01-Oct-20
T2-6	\$101,260	\$102,778	\$104,577	\$106,146	\$108,003
T2-5	\$93,608	\$95,012	\$96,674	\$98,124	\$99,842
T2-4	\$90,276	\$91,630	\$93,234	\$94,633	\$96,289
T2-3	\$87,063	\$88,369	\$89,916	\$91,265	\$92,862
T2-2	\$83,965	\$85,224	\$86,716	\$88,016	\$89,557
T2-1	\$80,977	\$82,192	\$83,630	\$84,884	\$86,370
T1-5	\$78,096	\$79,267	\$80,654	\$81,864	\$83,297
T1-4	\$75,316	\$76,445	\$77,783	\$78,950	\$80,332
T1-3	\$72,636	\$73,726	\$75,016	\$76,141	\$77,474
T1-2	\$70,051	\$71,102	\$72,346	\$73,432	\$74,717
T1-1	\$67,558	\$68,572	\$69,772	\$70,818	\$72,058

## Part-Time Teachers ad hoc additional hours

A Part-Time Teacher's ad hoc additional hours rate of pay (in accordance with clause 59.2(e)) are set out in the table below.

	01-Oct-18		01-Apr-19		01-Oct-19		01-Apr-20		01-Oct-20	
Level	Primary	Secondary	Primary	Secondary	Primary	Secondary	Primary	Secondary	Primary	Secondary
T2-6	\$93.47	\$114.49	\$94.87	\$116.21	\$96.53	\$118.25	\$97.98	\$120.02	\$99.69	\$122.12
T2-5	\$86.40	\$105.84	\$87.70	\$107.43	\$89.23	\$109.31	\$90.57	\$110.95	\$92.16	\$112.89
T2-4	\$83.33	\$102.08	\$84.58	\$103.61	\$86.06	\$105.42	\$87.35	\$107.00	\$88.88	\$108.87
T2-3	\$80.36	\$98.44	\$81.57	\$99.92	\$82.99	\$101.67	\$84.24	\$103.19	\$85.71	\$105.00
T2-2	\$77.50	\$94.94	\$78.66	\$96.36	\$80.04	\$98.05	\$81.24	\$99.52	\$82.66	\$101.26
T2-1	\$74.74	\$91.56	\$75.86	\$92.93	\$77.19	\$94.56	\$78.35	\$95.98	\$79.72	\$97.66
T1-5	\$72.08	\$88.30	\$73.17	\$89.63	\$74.45	\$91.20	\$75.56	\$92.56	\$76.88	\$94.18
T1-4	\$69.52	\$85.16	\$70.56	\$86.44	\$71.80	\$87.95	\$72.87	\$89.27	\$74.15	\$90.83
T1-3	\$67.04	\$82.13	\$68.05	\$83.36	\$69.24	\$84.82	\$70.28	\$86.09	\$71.51	\$87.60
T1-2	\$64.66	\$79.21	\$65.63	\$80.40	\$66.78	\$81.80	\$67.78	\$83.03	\$68.97	\$84.48
T1-1	\$62.36	\$76.39	\$63.29	\$77.53	\$64.40	\$78.89	\$65.37	\$80.07	\$66.51	\$81.48

## Emergency teacher rates of pay

An Emergency Teacher is a casual employee, employed for 15 consecutive school days in the one school as per clause 61 and shall be paid the following rates of pay:

Effective date	Hourly rate*	Maximum daily rate
1 October 2018	\$59.87	\$359.21
1 April 2019	\$60.77	\$364.60
1 October 2019	\$61.83	\$370.98
1 April 2020	\$62.76	\$376.54
1 October 2020	\$63.86	\$383.13

\*Emergency Teachers shall be paid for three hours of work for the first three hours of work or part thereof, and at the hourly rate for each subsequent hour or part thereof to a maximum of the daily rate. For example:

- if an Emergency Teacher works 2 hours, they will be paid for 3 hours.
- If an Emergency Teacher works 3.5 hours they will be paid for 4 hours.

An Emergency Teacher is entitled to have payments made into an approved superannuation fund in respect of all hours worked, in accordance with clause 42.5.

An Emergency Teacher will be entitled to an unpaid lunch break of not less than 30 minutes free from duties. This break can be split into two separate breaks. An Emergency Teacher must be paid for school recess periods.

## Position of Leadership allowances

Position of Leadership allowances are set out below with effective dates from the first full pay period on or after the first day of that month.

	<b>POL 4</b>	<b>POL 3</b>	<b>POL 2</b>	<b>POL 1</b>
1 October 2018	\$11,176	\$8,266	\$5,432	\$2,679
1 April 2019	\$11,344	\$8,390	\$5,513	\$2,719
1 October 2019	\$11,543	\$8,537	\$5,609	\$2,767
1 April 2020	\$11,716	\$8,665	\$5,693	\$2,809
1 October 2020	\$11,921	\$8,817	\$5,793	\$2,858

## Graduate Teacher payment

Graduate Teacher payment are outlined in clause 55. A Graduate Teacher who commences ongoing employment at subdivision T1 – 1 prior to 1 May in any incremental cycle shall be paid a lump sum on incremental progression to subdivision T1 – 2. The lump sum payment (pro-rata for part timers) is paid on or after incremental progression and the payment is based on the Employee's commencement date:



## 2019 Payments

Payments to be made on the first pay period on or after 1 May 2019 are set out in the table below:

<b>Commencement of employment</b>	<b>Lump sum payment</b>
1 November 2017	\$0
2 November 2017 - 1 December 2017	\$1,054
2 December 2017 - 1 January 2018	\$843
2 January 2018 - 1 February 2018	\$633
2 February 2018 - 1 March 2018	\$422
2 March 2018 – 1 April 2018	\$211

## 2020 Payments

Payments to be made on the first pay period on or after 1 May 2020 are set out in the table below:

<b>Commencement of employment</b>	<b>Lump sum payment</b>
2 April 2018 - 1 November 2018	\$0
2 November 2018 - 1 December 2018	\$1,089
2 December 2018 - 1 January 2019	\$871
2 January 2019 - 1 February 2019	\$653
2 February 2019 - 1 March 2019	\$436
2 March 2019 – 1 April 2019	\$218

## Schedule 2: Deputy Principals

### Category A Deputy Principals rates of pay

The Category A Deputy Principal classification applies to Secondary schools where there is only one person appointed as a Deputy Principal. The Category A Deputy Principal rates of pay are set out in the table below with effective dates as follows:

- Pay rates from 1 May in any year are effective from 1 May of that year.
- All other pay rates are effective from the first full pay period on or after the first day of that month.

Enrolment	Level	01-Oct-18	01-Apr-19	01-Oct-19	01-Apr-20	01-Oct-20
1,500+	7-4	\$169,832	\$172,379	\$175,396	\$178,027	\$181,142
	7-3	\$168,389	\$170,915	\$173,906	\$176,515	\$179,604
	7-2	\$166,947	\$169,451	\$172,416	\$175,002	\$178,065
	7-1	\$165,506	\$167,989	\$170,929	\$173,493	\$176,529
1,101 – 1,499	6-4	\$161,132	\$163,549	\$166,411	\$168,907	\$171,863
	6-3	\$159,411	\$161,802	\$164,634	\$167,104	\$170,028
	6-2	\$157,293	\$159,652	\$162,446	\$164,883	\$167,768
	6-1	\$155,577	\$157,911	\$160,674	\$163,084	\$165,938
700 – 1,100	5-4	\$153,245	\$155,544	\$158,266	\$160,640	\$163,451
	5-3	\$151,535	\$153,808	\$156,500	\$158,848	\$161,628
	5-2	\$149,546	\$151,789	\$154,445	\$156,762	\$159,505
	5-1	\$147,618	\$149,832	\$152,454	\$154,741	\$157,449
550 – 699	4-4	\$144,818	\$146,990	\$149,562	\$151,805	\$154,462
	4-3	\$143,318	\$145,468	\$148,014	\$150,234	\$152,863
	4-2	\$141,712	\$143,838	\$146,355	\$148,550	\$151,150
	4-1	\$140,212	\$142,315	\$144,806	\$146,978	\$149,550
400 – 549	3-4	\$138,823	\$140,905	\$143,371	\$145,522	\$148,069
	3-3	\$137,100	\$139,157	\$141,592	\$143,716	\$146,231
	3-2	\$135,391	\$137,422	\$139,827	\$141,924	\$144,408
	3-1	\$133,667	\$135,672	\$138,046	\$140,117	\$142,569

275 – 399	2-4	\$133,242	\$135,241	\$137,608	\$139,672	\$142,116
	2-3	\$129,344	\$131,284	\$133,581	\$135,585	\$137,958
	2-2	\$127,474	\$129,386	\$131,650	\$133,625	\$135,963
	2-1	\$125,529	\$127,412	\$129,642	\$131,587	\$133,890
150 – 274	1-4	\$122,923	\$124,767	\$126,950	\$128,854	\$131,109
	1-3	\$120,270	\$122,074	\$124,210	\$126,073	\$128,279
	1-2	\$117,170	\$118,928	\$121,009	\$122,824	\$124,973
	1-1	\$114,151	\$115,863	\$117,891	\$119,659	\$121,753

### Category B Deputy Principals rates of pay

The Category B Deputy Principal classification applies in primary schools and secondary schools with multiple Deputy Principal appointments. The Category B Deputy Principal rates of pay are set out in the table below with effective dates as follows:

- Pay rates from 1 May in any year are effective from 1 May of that year.
- All other pay rates are effective from the first full pay period on or after the first day of that month.

Enrolment	Level	01-Oct-18	01-Apr-19	01-Oct-19	01-Apr-20	01-Oct-20
1,500+	7-4	\$154,057	\$156,368	\$159,104	\$161,491	\$164,317
	7-3	\$152,660	\$154,950	\$157,662	\$160,027	\$162,827
	7-2	\$151,411	\$153,682	\$156,371	\$158,717	\$161,495
	7-1	\$150,163	\$152,415	\$155,082	\$157,408	\$160,163
1,101 – 1,499	6-4	\$146,823	\$149,025	\$151,633	\$153,907	\$156,600
	6-3	\$145,128	\$147,305	\$149,883	\$152,131	\$154,793
	6-2	\$143,608	\$145,762	\$148,313	\$150,538	\$153,172
	6-1	\$141,806	\$143,933	\$146,452	\$148,649	\$151,250
700 – 1,100	5-4	\$138,810	\$140,892	\$143,358	\$145,508	\$148,054
	5-3	\$136,906	\$138,960	\$141,392	\$143,513	\$146,024
	5-2	\$135,014	\$137,039	\$139,437	\$141,529	\$144,006
	5-1	\$131,212	\$133,180	\$135,511	\$137,544	\$139,951

550 – 699	4-4	\$130,039	\$131,990	\$134,300	\$136,315	\$138,701
	4-3	\$128,842	\$130,775	\$133,064	\$135,060	\$137,424
	4-2	\$127,773	\$129,690	\$131,960	\$133,939	\$136,283
	4-1	\$126,576	\$128,475	\$130,723	\$132,684	\$135,006
400 – 549	3-4	\$125,745	\$127,631	\$129,865	\$131,813	\$134,120
	3-3	\$123,684	\$125,539	\$127,736	\$129,652	\$131,921
	3-2	\$122,928	\$124,772	\$126,956	\$128,860	\$131,115
	3-1	\$119,922	\$121,721	\$123,851	\$125,709	\$127,909
275 – 399	2-3	\$118,237	\$120,011	\$122,111	\$123,943	\$126,112
	2-2	\$116,144	\$117,886	\$119,949	\$121,748	\$123,879
	2-1	\$114,130	\$115,842	\$117,869	\$119,637	\$121,731
150 – 274	1-3	\$112,126	\$113,808	\$115,800	\$117,537	\$119,594
	1-2	\$110,545	\$112,203	\$114,167	\$115,880	\$117,908
	1-1	\$108,964	\$110,598	\$112,533	\$114,221	\$116,220

## Deputy Principal Category B Allowance (primary schools)

In a primary school where the deputy principal has not reached the top of the incremental scale for teachers, an allowance is paid until the deputy principal reaches the top of the incremental scale for teachers.

The allowance is the difference between the applicable deputy principal salary and the T2-5 teacher rate. The below allowances are payable to all deputy principals who are at the T2-5 teacher rate or below. The allowance amount remains the same for all deputy principals at or below a T2-5 regardless of their level on the teaching scale and the allowance is added to their appropriate teacher rate.

The Deputy Principal Allowances - Category B (in accordance with clause 1.4(c) of Appendix 5) are set below with effective dates from the first full pay period on or after the first day of that month.

Enrolment	Level	01-Oct-18	01-Apr-19	01-Oct-19	01-Apr-20	01-Oct-20
1,500+	7-4	\$60,449	\$61,356	\$62,430	\$63,367	\$64,475
	7-3	\$59,052	\$59,938	\$60,988	\$61,903	\$62,985
	7-2	\$57,803	\$58,670	\$59,697	\$60,593	\$61,653
	7-1	\$56,555	\$57,403	\$58,408	\$59,284	\$60,321
1,101 – 1,499	6-4	\$53,215	\$54,013	\$54,959	\$55,783	\$56,758
	6-3	\$51,520	\$52,293	\$53,209	\$54,007	\$54,951
	6-2	\$50,000	\$50,750	\$51,639	\$52,414	\$53,330
	6-1	\$48,198	\$48,921	\$49,778	\$50,525	\$51,408
700 – 1,100	5-4	\$45,202	\$45,880	\$46,684	\$47,384	\$48,212
	5-3	\$43,298	\$43,948	\$44,718	\$45,389	\$46,182
	5-2	\$41,406	\$42,027	\$42,763	\$43,405	\$44,164
	5-1	\$37,604	\$38,168	\$38,837	\$39,420	\$40,109
550 – 699	4-4	\$36,431	\$36,978	\$37,626	\$38,191	\$38,859
	4-3	\$35,234	\$35,763	\$36,390	\$36,936	\$37,582
	4-2	\$34,165	\$34,678	\$35,286	\$35,815	\$36,441
	4-1	\$32,968	\$33,463	\$34,049	\$34,560	\$35,164
400 – 549	3-4	\$32,137	\$32,619	\$33,191	\$33,689	\$34,278
	3-3	\$30,076	\$30,527	\$31,062	\$31,528	\$32,079
	3-2	\$29,320	\$29,760	\$30,282	\$30,736	\$31,273
	3-1	\$26,314	\$26,709	\$27,177	\$27,585	\$28,067
275 – 399	2-3	\$24,629	\$24,999	\$25,437	\$25,819	\$26,270
	2-2	\$22,536	\$22,874	\$23,275	\$23,624	\$24,037
	2-1	\$20,522	\$20,830	\$21,195	\$21,513	\$21,889
150 – 274	1-3	\$18,518	\$18,796	\$19,126	\$19,413	\$19,752
	1-2	\$16,937	\$17,191	\$17,493	\$17,756	\$18,066
	1-1	\$15,356	\$15,586	\$15,859	\$16,097	\$16,378

## Schedule 3 – Primary Principals

### Primary Principals Translations on 1 May 2019

The Primary Principal structure will be adjusted with changes to the bottom 3 Levels of the structure. From 1 May 2019 the structure will comprise of five Levels instead of six.

From 1 May 2019, Level 1 will be removed and the enrolment band for Level 2 will become 1-199 students. The enrolment band for Level 3 will become 200-399.

On 1 May 2019, Primary Principals at Levels 1 to 3 will translate in accordance with [clause 44.4](#) of the VCMEA 2018.

**Note:** the CECV will assist with the translation of principals on the OSR and will be assisting ICON schools.

#### Level 1 (enrolment 10-149)

Primary Principals with an enrolment between 10-149 will translate in accordance with the table below:

Existing classification & subdivision	Translation 1 May 2019 (no increment)	Translation 1 May 2019 (with increment)*
<b>Level 1</b>	<b>Level 2</b>	<b>Level 2</b>
1-1	2-1	2-1
1-2	2-1	2-1
1-3	2-1	2-2
1-4	2-2	2-2
1-5	2-2	2-2

\*Subject to meeting the requirement of clause 44.1

#### Level 2 (enrolment 150-199)

Primary Principals with an enrolment between 150-199 will translate in accordance with the table below:

Existing classification & subdivision	Translation 1 May 2019 (no increment)	Translation 1 May 2019 (with increment)*
<b>Level 2</b>	<b>Level 2</b>	<b>Level 2</b>
2-1	2-2	2-3
2-2	2-3	2-4
2-3	2-4	2-5
2-4	2-5	2-5

\*Subject to meeting the requirement of clause 44.1

## Level 2 (enrolment 200-275)

Primary Principals with an enrolment between 200-275 will translate in accordance with the table below:

<b>Existing classification &amp; subdivision</b>	<b>Translation 1 May 2019</b>
<b>Level 2</b>	<b>Level 3</b>
2-1	3-1
2-2	3-1
2-3	3-1
2-4	3-1

## Primary Principals rates of pay

Primary Principals will be paid the appropriate salary in Table 1 with effective dates as follows:

- Pay rates from 1 May in any year are effective from 1 May of that year.
- All other pay rates are effective from the first full pay period on or after the first day of that month.

Enrolment	Level	01-Oct-18	01-Apr-19	Enrolment	Level	01-May-19	01-Oct-19	01-Apr-20	01-Oct-20
700 +	6-4	\$180,187	\$183,791	700 +	6-4	\$183,791	\$187,467	\$191,216	\$195,040
	6-3	\$177,609	\$181,161		6-3	\$181,161	\$184,784	\$188,480	\$192,250
	6-2	\$175,233	\$178,738		6-2	\$178,738	\$182,313	\$185,959	\$189,678
	6-1	\$172,451	\$175,900		6-1	\$175,900	\$179,418	\$183,006	\$186,666
550 – 699	5-4	\$170,402	\$173,810	550 – 699	5-4	\$173,810	\$177,286	\$180,832	\$184,449
	5-3	\$167,796	\$171,152		5-3	\$171,152	\$174,575	\$178,067	\$181,628
	5-2	\$165,191	\$168,495		5-2	\$168,495	\$171,865	\$175,302	\$178,808
	5-1	\$162,585	\$165,837		5-1	\$165,837	\$169,154	\$172,537	\$175,988
400 – 549	4-4	\$159,124	\$162,306	400 – 549	4-4	\$162,306	\$165,552	\$168,863	\$172,240
	4-3	\$157,107	\$160,249		4-3	\$160,249	\$163,454	\$166,723	\$170,057
	4-2	\$154,752	\$157,847		4-2	\$157,847	\$161,004	\$164,224	\$167,508
	4-1	\$152,454	\$155,503		4-1	\$155,503	\$158,613	\$161,785	\$165,021
275 – 399	3-4	\$151,545	\$154,576	200 – 399	3-4	\$154,576	\$157,668	\$160,821	\$164,037
	3-3	\$149,706	\$152,700		3-3	\$152,700	\$155,754	\$158,869	\$162,046



SALARY AND ALLOWANCES IMPLEMENTATION GUIDE FOR SCHOOLS

275 – 399	3-2	\$147,868	\$150,825	200 – 399	3-2	\$150,825	\$153,842	\$156,919	\$160,057
	3-1	\$146,029	\$148,950		3-1	\$148,950	\$151,929	\$154,968	\$158,067
150 – 274	2-4	\$140,188	\$142,992	1 – 199	2-5	\$144,570	\$147,461	\$150,410	\$153,418
	2-3	\$138,448	\$141,217		2-4	\$141,217	\$144,041	\$146,922	\$149,860
	2-2	\$136,722	\$139,456		2-3	\$139,456	\$142,245	\$145,090	\$147,992
	2-1	\$134,982	\$137,682		2-2	\$137,682	\$140,436	\$143,245	\$146,110
1-5	\$134,552	\$137,243	2-1		\$132,460	\$135,109	\$137,811	\$140,567	
10 – 149	1-4	\$131,589	\$134,221						
	1-3	\$129,863	\$132,460						
	1-2	\$125,661	\$128,174						
	1-1	\$124,012	\$126,492						

## Schedule 4: Education Support

### Education Support Employees Translations – 29 January 2019

#### Education support staff Level 1 and 2

On 29 January 2019, the Education Support classification structure will be amended with the introduction of two new subdivisions at the top of ES Level 1 and ES Level 2. The new subdivisions will be ES Level 1-6 and ES Level 2-6.

Education support employees employed as an ES Level 1-5 and ES Level 2-5 on 29 January 2019 will be entitled to translate to the new ES Level 1-6 and ES Level 2-6 in accordance with the translation tables below:

Existing classification & subdivision	Translation 29 January 2019
<b>Level 2</b>	<b>Level 2</b>
2-5	2-6
<b>Level 1</b>	<b>Level 1</b>
1-5	1-6

**Note:** Normal incremental progression rules do not apply for this translation. However any fixed term staff who are employed at the start of the school year and are incrementing from 1-4 or 2-4 to 1-5 and 2-5 at the start of the 2019 school year, do **not** translate to the new subdivisions.

**OSR** will automate the movement of current ongoing ES1-5 and ES1-6 employees, but schools will need to double check the record, and make the changes for fixed term and new employees who will be eligible to translate.

**ICON SCHOOLS:** For ES Grade 1 - Level 5 and ES Grade 2 - Level 5 translating to ES Grade 1 - Level 6 and ES Grade 2 - Level 6, schools should copy and modify the Employment Record and matching Entitlement Record. This can be completed in advance of the effective date being, 29 January 2019. OSR will be updated overnight once these records are generated.

#### Lump sum payment – ES level 1-6 and 2-6

Education Support employees employed on 29 January 2019 at the new ES Level 1-6 and ES Level 2-6, will also be entitled to a lump sum payment of \$800 (pro-rata for part-timers).

#### *Superannuation*

Superannuation is payable on the lump sum payment.

**ICON SCHOOLS:** Process lump sum payment in a Correction Pay (to annualise tax) on or after 29 January 2019 using the Pay Component code: 1341 Lump Sum Payment (Superable).

### *Employees not eligible*

Casual employees, including casual relieving employees are not eligible to receive the payment. Where an employee ceased employment on or before 29 January 2019, they will not be eligible to receive the payment. Educational support employees at Level 1 and 2 who are at other subdivisions are not eligible for the payment i.e. Level 1-4 or 2-3 are not eligible.

### *Payment amount*

The \$800 lump sum is based on an employee's FTE on 29 January 2019. For part time employees, that payment is made on a pro rata basis. For example, an employee with a 0.5 FTE will be entitled to receive a lump sum bonus payment of \$400.

Schools should also note the change in part-time employees FTE discussed above (clause 42.2), as the rounding will affect the lump sum payment. For example, an ES1-6 employee with with an 0.439 FTE will be rounded up to 0.44 (as per clause 44.2) and will be entitled to receive a lump sum bonus payment of \$352.

### *When to make payment*

The lump sum is payable as soon as practicable, but no later than 5 April 2019.

### *Employees on unpaid leave*

Employees on leave without pay on 29 January 2019, will be eligible to receive the lump sum payment if they return to work on or before 30 April 2021.

In these instances, the lump sum payment will be based on the FTE of the Employee *prior* to the commencement of leave without pay.

### *Employees receiving WorkCover payments*

Employees in receipt of WorkCover payments who have not returned to duty are not eligible to receive the lump sum payment until a return to duty has taken place.

The payment is calculated on the time fraction that applied immediately before the commencement of the workcover claim.

## **Education Support Employees - Level 3**

The VCCEMA 2018 provides for a change to ES Level 3.

Clause 41.2 of the VCCEMA 2013 has been removed and there will be no further 'barrier' at ES Level 3 in the VCCEMA 2018.

### *ES Level 3-1 to 3-5 Review*

ES Employees at Level 3-1 to 3-5 at the commencement of the VCCEMA 2018 will need to have their classification reviewed by their Employer by 30 April 2019.

The purpose of the review is to determine if the position meets the descriptors of ES Level 3 or ES Level 2.

In accordance with clause 44.2 of the VCCEMA 2018, employees will translate to Level 3-0 on 1 May 2019 if the position meets the Level 2 descriptors. If the position meets the Level 3 descriptors, then the employee will translate to Level 3-1.

[Clause 44.2](#) is outlined below:

#### **44.2 Education Support**

- (a) Education Support Employees at Level 3 subdivision 1–5 at the commencement of this Agreement will have their classification reviewed by their Employer by 30 April 2019 to determine if the position meets the descriptors of Level 3 or Level 2 in Appendix 6.
- (b) On 1 May 2019, Education Support Employees who have been reviewed in accordance with clause 44.2(a) and whose position meets the descriptors of Level 3 will translate to Level ES 3 subdivision 1 and will continue to increment in accordance with clause 44.1 over the life of the Agreement.

- (c) On 1 May 2019, Education Support Employees who have been reviewed in accordance with clause 44.2(a) and whose position meets the descriptors of Level 2 will translate to Level ES 3 subdivision 0 and will not increment beyond this subdivision unless they are reclassified at a later date.
- (d) Where a grievance arises with an Education Support Employee in relation to this clause, clause 22 will apply.

**Note:** In 2019, the CECV will be issuing separate information, resources and advice in relation to clause 44.2 and the Education Support Level 3 review and will be assisting schools through the process.

### *Level 3 changes*

On 1 May 2019 the ES Level 3 will be revised to take into account the above changes. ES Level 3 will be revised to six subdivisions only, ES 3-1 to ES 3-6. This is only a translation change and will not result in an Employee's salary being reduced.

The translation tables set out in [clause 44.3](#) of the VCEMEA 2018 and below outline the change:

Existing classification & subdivision	Translation 1 May 2019 (no increment)	Translation 1 May 2019 (with increment)*
3-6	3-1	3-2
3-7	3-2	3-3
3-8	3-3	3-4
3-9	3-4	3-5
3-10	3-5	3-6
3-11	3-6	3-6

\*Subject to meeting the requirement of clause 44.1.

## Education Support Rates of Pay

Education Support Employees rates are set out in Schedule 4 of the VCMEA and in the tables below. For all of the tables, the effective dates as follows:

- Pay rates from 1 May in any year are effective from 1 May of that year.
- Pay rates from 29 January 2019 are effective from 29 January 2019.
- All other pay rates are effective from the first full pay period on or after the first day of that month.

## Category A Education Support Salaries

Category A Education Support Employees rates are set out in the tables below:

Level	Subdivision	01-Oct-18	Level	Subdivision	29-Jan-19	01-Apr-19	Level	Subdivision	01-May-19	01-Oct-19	01-Apr-20	01-Oct-20
1	2	\$48,420	1	2	\$48,420	\$49,146	1	2	\$49,146	\$50,006	\$50,756	\$51,644
	3	\$50,510		3	\$50,510	\$51,268		3	\$51,268	\$52,165	\$52,947	\$53,874
	4	\$52,911		4	\$52,911	\$53,705		4	\$53,705	\$54,645	\$55,465	\$56,436
	5	\$54,421		5	\$54,421	\$55,237		5	\$55,237	\$56,204	\$57,047	\$58,045
				6	\$56,243	\$57,087		6	\$57,087	\$58,086	\$58,957	\$59,989
2	2	\$58,755	2	2	\$58,755	\$59,636	2	2	\$59,636	\$60,680	\$61,590	\$62,668
	3	\$59,714		3	\$59,714	\$60,610		3	\$60,610	\$61,671	\$62,596	\$63,691
	4	\$62,753		4	\$62,753	\$63,694		4	\$63,694	\$64,809	\$65,781	\$66,932
	5	\$65,099		5	\$65,099	\$66,075		5	\$66,075	\$67,231	\$68,239	\$69,433
				6	\$67,114	\$68,121		6	\$68,121	\$69,313	\$70,353	\$71,584
3	6	\$70,911	3	6	\$70,911	\$71,975	3	1	\$71,975	\$73,235	\$74,334	\$75,635
	7	\$72,798		7	\$72,798	\$73,890		2	\$73,890	\$75,183	\$76,311	\$77,646
	8	\$75,378		8	\$75,378	\$76,509		3	\$76,509	\$77,848	\$79,016	\$80,399
	9	\$76,574		9	\$76,574	\$77,723		4	\$77,723	\$79,083	\$80,269	\$81,674
	10	\$79,121		10	\$79,121	\$80,308		5	\$80,308	\$81,713	\$82,939	\$84,390
	11	\$80,349		11	\$80,349	\$81,554		6	\$81,554	\$82,981	\$84,226	\$85,700

4	1	\$81,041	4	1	\$81,041	\$82,257	4	1	\$82,257	\$83,696	\$84,951	\$86,438
	2	\$83,294		2	\$83,294	\$84,543		2	\$84,543	\$86,023	\$87,313	\$88,841
	3	\$85,946		3	\$85,946	\$87,235		3	\$87,235	\$88,762	\$90,093	\$91,670
	4	\$87,759		4	\$87,759	\$89,075		4	\$89,075	\$90,634	\$91,994	\$93,604
	5	\$91,296		5	\$91,296	\$92,665		5	\$92,665	\$94,287	\$95,701	\$97,376
	6	\$92,309		6	\$92,309	\$93,694		6	\$93,694	\$95,334	\$96,764	\$98,457
5	1	\$96,281	5	1	\$96,281	\$97,725	5	1	\$97,725	\$99,435	\$100,927	\$102,693
	2	\$98,782		2	\$98,782	\$100,264		2	\$100,264	\$102,019	\$103,549	\$105,361
	3	\$101,283		3	\$101,283	\$102,802		3	\$102,802	\$104,601	\$106,170	\$108,028
	4	\$103,785		4	\$103,785	\$105,342		4	\$105,342	\$107,185	\$108,793	\$110,697
	5	\$106,285		5	\$106,285	\$107,879		5	\$107,879	\$109,767	\$111,414	\$113,364

## Category B Education Support Salaries

Level	Subdivision	01-Oct-18	Level	Subdivision	29-Jan-19	01-Apr-19	Level	Subdivision	01-May-19	01-Oct-19	01-Apr-20	01-Oct-20
1	2	\$44,695	1	2	\$44,695	\$45,366	1	2	\$45,366	\$46,159	\$46,852	\$47,671
	3	\$46,625		3	\$46,625	\$47,324		3	\$47,324	\$48,152	\$48,874	\$49,730
	4	\$48,841		4	\$48,841	\$49,574		4	\$49,574	\$50,442	\$51,198	\$52,095
	5	\$50,235		5	\$50,235	\$50,988		5	\$50,988	\$51,881	\$52,659	\$53,580
				6	\$51,917	\$52,696		6	\$52,696	\$53,618	\$54,422	\$55,374
2	2	\$54,235	2	2	\$54,235	\$55,049	2	2	\$55,049	\$56,012	\$56,852	\$57,847
	3	\$55,121		3	\$55,121	\$55,948		3	\$55,948	\$56,927	\$57,781	\$58,792
	4	\$57,926		4	\$57,926	\$58,794		4	\$58,794	\$59,824	\$60,721	\$61,783
	5	\$60,091		5	\$60,091	\$60,992		5	\$60,992	\$62,059	\$62,990	\$64,092
				6	\$61,951	\$62,881		6	\$62,881	\$63,981	\$64,941	\$66,078
3	6	\$65,456	3	6	\$65,456	\$66,438	3	1	\$66,438	\$67,602	\$68,616	\$69,817
	7	\$67,198		7	\$67,198	\$68,206		2	\$68,206	\$69,400	\$70,441	\$71,673
	8	\$69,580		8	\$69,580	\$70,624		3	\$70,624	\$71,860	\$72,938	\$74,214
	9	\$70,684		9	\$70,684	\$71,744		4	\$71,744	\$73,000	\$74,094	\$75,391
	10	\$73,035		10	\$73,035	\$74,130		5	\$74,130	\$75,427	\$76,559	\$77,898
	11	\$74,168		11	\$74,168	\$75,281		6	\$75,281	\$76,598	\$77,747	\$79,108
4	1	\$74,807	4	1	\$74,807	\$75,930	4	1	\$75,930	\$77,258	\$78,416	\$79,789
	2	\$76,887		2	\$76,887	\$78,040		2	\$78,040	\$79,406	\$80,597	\$82,007
	3	\$79,335		3	\$79,335	\$80,525		3	\$80,525	\$81,934	\$83,163	\$84,618
	4	\$81,008		4	\$81,008	\$82,223		4	\$82,223	\$83,662	\$84,918	\$86,404
	5	\$84,273		5	\$84,273	\$85,537		5	\$85,537	\$87,034	\$88,339	\$89,886
	6	\$85,208		6	\$85,208	\$86,487		6	\$86,487	\$88,001	\$89,321	\$90,883
5	1	\$88,875	5	1	\$88,875	\$90,208	5	1	\$90,208	\$91,786	\$93,163	\$94,794
	2	\$91,183		2	\$91,183	\$92,551		2	\$92,551	\$94,171	\$95,584	\$97,256
	3	\$93,492		3	\$93,492	\$94,894		3	\$94,894	\$96,555	\$98,003	\$99,718
	4	\$95,802		4	\$95,802	\$97,239		4	\$97,239	\$98,940	\$100,424	\$102,182
	5	\$98,109		5	\$98,109	\$99,581		5	\$99,581	\$101,323	\$102,844	\$104,644

## Category C Education Support Salaries

Level	Subdivision	01-Oct-18	Level	Subdivision	29-Jan-19	01-Apr-19	Level	Subdivision	01-May-19	01-Oct-19	01-Apr-20	01-Oct-20
1	2	\$46,558	1	2	\$46,558	\$47,256	1	2	\$47,256	\$48,083	\$48,804	\$49,658
	3	\$48,567		3	\$48,567	\$49,296		3	\$49,296	\$50,159	\$50,911	\$51,802
	4	\$50,876		4	\$50,876	\$51,639		4	\$51,639	\$52,543	\$53,332	\$54,265
	5	\$52,328		5	\$52,328	\$53,113		5	\$53,113	\$54,042	\$54,853	\$55,813
				6	\$54,080	\$54,891		6	\$54,891	\$55,852	\$56,689	\$57,682
2	2	\$56,495	2	2	\$56,495	\$57,342	2	2	\$57,342	\$58,346	\$59,221	\$60,258
	3	\$57,417		3	\$57,417	\$58,279		3	\$58,279	\$59,299	\$60,188	\$61,241
	4	\$60,339		4	\$60,339	\$61,244		4	\$61,244	\$62,316	\$63,251	\$64,358
	5	\$62,595		5	\$62,595	\$63,534		5	\$63,534	\$64,645	\$65,614	\$66,763
				6	\$64,533	\$65,501		6	\$65,501	\$66,647	\$67,647	\$68,831
3	6	\$68,184	3	6	\$68,184	\$69,207	3	1	\$69,207	\$70,418	\$71,475	\$72,726
	7	\$69,998		7	\$69,998	\$71,048		2	\$71,048	\$72,291	\$73,376	\$74,660
	8	\$72,479		8	\$72,479	\$73,566		3	\$73,566	\$74,854	\$75,977	\$77,307
	9	\$73,629		9	\$73,629	\$74,734		4	\$74,734	\$76,041	\$77,182	\$78,533
	10	\$76,078		10	\$76,078	\$77,219		5	\$77,219	\$78,570	\$79,749	\$81,144
	11	\$77,259		11	\$77,259	\$78,417		6	\$78,417	\$79,789	\$80,987	\$82,404
4	1	\$77,924	4	1	\$77,924	\$79,093	4	1	\$79,093	\$80,477	\$81,684	\$83,113
	2	\$80,090		2	\$80,090	\$81,291		2	\$81,291	\$82,714	\$83,955	\$85,424
	3	\$82,640		3	\$82,640	\$83,880		3	\$83,880	\$85,348	\$86,628	\$88,144
	4	\$84,384		4	\$84,384	\$85,649		4	\$85,649	\$87,148	\$88,456	\$90,004
	5	\$87,785		5	\$87,785	\$89,101		5	\$89,101	\$90,661	\$92,020	\$93,631
	6	\$88,759		6	\$88,759	\$90,090		6	\$90,090	\$91,667	\$93,042	\$94,670
5	1	\$92,578	5	1	\$92,578	\$93,966	5	1	\$93,966	\$95,611	\$97,045	\$98,743
	2	\$94,983		2	\$94,983	\$96,408		2	\$96,408	\$98,095	\$99,566	\$101,309
	3	\$97,388		3	\$97,388	\$98,848		3	\$98,848	\$100,578	\$102,087	\$103,873
	4	\$99,793		4	\$99,793	\$101,290		4	\$101,290	\$103,063	\$104,609	\$106,439
	5	\$102,197		5	\$102,197	\$103,730		5	\$103,730	\$105,545	\$107,129	\$109,004



## Education Support Salaries – Level 3 subdivision 0, Category A, B and C Salaries

\*Note: these rates apply to educational support employees below the VCCEMA 2013 'barrier' and in accordance with clause 44.2 of the VCCEMA 2018

### Category A

Level	01-Oct-18	01-Apr-19
ESA 3-1		
ESA 3-2		
ESA 3-3	\$64,513	\$65,481
ESA 3-4	\$66,112	\$67,104
ESA 3-5	\$70,591	\$71,650

### Category B

Level	01-Oct-18	01-Apr-19
ESB 3-1		
ESB 3-2		
ESB 3-3	\$59,550	\$60,444
ESB 3-4	\$61,027	\$61,942
ESB 3-5	\$65,161	\$66,138

### Category C

Level	01-Oct-18	01-Apr-19
ESC 3-1		
ESC 3-2		
ESC 3-3	\$62,031	\$62,963
ESC 3-4	\$63,569	\$64,523
ESC 3-5	\$67,876	\$68,894

### Category A

Level	01-May-19	01-Oct-19	01-Apr-20	01-Oct-20
ESA 3-0*	\$71,650	\$72,904	\$73,998	\$75,293

### Category B

Level	01-May-19	01-Oct-19	01-Apr-20	01-Oct-20
ESB 3-0*	\$66,138	\$67,296	\$68,306	\$69,501

### Category C

Level	01-May-19	01-Oct-19	01-Apr-20	01-Oct-20
ESC 3-0*	\$68,894	\$70,100	\$71,152	\$72,397

## Casual Education Support Salaries

The Casual Education Support Employee's rates of pay (in accordance with [clause 70.5](#)) are set below:

Level	01-Oct-18	01-Apr-19	01-Oct-19	01-Apr-20	01-Oct-20
ES 1-2	\$32.60	\$33.00	\$33.60	\$34.10	\$34.70
ES 2-2	\$39.50	\$40.10	\$40.80	\$41.40	\$42.10
ES 3-6	\$47.70	\$48.40	\$49.20	\$50.00	\$50.80
ES 4-1	\$54.50	\$55.30	\$56.30	\$57.10	\$58.10
ES 5-1	\$64.70	\$65.70	\$66.80	\$67.80	\$69.00

## Medical Support Allowances

An Education Support Employee who is required to undertake specific training to support a student who has unstable health and/or complex health needs, and the training is required to support that student daily in his or her school routine, shall receive the Medical Support Allowance in accordance with the following table for the period that such support is provided:

	Amount per annum
1 October 2018	\$687
1 April 2019	\$697
1 October 2019	\$709
1 April 2020	\$720
1 October 2020	\$733

## Education Support - Category B Recall Allowance

Clause 25.9 Category B Education Support Employee may be recalled to duty during school holiday periods up to a maximum of six days in each school year. Part-time Employees are subject to the same recall on a pro-rata basis. An Education Support Employee may only be recalled to perform duties consistent with his or her role. Education Support Employees at Level 1 or 2 cannot be required to work in isolated circumstances or to attend for duty under this clause unless a responsible manager is present

Where a Category B Education Support Employee is recalled for duty under this clause, he or she will be paid an allowance. The recall allowance is only payable for recall days worked during the gazetted school holidays. The recall allowance is equal to 72.47% of the Employee's daily rate of pay for each day that the Employee attends for duty and the rates are set out in Schedule 10 of the VCEMEA and below.

## Educational Support Employee Recall allowance –daily allowance

Level	Subdivision	01-Oct-18	Level	Subdivision	29-Jan-19	01-Apr-19	Level	Subdivision	01-May-19	01-Oct-19	01-Apr-20	01-Oct-20
1	2	\$124.15	1	2	\$124.15	\$126.01	1	2	\$126.01	\$128.22	\$130.14	\$132.42
	3	\$129.51		3	\$129.51	\$131.45		3	\$131.45	\$133.75	\$135.76	\$138.13
	4	\$135.67		4	\$135.67	\$137.70		4	\$137.70	\$140.11	\$142.21	\$144.70
	5	\$139.54		5	\$139.54	\$141.63		5	\$141.63	\$144.11	\$146.27	\$148.83
				6	\$144.21	\$146.37		6	\$146.37	\$148.93	\$151.17	\$153.81
2	2	\$150.65	2	2	\$150.65	\$152.91	2	2	\$152.91	\$155.58	\$157.92	\$160.68
	3	\$153.11		3	\$153.11	\$155.41		3	\$155.41	\$158.13	\$160.50	\$163.31
	4	\$160.90		4	\$160.90	\$163.31		4	\$163.31	\$166.17	\$168.66	\$171.61
	5	\$166.91		5	\$166.91	\$169.42		5	\$169.42	\$172.38	\$174.97	\$178.03
				6	\$172.08	\$174.66		6	\$174.66	\$177.72	\$180.39	\$183.54
3	6	\$181.82	3	6	\$181.82	\$184.54	3	1	\$184.54	\$187.78	\$190.59	\$193.93
	7	\$186.66		7	\$186.66	\$189.46		2	\$189.46	\$192.77	\$195.66	\$199.09
	8	\$193.27		8	\$193.27	\$196.17		3	\$196.17	\$199.60	\$202.60	\$206.14
	9	\$196.34		9	\$196.34	\$199.28		4	\$199.28	\$202.77	\$205.81	\$209.41
	10	\$202.87		10	\$202.87	\$205.91		5	\$205.91	\$209.51	\$212.66	\$216.38
	11	\$206.02		11	\$206.02	\$209.11		6	\$209.11	\$212.77	\$215.96	\$219.74
4	1	\$207.79	4	1	\$207.79	\$210.91	4	1	\$210.91	\$214.60	\$217.82	\$221.63
	2	\$213.57		2	\$213.57	\$216.77		2	\$216.77	\$220.57	\$223.87	\$227.79
	3	\$220.37		3	\$220.37	\$223.67		3	\$223.67	\$227.59	\$231.00	\$235.04
	4	\$225.02		4	\$225.02	\$228.39		4	\$228.39	\$232.39	\$235.88	\$240.00
	5	\$234.08		5	\$234.08	\$237.60		5	\$237.60	\$241.75	\$245.38	\$249.68
	6	\$236.68		6	\$236.68	\$240.23		6	\$240.23	\$244.44	\$248.11	\$252.45
5	1	\$246.87	5	1	\$246.87	\$250.57	5	1	\$250.57	\$254.95	\$258.78	\$263.31
	2	\$253.28		2	\$253.28	\$257.08		2	\$257.08	\$261.58	\$265.50	\$270.15
	3	\$259.69		3	\$259.69	\$263.59		3	\$263.59	\$268.20	\$272.22	\$276.99
	4	\$266.11		4	\$266.11	\$270.10		4	\$270.10	\$274.82	\$278.95	\$283.83
	5	\$272.52		5	\$272.52	\$276.61		5	\$276.61	\$281.44	\$285.67	\$290.67

## Educational Support Employee Recall allowance –Hourly Recall Allowance

Level	Subdivision	01-Oct-18	Level	Subdivision	29-Jan-19	01-Apr-19	Level	Subdivision	01-May-19	01-Oct-19	01-Apr-20	01-Oct-20
1	2	\$16.34	1	2	\$16.34	\$16.58	1	2	\$16.58	\$16.87	\$17.12	\$17.42
	3	\$17.04		3	\$17.04	\$17.30		3	\$17.30	\$17.60	\$17.86	\$18.18
	4	\$17.85		4	\$17.85	\$18.12		4	\$18.12	\$18.44	\$18.71	\$19.04
	5	\$18.36		5	\$18.36	\$18.64		5	\$18.64	\$18.96	\$19.25	\$19.58
				6	\$18.97	\$19.26		6	\$19.26	\$19.60	\$19.89	\$20.24
2	2	\$19.82	2	2	\$19.82	\$20.12	2	2	\$20.12	\$20.47	\$20.78	\$21.14
	3	\$20.15		3	\$20.15	\$20.45		3	\$20.45	\$20.81	\$21.12	\$21.49
	4	\$21.17		4	\$21.17	\$21.49		4	\$21.49	\$21.86	\$22.19	\$22.58
	5	\$21.96		5	\$21.96	\$22.29		5	\$22.29	\$22.68	\$23.02	\$23.42
				6	\$22.64	\$22.98		6	\$22.98	\$23.38	\$23.74	\$24.15
3	6	\$23.92	3	6	\$23.92	\$24.28	3	1	\$24.28	\$24.71	\$25.08	\$25.52
	7	\$24.56		7	\$24.56	\$24.93		2	\$24.93	\$25.36	\$25.75	\$26.20
	8	\$25.43		8	\$25.43	\$25.81		3	\$25.81	\$26.26	\$26.66	\$27.12
	9	\$25.83		9	\$25.83	\$26.22		4	\$26.22	\$26.68	\$27.08	\$27.55
	10	\$26.69		10	\$26.69	\$27.09		5	\$27.09	\$27.57	\$27.98	\$28.47
	11	\$27.11		11	\$27.11	\$27.51		6	\$27.51	\$28.00	\$28.42	\$28.91
4	1	\$27.34	4	1	\$27.34	\$27.75	4	1	\$27.75	\$28.24	\$28.66	\$29.16
	2	\$28.10		2	\$28.10	\$28.52		2	\$28.52	\$29.02	\$29.46	\$29.97
	3	\$29.00		3	\$29.00	\$29.43		3	\$29.43	\$29.95	\$30.39	\$30.93
	4	\$29.61		4	\$29.61	\$30.05		4	\$30.05	\$30.58	\$31.04	\$31.58
	5	\$30.80		5	\$30.80	\$31.26		5	\$31.26	\$31.81	\$32.29	\$32.85
	6	\$31.14		6	\$31.14	\$31.61		6	\$31.61	\$32.16	\$32.65	\$33.22
5	1	\$32.48	5	1	\$32.48	\$32.97	5	1	\$32.97	\$33.55	\$34.05	\$34.65
	2	\$33.33		2	\$33.33	\$33.83		2	\$33.83	\$34.42	\$34.93	\$35.55
	3	\$34.17		3	\$34.17	\$34.68		3	\$34.68	\$35.29	\$35.82	\$36.45
	4	\$35.01		4	\$35.01	\$35.54		4	\$35.54	\$36.16	\$36.70	\$37.35
	5	\$35.86		5	\$35.86	\$36.40		5	\$36.40	\$37.03	\$37.59	\$38.25

## Schedule 5: School Service Officers

School service officers rates are of pay are set out in Schedule 5A-C of the VCEMEA 2018 and in the tables below. For all of the tables, the effective dates as follows:

- Pay rates from 1 May in any year are effective from 1 May of that year.
- All pay rates are effective from the first full pay period on or after the first day of that month.

### Category A and D School Service Officers Salaries

It is important to note that the Category A and Category D rates of pay are the same.

Level	Subdivision	01-Oct-18	01-Apr-19	01-Oct-19	01-Apr-20	01-Oct-20
1	1	\$43,186	\$43,834	\$44,601	\$45,270	\$46,062
	2	\$44,843	\$45,516	\$46,313	\$47,008	\$47,831
	3	\$46,499	\$47,196	\$48,022	\$48,742	\$49,595
	4	\$48,156	\$48,878	\$49,733	\$50,479	\$51,362
2	1	\$49,231	\$49,969	\$50,843	\$51,606	\$52,509
	2	\$50,244	\$50,998	\$51,890	\$52,668	\$53,590
	3	\$51,256	\$52,025	\$52,935	\$53,729	\$54,669
	4	\$52,517	\$53,305	\$54,238	\$55,052	\$56,015
	5	\$53,281	\$54,080	\$55,026	\$55,851	\$56,828
3	1	\$53,337	\$54,137	\$55,084	\$55,910	\$56,888
	2	\$54,754	\$55,575	\$56,548	\$57,396	\$58,400
	3	\$56,171	\$57,014	\$58,012	\$58,882	\$59,912
	4	\$57,587	\$58,451	\$59,474	\$60,366	\$61,422
	5	\$59,004	\$59,889	\$60,937	\$61,851	\$62,933
4	1	\$58,726	\$59,607	\$60,650	\$61,560	\$62,637
	2	\$59,847	\$60,745	\$61,808	\$62,735	\$63,833
	3	\$60,966	\$61,880	\$62,963	\$63,907	\$65,025
	4	\$62,087	\$63,018	\$64,121	\$65,083	\$66,222
	5	\$63,207	\$64,155	\$65,278	\$66,257	\$67,416

## Category B School Service Officers Salaries

Level	Subdivision	01-Oct-18	01-Apr-19	01-Oct-19	01-Apr-20	01-Oct-20
1	1	\$39,864	\$40,462	\$41,170	\$41,788	\$42,519
	2	\$41,394	\$42,015	\$42,750	\$43,392	\$44,152
	3	\$42,922	\$43,566	\$44,328	\$44,993	\$45,780
	4	\$44,452	\$45,118	\$45,907	\$46,596	\$47,411
2	1	\$45,444	\$46,125	\$46,932	\$47,636	\$48,470
	2	\$46,379	\$47,075	\$47,898	\$48,617	\$49,468
	3	\$47,313	\$48,023	\$48,863	\$49,596	\$50,464
	4	\$48,477	\$49,205	\$50,066	\$50,817	\$51,706
	5	\$49,182	\$49,920	\$50,793	\$51,555	\$52,457
3	1	\$49,234	\$49,973	\$50,847	\$51,609	\$52,512
	2	\$50,542	\$51,300	\$52,198	\$52,981	\$53,908
	3	\$51,850	\$52,628	\$53,550	\$54,353	\$55,303
	4	\$53,157	\$53,955	\$54,899	\$55,722	\$56,697
	5	\$54,465	\$55,282	\$56,250	\$57,093	\$58,092
4	1	\$54,209	\$55,022	\$55,985	\$56,825	\$57,819
	2	\$55,243	\$56,072	\$57,054	\$57,909	\$58,923
	3	\$56,276	\$57,120	\$58,120	\$58,991	\$60,023
	4	\$57,311	\$58,170	\$59,189	\$60,077	\$61,128
	5	\$58,345	\$59,220	\$60,257	\$61,160	\$62,230

## Category C School Service Officers Salaries

Level	Subdivision	01-Oct-18	01-Apr-19	01-Oct-19	01-Apr-20	01-Oct-20
1	1	\$41,525	\$42,148	\$42,886	\$43,529	\$44,290
	2	\$43,118	\$43,765	\$44,532	\$45,200	\$45,991
	3	\$44,711	\$45,381	\$46,175	\$46,867	\$47,688
	4	\$46,304	\$46,998	\$47,820	\$48,538	\$49,387
2	1	\$47,338	\$48,047	\$48,888	\$49,621	\$50,489
	2	\$48,312	\$49,037	\$49,894	\$50,642	\$51,529
	3	\$49,285	\$50,024	\$50,899	\$51,663	\$52,566
	4	\$50,497	\$51,255	\$52,152	\$52,935	\$53,861
	5	\$51,232	\$52,000	\$52,910	\$53,703	\$54,642
3	1	\$51,286	\$52,055	\$52,965	\$53,760	\$54,700
	2	\$52,648	\$53,438	\$54,373	\$55,188	\$56,154
	3	\$54,011	\$54,821	\$55,781	\$56,617	\$57,608
	4	\$55,372	\$56,203	\$57,187	\$58,044	\$59,060
	5	\$56,735	\$57,586	\$58,593	\$59,472	\$60,513
4	1	\$56,467	\$57,314	\$58,317	\$59,192	\$60,228
	2	\$57,545	\$58,409	\$59,431	\$60,322	\$61,378
	3	\$58,621	\$59,500	\$60,541	\$61,449	\$62,524
	4	\$59,699	\$60,594	\$61,655	\$62,580	\$63,675
	5	\$60,776	\$61,688	\$62,767	\$63,709	\$64,823

## Casual School Services Officers Rates of Pay - Clause 73.6

The Casual School Services Officer's rates of pay (in accordance with clause 73.6) are set below.

Level	01-Oct-18	01-Apr-19	01-Oct-19	01-Apr-20	01-Oct-20
<b>SSO 1-1</b>	\$29.00	\$29.50	\$30.00	\$30.40	\$31.00
<b>SSO 2-1</b>	\$33.10	\$33.60	\$34.20	\$34.70	\$35.30
<b>SSO 3-1</b>	\$35.90	\$36.40	\$37.00	\$37.60	\$38.20
<b>SSO 4-1</b>	\$39.50	\$40.10	\$40.80	\$41.40	\$42.10

## School Services Officer – Category B Recall Allowance - Clause 25.9

Clause 25.9 Category B School Service Officers may be recalled to duty during school holiday periods up to a maximum of six days in each school year. Part-time Employees are subject to the same recall on a pro-rata basis.

Where a Category B School Services Officer is recalled for duty under this clause, he or she will be paid a recall allowance. A recall allowance is only payable for recall days worked during the gazetted school holidays. The recall allowance is equal to 72.47% of the Employee's daily rate of pay for each day that the Employee attends for duty and the rates are set out in Schedule 10 of the VCMEA and below.

### School Service Officer Recall allowance – Daily Recall Allowance

Level	Subdivision	01-Oct-18	01-Apr-19	01-Oct-19	01-Apr-20	01-Oct-20
1	1	\$110.73	\$112.39	\$114.36	\$116.07	\$118.10
	2	\$114.98	\$116.70	\$118.75	\$120.53	\$122.64
	3	\$119.22	\$121.01	\$123.13	\$124.98	\$127.16
	4	\$123.47	\$125.32	\$127.52	\$129.43	\$131.69
2	1	\$126.23	\$128.12	\$130.36	\$132.32	\$134.63
	2	\$128.83	\$130.76	\$133.05	\$135.04	\$137.41
	3	\$131.42	\$133.39	\$135.73	\$137.76	\$140.17
	4	\$134.65	\$136.68	\$139.07	\$141.15	\$143.62
	5	\$136.61	\$138.66	\$141.09	\$143.20	\$145.71
3	1	\$136.76	\$138.81	\$141.24	\$143.35	\$145.86
	2	\$140.39	\$142.50	\$144.99	\$147.16	\$149.74
	3	\$144.02	\$146.18	\$148.75	\$150.98	\$153.61
	4	\$147.65	\$149.87	\$152.49	\$154.78	\$157.49
	5	\$151.29	\$153.56	\$156.25	\$158.59	\$161.36
4	1	\$150.58	\$152.83	\$155.51	\$157.84	\$160.60
	2	\$153.45	\$155.75	\$158.48	\$160.85	\$163.67
	3	\$156.32	\$158.66	\$161.44	\$163.86	\$166.73
	4	\$159.19	\$161.58	\$164.41	\$166.88	\$169.79
	5	\$162.06	\$164.49	\$167.38	\$169.88	\$172.86



## School Service Officer Recall allowance – Hourly Recall Allowance

Level	Subdivision	01-Oct-18	01-Apr-19	01-Oct-19	01-Apr-20	01-Oct-20
1	1	\$14.57	\$14.79	\$15.05	\$15.27	\$15.54
	2	\$15.13	\$15.36	\$15.62	\$15.86	\$16.14
	3	\$15.69	\$15.92	\$16.20	\$16.44	\$16.73
	4	\$16.25	\$16.49	\$16.78	\$17.03	\$17.33
2	1	\$16.61	\$16.86	\$17.15	\$17.41	\$17.72
	2	\$16.95	\$17.21	\$17.51	\$17.77	\$18.08
	3	\$17.29	\$17.55	\$17.86	\$18.13	\$18.44
	4	\$17.72	\$17.98	\$18.30	\$18.57	\$18.90
	5	\$17.98	\$18.25	\$18.56	\$18.84	\$19.17
3	1	\$17.99	\$18.26	\$18.58	\$18.86	\$19.19
	2	\$18.47	\$18.75	\$19.08	\$19.36	\$19.70
	3	\$18.95	\$19.23	\$19.57	\$19.87	\$20.21
	4	\$19.43	\$19.72	\$20.06	\$20.37	\$20.72
	5	\$19.91	\$20.20	\$20.56	\$20.87	\$21.23
4	1	\$19.81	\$20.11	\$20.46	\$20.77	\$21.13
	2	\$20.19	\$20.49	\$20.85	\$21.16	\$21.54
	3	\$20.57	\$20.88	\$21.24	\$21.56	\$21.94
	4	\$20.95	\$21.26	\$21.63	\$21.96	\$22.34
	5	\$21.32	\$21.64	\$22.02	\$22.35	\$22.74

## Further queries and additional information

Any queries in relation to this implementation guide or the VCMEA 2018 should be directed to the Industrial Relations Unit on 03 9267 0431 or ceoir@cem.edu.au.

A full copy of the [Victorian Catholic Education Multi-Enterprise Agreement 2018](#) is available on the CECV website.