

Victorian Catholic Education Multi-Enterprise Agreement 2018

Implementation Guide for Schools

Interim Wage Increases 2022 and January 2023

December 2022

1. Overview

Following the application of interim wage increases for the 2022 school year for employees covered by the proposed replacement to the *Victorian Catholic Education Multi-Enterprise Agreement 2018*, the Catholic Education Commission of Victoria Ltd (CECV) is pleased to announce a further wage increase which will apply from the first full pay period on or after 1 January 2023.

The 1% salary increase will apply to employees covered by the proposed replacement agreement, effective from the first full pay period on or after 1 January 2023. This increase and its timing are consistent with the increase which will be applied in Victorian government schools. The new rates for employees are available in a spreadsheet on the [CECV website](#).

In addition to the 1% salary increase, a position allowance equivalent to 1% of the total salary to which an employee is normally entitled as of 1 December will be paid in December 2022 to the below categories of employees:

- Teachers;
- Deputy principals (both primary and secondary);
- Education support employees at Level 2-8 and, all of Levels 3, 4 and 5. This applies for Categories A, B and C;
- Non-classified employees who received at 24 December 2021 a structural increase which was consistent with the increase that applied to teacher.

The following categories and levels of employees are not eligible to receive the position allowance due to receiving a higher structural increase in December 2021 or due to reclassification which will provide the employee an opportunity to reach a higher level or subdivision in the future:

- Education support employees at Level 1 and Level 2-1 to Level 2-7;
- School services officers (all levels and subdivisions);
- Primary and secondary principals;

The position allowance and the employees who are entitled to receive it are in accordance with the arrangements provided for in the *Victorian Government Schools Agreement 2022* (VGSA).

The CECV is grateful for the dedication of all our school leaders, teachers and support staff, and for your continuing commitment to always delivering a high-quality Catholic education to the students in your care.

While we continue to negotiate for a replacement agreement, the CECV is pleased to pass on the applicable wage increases.

The CECV and the 32 employers party to the proposed replacement agreement are committed to prioritising equitable provisions and employment conditions for all staff covered by the agreement and are committed to reaching agreed outcomes as soon as possible.

2. Adjustment of salaries and allowances

From the first full pay period on or after 1 January 2023, the new rates of pay outlined in this guide will apply to all employees covered by the proposed replacement agreement. Specifically, the new rates apply to the following employees within our schools:

- primary principals
- deputy principals
- teachers
- education support employees
- school services officers.

The rates for emergency teachers outlined in this guide were applicable from 7 November 2022. Please note that these rates do not increase in January.

Position of Leadership allowances also increase from the first full pay period on or after 1 January 2023 as outlined in this guide.

3. Position allowance

A position allowance equivalent to 1% of the total salary to which an employee is normally entitled as of 1 December will be paid in December 2022 to specific employee classifications:

- Teachers
- deputy principals (both primary and secondary)
- education support employees at Level 2-8, and all of Levels 3, 4 and 5. This applies for Categories A, B and C; and
- non-classified employees who received a 24 December 2021 structural increase which was consistent with the increase that applied to teachers.

The following categories and levels of employees are not eligible to receive the position allowance due to receiving a higher structural increase or a translation which provides for greater increases through incremental progression compared to other categories of employees:

- education support employees at Level 1 and Level 2-1 to Level 2-7
- school services officers (all levels and subdivisions)
- primary and secondary principals.

The position allowance and the employees who are entitled to receive it are in accordance with the arrangements provided for in the VGSA.

The position allowance is 1% of an applicable employee's total annual salary (inclusive of position of leadership allowances or any regular weekly over-agreement payments) as of 1 December 2022.

The applicable annual salary at 1 December is not the total salary paid to employees throughout the school year, it is the applicable annual salary (July 22 rate) amount for the applicable classification.

Part-time employees have a pro-rata entitlement to the position allowance based upon their FTE on 1 December 2022.

Changes in FTE throughout the year do not impact upon the payment due to an employee. The employee is entitled to receive the position allowance based upon their FTE as at 1 December 2022.

The position allowance attracts superannuation guarantee.

Applicable employees who have not worked for the full school year or who have had more than 15 days of leave without pay will receive a pro-rata entitlement to the position allowance.

The formula for calculating the position allowance for an employee who has had more than 15 days of leave without pay during the school year is: Number of weeks worked (including school holiday weeks) divided by 52 x 1% x employee's annual salary on 1 December 2022.

Employees who have been on unpaid leave (unpaid parental leave, leave without pay, unpaid personal leave) throughout the entirety of 2022 are not entitled to the position allowance.

Periods of unpaid leave of more than 15 days will reduce an employee's entitlement.

Employees who have been on paid leave or who have had periods of paid leave and service throughout the year but are now on unpaid leave are entitled to the position allowance based upon their paid service in 2022.

For employees who have accessed half pay parental leave, only the equivalent full-time parental leave entitlement is considered as paid service and the remaining half pay parental leave period is considered unpaid parental leave for the purposes of calculating the applicable position allowance.

All periods of half pay long service leave are considered periods of paid service and are not treated in the same way as half pay parental leave.

Employees employed on 1 December 2022 are entitled to the payment, even if an employee concludes employment prior to the payment being processed in December.

Applicable employees who have moved from one relevant catholic school to another without a break in service are entitled to the position allowance in accordance with the relevant rules above. The current school will be required to process the complete entitlement to the employee for their service at both schools within the school year.

Below are some examples to provide schools guidance on the calculations and different scenarios.

Example 1

A T2-6 full-time teacher would be entitled to receive:

- T2-6 July 22 annual rate of pay $\$111,221 \times 1\% = \$1,112.21$.

Example 2:

A T2-6 part-time 0.8 teacher would be entitled to receive:

- T2-6 July 2022 annual rate of $\$111,221 \times 0.8 \times 1\% = \889.77

Example 3:

A T2-6 full-time teacher who also holds a POL 2 allowance would be entitled to receive:

- T2-6 July 2022 annual rate of $\$111,221 + \5960 POL 2 July rates = $\$117,181 \times 1\% = \$1,171.81$

Example 4:

A full-time T2-6 teacher who commenced work on 11 July 2022 and worked the remainder of 2022 on a fixed term contract which will conclude on 26 January 2023.

Calendar weeks (as weeks worked include all school holidays between these periods) between 11 July 2022 and 26 January 2023, rounded to the nearest full week = 29 weeks

$$29/52 \times 1\% \times \$111,221 = \$620.27$$

Example 5:

A part-time 0.5, T2-2 teacher commenced work on 3 October and worked the remainder of 2022 on a fixed term contract which will conclude on 26 January 2023

Calendar weeks (as weeks worked include all school holidays between these periods) between 3 October 2022 and 26 January 2023, rounded to the nearest full week = 17 weeks

$$17/52 \times 1\% \times 92,225 \times 0.5 = \$150.75$$

Example 6:

An employee accessed half pay parental leave from the commencement of the 2022 school year and then reverts to unpaid parental leave upon the conclusion of half pay parental leave.

Full-time equivalent amount to paid parental leave equals 14 weeks plus any school holidays and public holidays which fall during those first 14 weeks. Therefore, this employee will have had 16 weeks of paid service during 2022 and the remaining periods of half pay parental leave and unpaid parental leave are considered unpaid leave for this purpose.

Full-time T2-6 Teacher- $16/52 \times 1\% \times \$111,221 = \$342.22$

4. Pro-rata school holiday pay

Considering the back pay which has been processed for schools for the interim wage increases applied, it means that some adjustments will be required for employees who will be entitled to a pro-rata payment of school holiday pay.

Schools that utilise the [pro-rata school holiday pay calculator](#) are requested to ensure that the applicable back pay amount is processed within the calculator throughout the term weeks and non-term weeks which occurred during the year, rather than just adding the full lump sum back pay amount into the fortnight in which the amount was processed to employees.

Schools should adjust the actual amount paid in both the term weeks and non-term weeks to reflect the applicable higher salaries which have made up the back pay calculations.

Example 1

The first example provides the T2-6 Teacher fortnightly salary prior to processing the higher salary from January 2022.

The fortnightly figure included in the example below is the October 2020 rate.

Step 1: What Pay Cycle is your school in?	Fri, 28 Jan 2022
Step 2: What is the employee's name?	person 2
Step 3: First day worked by the employee?	Fri, 28 January 2022
Step 4: Last day worked by the employee?	Tue, 20 December 2022
Step 5: Enter actual Payroll amounts in blue cells	

Pay Period End Date	Term Weeks	Term Weeks Actual Paid Gross (incl packaging)	Non Term (Holiday)Weeks	Non Term Weeks Paid Gross (incl packaging)	Comments/Notes
Fri, 28 Jan 2022	0.2	\$ 413.96	0		
Fri, 11 Feb 2022	2	\$ 4,139.63	0		
Fri, 25 Feb 2022	2	\$ 4,139.63	0		
Fri, 11 Mar 2022	2	\$ 4,139.63	0		
Fri, 25 Mar 2022	2	\$ 4,139.63	0		
Fri, 08 Apr 2022	2	\$ 4,139.63	0		
Fri, 22 Apr 2022	0		2	\$ 4,139.63	

The example below provides for the second half of the school year and the rates included are the October 2020 T2-6 rates until the wage increase was effective following the first full pay period on or after 17 October 2022. The below example provides for the back pay amount in a lump sum, in the week commencing 2 December 2022.

Fri, 20 May 2022	2	\$	4,139.63	0	
Fri, 03 Jun 2022	2	\$	4,139.63	0	
Fri, 17 Jun 2022	2	\$	4,139.63	0	
Fri, 01 Jul 2022	1	\$	2,069.81	1	\$ 2,069.81
Fri, 15 Jul 2022	1	\$	2,069.81	1	\$ 2,069.81
Fri, 29 Jul 2022	2	\$	4,139.63	0	
Fri, 12 Aug 2022	2	\$	4,139.63	0	
Fri, 26 Aug 2022	2	\$	4,139.63	0	
Fri, 09 Sep 2022	2	\$	4,139.63	0	
Fri, 23 Sep 2022	1	\$	2,069.81	1	\$ 2,069.81
Fri, 07 Oct 2022	1	\$	2,069.81	1	\$ 2,069.81
Fri, 21 Oct 2022	2	\$	4,262.97	0	
Fri, 04 Nov 2022	2	\$	4,262.97	0	
Fri, 18 Nov 2022	2	\$	4,262.97	0	
Fri, 02 Dec 2022	2	\$	5,711.79	0	
Fri, 16 Dec 2022	2	\$	4,262.97	0	
Fri, 30 Dec 2022	0.4	\$	852.60	0	
			\$ 85,710.70		\$ 12,832.83

Fri, 07 Oct 2022	1	\$	2,069.81	1	\$ 2,069.81
Fri, 21 Oct 2022	2	\$	4,262.97	0	
Fri, 04 Nov 2022	2	\$	4,262.97	0	
Fri, 18 Nov 2022	2	\$	4,262.97	0	
Fri, 02 Dec 2022	2	\$	5,711.79	0	
Fri, 16 Dec 2022	2	\$	4,262.97	0	
Fri, 30 Dec 2022	0.4	\$	852.60	0	
			\$ 85,710.70		\$ 12,832.83
Pro Rata Annual Leave Loading			\$ 1,492.04		

Pro Rata Holiday Pay Calculation

S - Total Salary Paid in Respect of Term Weeks	\$	87,202.74
C - Number of Non-Term Weeks in 2022 School Year	11.6	Weeks
B - Number of Term Weeks in 2022 School Year	40.4	Weeks
Sub Total	\$	25,038.41
D - Total Salary Already Paid in School Holidays	\$	12,832.83
P - The Payment Due (Pro Rata School Holiday Pay) =	\$	12,205.58

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

Example 2

The second example provides the T2-6 Teacher fortnightly salary after processing the higher salary from January 2022.

The fortnightly figure included in the example below is the January 2022 rate.

Step 1: What Pay Cycle is your school in?

Fri, 28 Jan 2022

Step 2: What is the employee's name?

Person

Step 3: First day worked by the employee?

Fri, 28 January 2022

Step 4: Last day worked by the employee?

Tue, 20 December 2022

Step 5: Enter **actual** Payroll amounts in blue cells

Pay Period End Date	Term Weeks	Term Weeks Actual Paid Gross (incl packaging)	Non Term (Holiday)Weeks	Non Term Weeks Paid Gross (incl packaging)	Comments/Notes
Fri, 28 Jan 2022	0.2	\$ 422.07	0		
Fri, 11 Feb 2022	2	\$ 4,220.73	0		
Fri, 25 Feb 2022	2	\$ 4,220.73	0		
Fri, 11 Mar 2022	2	\$ 4,220.73	0		
Fri, 25 Mar 2022	2	\$ 4,220.73	0		
Fri, 08 Apr 2022	2	\$ 4,220.73	0		
Fri, 22 Apr 2022	0		2	\$ 4,220.73	
Fri, 06 May 2022	1.8	\$ 3,798.63	0.2	\$ 422.07	

Below is the second half of the school year, however the increased rates have been applied throughout the year. The fortnightly amount increased in July 2022, and there is no lump sum back pay amount included in the week commencing 2 December. In this example the increased rates of pay have been applied throughout the school year and over the school holidays.

Fri, 20 May 2022	2	\$ 4,220.73	0	
Fri, 03 Jun 2022	2	\$ 4,220.73	0	
Fri, 17 Jun 2022	2	\$ 4,220.73	0	
Fri, 01 Jul 2022	1	\$ 2,110.37	1	\$ 2,110.37
Fri, 15 Jul 2022	1	\$ 2,131.49	1	\$ 2,131.49
Fri, 29 Jul 2022	2	\$ 4,262.97	0	
Fri, 12 Aug 2022	2	\$ 4,262.97	0	
Fri, 26 Aug 2022	2	\$ 4,262.97	0	
Fri, 09 Sep 2022	2	\$ 4,262.97	0	
Fri, 23 Sep 2022	1	\$ 2,131.49	1	\$ 2,131.49
Fri, 07 Oct 2022	1	\$ 2,131.49	1	\$ 2,131.49
Fri, 21 Oct 2022	2	\$ 4,262.97	0	
Fri, 04 Nov 2022	2	\$ 4,262.97	0	
Fri, 18 Nov 2022	2	\$ 4,262.97	0	
Fri, 02 Dec 2022	2	\$ 4,262.97	0	
Fri, 16 Dec 2022	2	\$ 4,262.97	0	
Fri, 30 Dec 2022	0.4	\$ 852.59	0	
		\$ 85,710.70		\$ 13,147.64

Fri, 04 Nov 2022	2	\$ 4,262.97	0	
Fri, 18 Nov 2022	2	\$ 4,262.97	0	
Fri, 02 Dec 2022	2	\$ 4,262.97	0	
Fri, 16 Dec 2022	2	\$ 4,262.97	0	
Fri, 30 Dec 2022	0.4	\$ 852.59	0	
		\$ 85,710.70		\$ 13,147.64
Pro Rata Annual Leave Loading		\$ 1,492.04		

Pro Rata Holiday Pay Calculation

S - Total Salary Paid in Respect of Term Weeks	\$ 87,202.74	
C - Number of Non-Term Weeks in 2022 School Year	11.6	Weeks
B - Number of Term Weeks in 2022 School Year	40.4	Weeks
Sub Total	\$ 25,038.41	
D - Total Salary Already Paid in School Holidays	\$ 13,147.64	
P - The Payment Due (Pro Rata School Holiday Pay) =	\$ 11,890.77	

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

In example 2 the back pay amount is not provided in a lump sum and is applied over the school year, upon when the increases would have applied had they been applied at the time (January and July). This provides for a lesser pro-rata school holiday amount, compared to example 1.

In example 1 the back amount is provided in a lump sum rather than being applied over the school year, upon when the increases would have applied. In example 1, the employee receives a higher pro-rata school holiday amount, as the lump sum payment increases the amount the employee received during term time, compared to the amounts they were paid during non-term time, therefore this creates a higher pro-rata amount.

Schools are requested to follow the process outlined in example 2 and input the higher salary into the calculator for the both the Term weeks and non-term weeks. Rather than placing the lump sum back pay amount into the fortnight it was paid to employees.

Employees who are entitled to the position allowance, this needs to be included in the pro-rata calculation as salary paid during term weeks.

If an employee did not receive a back pay amount due to concluding employment prior to 17 October, schools should process actual amounts paid to the employee in each fortnight, rather than using the higher rates.

5. Back pay for interim wage increases applied in 2022 school year

The CECV appreciates the patience of schools as the back pay process was being completed. The CECV understands that there have been a number of questions and queries regarding the amounts processed to employees. The below information provides further guidance on the back pay calculations.

From 25 November 2022, schools processed back pay to eligible employees for three relevant increases which have applied for the 2022 school year:

1. a structural increase effective from the first full pay period on or after 24 December 2021. The rate of the increase is different for each category of employment
2. a 1% increase effective from the first full pay period on or after 1 January 2022
3. a 1% increase effective from the first full pay period on or after 1 July 2022.

Employees employed within a relevant employer as at 17 October 2022 were entitled to back pay based on their service from 24 December 2021 to the date the back pay was processed or they concluded employment.

An employee who was not employed with a relevant employer as at 17 October 2022, was not eligible for back pay. A relevant employer is a Catholic employer covered by the proposed replacement VCEMEA.

An employee who commenced employment after 24 December 2021 and remained employed as at 17 October 2022 was entitled to back pay for their period of service commencing from their start date of employment.

Employees who had moved between employers/schools covered by the proposed replacement agreement and maintain continuous service were entitled to back pay for their period of employment if they were employed as at 17 October 2022.

Employees who had moved between employers/schools covered by the proposed replacement agreement and did not maintain continuous service were only eligible for back pay for their most recent period of continuous service if they were employed as at 17 October 2022.

Casual employees, including emergency teachers, casual education support employees and casual school services officers, are not entitled to back pay. However, casual relieving employees (those employed in accordance with clauses 11.3, 11.4 and 11.5 of the VCEMEA 2018) who were employed as at 17 October 2022 were entitled to back pay for the total period of their engagement.

Back pay included adjustments to salaries and POL allowances.

Employees not employed under the VCMEA 2018 were not entitled to the new rates in 2022 or the back pay provided for in this guide. There are a small number of school-based employees whose terms and conditions of employment are governed by a modern award such as the *Educational Services (Schools) General Staff Award 2020*. Employees who are covered by this or another relevant modern award were entitled to receive a wage increase from the first full pay period on or after 1 July 2022, in accordance with the Fair Work Commission Annual Wage Review 2021–22. Further information on the wage increase that applied to these employees is available on the CEVN website <https://cevn.cecv.catholic.edu.au/COMS/2022/0708/Annual-Wage-Review>.

6. Back pay amounts

The applicable wage increases which formed the back pay which have been processed to employees is outlined below.

Classification	24 December 2021	1 January 2022	1 July 2022
Principals	7.55%	1%	1%
Deputy Principals	2.43%	1%	1%
Teacher 1-1	2%	1%	1%
Teacher 1-2 to T2-6	0.95%	1%	1%
Education Support 1-2 translated to 2-1	9.61%	1%	1%
1-3 translated to 2-1	5.07%	1%	1%
1-4 translated to 2-1	0.30%	1%	1%
1-5 translated to 2-2	1.29%	1%	1%
1-6 translated to 2-3	1.62%	1%	1%
2-2 translated to 2-4	0.73%	1%	1%
2-3 translated to 2-5	2.51%	1%	1%
2-4 translated to 2-6	0.78%	1%	1%
2-5 translated to 2-7	1.28%	1%	1%
2-6 translated to 2-8	1.27%	1%	1%
Education Support Level 3-1 to 5-5	0.30%	1%	1%
Education Support 3-0	0.30%	1%	1%

School Services Officers	12.12%	1%	1%
1-1			
1-2	10.13%	1%	1%
1-3	8.34%	1%	1%
1-4	6.91%	1%	1%
2-1	10.33%	1%	1%
2-2	11.13%	1%	1%
2-3	11.61%	1%	1%
2-4	13.05%	1%	1%
2-5	14.89%	1%	1%
3-1	14.87%	1%	1%
3-2	13.42%	1%	1%
3-3	12.75%	1%	1%
3-4	14.71%	1%	1%
3-5	12.83%	1%	1%
4-1	14.88%	1%	1%
4-2	13.61%	1%	1%
4-3	12.26%	1%	1%
4-4	10.85%	1%	1%
4-5	9.95%	1%	1%

School Services Officers' salaries were increased by a more significant amount compared to other classifications to align more closely with applicable salaries provided for in the VGSA for comparable roles.

Primary Principals, Deputy Principals and Teachers increases were consistent with increases applied in the VGSA

Education Support translations and increases for employees who translated were consistent with changes applied in the VGSA.

Education Support increases for employees who did not translate were consistent with increases applied in the VGSA

7. Frequently asked questions relating to back pay

When were the applicable wage increases effective from for the purposes of calculating the back pay?

The above-mentioned wage increases applied from the first full pay period on or after the effective date. Some schools may have processed the back pay from the effective date e.g: 24 December 2021, 1 January 2022 and 1 July 2022, however the requirement was to calculate the entitlement based upon the first full pay period on or after the effective date.

Do periods of leave without pay or unpaid leave impact upon the amount of back pay received?

Periods of unpaid leave and leave without pay reduce the amount of back pay an employee received. The back pay amount each employee is entitled to is the difference between what they were paid for the applicable periods compared to what they would have received had the increases applied for the relevant dates. Therefore, periods of unpaid leave and leave without pay reduce the amount of back pay processed to employees.

Do employees on paid leave receive back pay and the applicable wage increases?

Where an employee is on paid leave (for example, paid parental leave, personal leave, long service leave) as at the first full pay period on or after the applicable wage increase, the employee's rate of pay should be increased in accordance with the appropriate salary table included in this guide. Employees who were on paid leave were also entitled to back pay to be processed at the same time as back pay for all other employees at the school.

What were the wage increases per category of employee?

The above table provides for the applicable wage increases which applied to employees during the 2022 school year and formed the basis of the back pay calculations. As provided for in the above table not all categories of employees received the same increases. The wage increases applied, were processed to either align with salaries provided for in the VGSA or to match specific percentage increase amounts provided for in the VGSA.

Why did employees who were at the same level and classification and the same FTE receive different backpay amounts?

The back pay amount processed to each individual is based upon paid service from 24 December 2021 to 17 October 2022. If an employee at the same level, classification and FTE as another employee received less than their colleague, this is likely due to periods of unpaid leave throughout the applicable period.

Why doesn't an employee who concluded employment prior to 17 October 2022 receive back pay?

The salary increases applied from 17 October 2022. Therefore, to be entitled to back payment an employee needed to be employed at the time the increases took effect. The adjusted salaries did not take effect until this date.

If an employee moved to a Catholic school not covered by the VCMEA or its replacement, are they eligible for back pay?

No, an employee must have been employed by a relevant employer on 17 October 2022 to be entitled to back pay. Employees who moved to a Catholic school not covered by the VCMEA or its replacement are not eligible for back pay.

What occurs for employees on unpaid leave?

Eligible employees on unpaid leave as of 17 October 2022 were eligible to receive back pay for appropriate periods of paid service between 24 December 2021 and 17 October 2022. This payment should have been processed at the same time as back pay was processed for all other staff or upon their return to work at the school. An employee who was on unpaid leave from 24 December 2021 and did not return to work prior to the back pay being processed will not be entitled to back pay.

What happens for employees receiving WorkCover payments

Employees who are currently in receipt of accident make-up pay (being the first 26 weeks following an approved workers compensation claim) in accordance with clause 49.1 of the VCMEA 2018 are required to receive the appropriate increase in their accident make-up pay amount. This amount is the difference between their pre-injury average weekly earnings (PIAWE), which is the compensation payment payable under the *Workplace Injury Rehabilitation and Compensation Act 2013* (Vic.), and the amount the employee would have received if they had been performing their normal duties.

Employees who commenced workers compensation this year or in 2021 and were still receiving accident make-up pay during this school year and remain employed as of 17 October 2022 were entitled to back pay for the accident make-up pay amount for the period of accident make-up pay that occurred from 24 December 2021.

If an employee was in receipt of accident make-up pay during this school year and has subsequently returned to work, the employee was entitled to back pay for the accident make-up pay amount for the period of accident make-up pay and the period in which the employee has returned to work.

If an employee ceased employment prior to 17 October 2022, they will not be entitled to back pay.

The PIAWE amount does not change based upon the interim wage increases. It is subject to annual indexation which is not related to interim or other increases provided for under the VCMEA 2018. An employee who has not returned to work in any capacity in 2022 and has not received accident make-up pay from 24 December 2021 will not be entitled to back pay.

What occurs for employees in receipt of higher duties allowances (clause 47)?

Where an employee received a higher duties allowance prior to 17 October 2022, the employee was entitled to receive back pay for the period of higher duties.

Are additional hours and overtime included in the back pay calculations?

Where an employee received additional hours or overtime for hours worked prior to 17 October 2022, these hours were not be included in the back pay calculations.

Did the graduate teacher payment increase in 2022?

There is no change to the graduate teacher payment for the 2022 school year.

Is Superannuation payable on the back pay amount?

Employer superannuation contributions must be made on all back pay amounts.

8. Education support Levels 1 and 2

From 24 December 2021, all education support employees employed at Level 1 (1-2 to 1-6) were reclassified to Level 2 and appropriate back pay was provided based upon the new Level 2. Moving forward, Level 1 will be for education support trainees only.

From 17 October 2022, Level 1 of the education support classification is for employees participating in formal trainee or cadetship programs, or similar entry-level employment programs. Non-trainees will not be able to be appointed to education support Level 1. The current classifications of Level 1 and Level 2 will be joined.

From 24 December 2021, there are also changes to education support Level 2, which includes an additional two subdivisions provided at the top of the level, being 2-7 and 2-8. In accordance with changes to Level 1, Level 2 education support employees translate as per below from 24 December 2021.

Level as at 23 December 2021	Translation 24 December 2021
ES 2-6	ES 2-8
ES 2-5	ES 2-7
ES 2-4	ES 2-6
ES 2-3	ES 2-5
ES 2-2	ES 2-4
ES 1-6	ES 2-3
ES 1-5	ES 2-2
ES 1-4	ES 2-1
ES 1-3	ES 2-1
ES 1-2	ES 2-1

All current Level 1 education support employees employed as at 17 October 2022 have been reclassified to Level 2, regardless of their current role and responsibilities. Back pay for these employees was based upon the new classification as of 24 December 2021, not their previous Level 1 rate of pay.

The new Level 2 will incorporate the duties described in the VCEMEA 2018 for Level 1 and Level 2. New education support employees employed after 17 October 2022 who are not employed consistent with a formal trainee program are required to be engaged at Level 2 or above. The specific role the employee is performing will determine the correct level.

All employees who translated to a new level or new subdivision as referenced above are entitled to increment in accordance with normal incremental rules in 2023.

9. Further information and queries

If you have any queries about the wage increases or applicable back pay, please contact the relevant diocesan representative:

- Melbourne: Employee Relations at Melbourne Archdiocese Catholic Schools (MACS) on 03 9267 0431 or ceoir@macs.vic.edu.au
- Ballarat: Ms Maree Baker on 03 4344 4350 or mbaker@dobcel.catholic.edu.au
- Sandhurst: Ms Jo Taylor or Ms Cat Forrest on 03 5443 2377 or peopleandculture@ceosand.catholic.edu.au.

Appendix

Teachers

Salaries effective from the first full pay period on or after the relevant date

Level	24/12/2021	01/01/2022	01/07/2022	1/1/2023
T2-6	\$109,029	\$110,119	\$111,221	\$112,333
T2-5	\$100,790	\$101,798	\$102,816	\$103,845
T2-4	\$97,204	\$98,176	\$99,158	\$100,149
T2-3	\$93,744	\$94,682	\$95,628	\$96,585
T2-2	\$90,408	\$91,312	\$92,225	\$93,147
T2-1	\$87,191	\$88,062	\$88,943	\$89,832
T1-5	\$84,088	\$84,929	\$85,778	\$86,636
T1-4	\$81,095	\$81,906	\$82,725	\$83,552
T1-3	\$78,210	\$78,992	\$79,782	\$80,580
T1-2	\$75,427	\$76,181	\$76,943	\$77,712
T1-1	\$73,499	\$74,234	\$74,976	\$75,726

Primary school principals

Enrolment	Level	24-Dec-21	01-Jan-22	01-Jul-22	01-Jan-23
700 +	6-4	\$209,766	\$211,863	\$213,982	\$216,122
	6-3	\$206,765	\$208,833	\$210,921	\$213,030
	6-2	\$203,999	\$206,039	\$208,099	\$210,180
	6-1	\$200,759	\$202,767	\$204,795	\$206,842
550 – 699	5-4	\$198,375	\$200,359	\$202,362	\$204,386
	5-3	\$195,341	\$197,294	\$199,267	\$201,260
	5-2	\$192,308	\$194,231	\$196,173	\$198,135
	5-1	\$189,275	\$191,168	\$193,080	\$195,010
400 – 549	4-4	\$185,244	\$187,097	\$188,968	\$190,857
	4-3	\$182,896	\$184,725	\$186,573	\$188,438
	4-2	\$180,155	\$181,956	\$183,776	\$185,614
	4-1	\$177,480	\$179,255	\$181,047	\$182,858
200-399	3-4	\$176,422	\$178,186	\$179,968	\$181,768
	3-3	\$174,280	\$176,023	\$177,784	\$179,561
	3-2	\$172,141	\$173,863	\$175,601	\$177,357
	3-1	\$170,001	\$171,701	\$173,418	\$175,152
1-199	2-5	\$165,001	\$166,651	\$168,318	\$170,001
	2-4	\$161,174	\$162,786	\$164,414	\$166,058
	2-3	\$159,165	\$160,757	\$162,365	\$163,988
	2-2	\$157,141	\$158,713	\$160,300	\$161,903
	2-1	\$151,180	\$152,692	\$154,219	\$155,761

Category A deputy principals

Enrolment	Level	24-Dec-21	01-Jan-22	01-Jul-22	01-Jan-23
1,500+	7-4	\$185,544	\$187,399	\$189,273	\$191,166
	7-3	\$183,968	\$185,808	\$187,666	\$189,543
	7-2	\$182,392	\$184,216	\$186,058	\$187,919
	7-1	\$180,819	\$182,627	\$184,453	\$186,298
1,101 – 1,499	6-4	\$176,039	\$177,800	\$179,578	\$181,373
	6-3	\$174,160	\$175,901	\$177,660	\$179,437
	6-2	\$171,845	\$173,563	\$175,299	\$177,052
	6-1	\$169,970	\$171,670	\$173,387	\$175,121
700 – 1,100	5-4	\$167,423	\$169,097	\$170,788	\$172,496
	5-3	\$165,556	\$167,211	\$168,883	\$170,572
	5-2	\$163,381	\$165,015	\$166,665	\$168,332
	5-1	\$161,275	\$162,888	\$164,517	\$166,162
550 – 699	4-4	\$158,215	\$159,798	\$161,396	\$163,010
	4-3	\$156,578	\$158,143	\$159,725	\$161,322
	4-2	\$154,823	\$156,371	\$157,935	\$159,514
	4-1	\$153,184	\$154,716	\$156,263	\$157,826
400 – 549	3-4	\$151,667	\$153,184	\$154,716	\$156,263
	3-3	\$149,784	\$151,282	\$152,795	\$154,323
	3-2	\$147,917	\$149,396	\$150,890	\$152,399
	3-1	\$146,033	\$147,494	\$148,969	\$150,458
275 – 399	2-4	\$145,569	\$147,025	\$148,495	\$149,980
	2-3	\$141,310	\$142,723	\$144,151	\$145,592
	2-2	\$139,267	\$140,660	\$142,066	\$143,487
	2-1	\$137,144	\$138,515	\$139,900	\$141,299
150 – 274	1-4	\$134,295	\$135,638	\$136,994	\$138,364
	1-3	\$131,396	\$132,710	\$134,037	\$135,378
	1-2	\$128,010	\$129,290	\$130,583	\$131,889
	1-1	\$124,712	\$125,959	\$127,218	\$128,490

Category B deputy principals

Enrolment	Level	24-Dec-21	01-Jan-22	01-Jul-22	01-Jan-23
1,500+	7-4	\$168,310	\$ 169,993	\$ 171,693	\$173,410
	7-3	\$166,784	\$ 168,452	\$ 170,136	\$171,837
	7-2	\$165,419	\$ 167,074	\$ 168,744	\$170,432
	7-1	\$164,055	\$ 165,696	\$ 167,352	\$169,026
1,101 – 1,499	6-4	\$160,405	\$162,009	\$163,630	\$165,266
	6-3	\$158,554	\$160,140	\$161,741	\$163,359
	6-2	\$156,894	\$158,463	\$160,048	\$161,648
	6-1	\$154,925	\$156,475	\$158,039	\$159,620
700 – 1,100	5-4	\$151,652	\$ 153,168	\$ 154,700	\$156,247
	5-3	\$149,572	\$ 151,068	\$ 152,579	\$154,105
	5-2	\$147,505	\$ 148,980	\$ 150,470	\$151,975
	5-1	\$143,352	\$ 144,785	\$ 146,233	\$147,696
550 – 699	4-4	\$142,071	\$143,492	\$144,927	\$146,376
	4-3	\$140,763	\$142,171	\$143,593	\$145,029
	4-2	\$139,595	\$140,991	\$142,401	\$143,825
	4-1	\$138,287	\$139,670	\$141,066	\$142,477
400 – 549	3-4	\$137,379	\$ 138,753	\$ 140,140	\$141,542
	3-3	\$135,127	\$ 136,478	\$ 137,843	\$139,221
	3-2	\$134,301	\$ 135,644	\$ 137,001	\$138,371
	3-1	\$131,017	\$ 132,327	\$ 133,651	\$134,987
275 – 399	2-3	\$129,177	\$130,468	\$131,773	\$133,091
	2-2	\$126,889	\$128,158	\$129,440	\$130,734
	2-1	\$124,689	\$125,936	\$127,195	\$128,467
150 – 274	1-3	\$122,500	\$ 123,725	\$ 124,962	\$126,212
	1-2	\$120,773	\$ 121,981	\$ 123,201	\$124,433
	1-1	\$119,044	\$ 120,235	\$ 121,437	\$122,651

Education support translations (for all categories)

Level as at 23 December 2021	Translation 24 December 2021
ES 2-6	ES 2-8
ES 2-5	ES 2-7
ES 2-4	ES 2-6
ES 2-3	ES 2-5
ES 2-2	ES 2-4
ES 1-6	ES 2-3
ES 1-5	ES 2-2
ES 1-4	ES 2-1
ES 1-3	ES 2-1
ES 1-2	ES 2-1

Category A education support employees

		1%	1%	1%
Level	24/12/2021	01/01/2022	01/07/2022	01/01/2023
ES5-5	\$113,704	\$114,841	\$115,990	\$117,149
ES5-4	\$111,029	\$112,139	\$113,261	\$114,393
ES5-3	\$108,352	\$109,436	\$110,530	\$111,635
ES5-2	\$105,677	\$106,734	\$107,801	\$108,879
ES5-1	\$103,001	\$104,031	\$105,071	\$106,122
ES4-6	\$98,752	\$99,740	\$100,737	\$101,745
ES4-5	\$97,668	\$98,645	\$99,631	\$100,628
ES4-4	\$93,885	\$94,824	\$95,772	\$96,730
ES4-3	\$91,945	\$92,864	\$93,793	\$94,731
ES4-2	\$89,108	\$89,999	\$90,899	\$91,808
ES4-1	\$86,697	\$87,564	\$88,440	\$89,324
ES3-6	\$85,957	\$86,817	\$87,685	\$88,562
ES3-5	\$84,643	\$85,490	\$86,344	\$87,208
ES3-4	\$81,919	\$82,738	\$83,566	\$84,401
ES3-3	\$80,640	\$81,447	\$82,261	\$83,084
ES3-2	\$77,879	\$78,658	\$79,444	\$80,239
ES3-1	\$75,862	\$76,621	\$77,387	\$78,161
ES2-8	\$72,493	\$73,218	\$73,950	\$74,690
ES2-7	\$70,322	\$71,025	\$71,735	\$72,453
ES2-6	\$67,454	\$68,129	\$68,810	\$69,498
ES2-5	\$65,290	\$65,943	\$66,602	\$67,268
ES2-4	\$63,125	\$63,757	\$64,394	\$65,038
ES2-3	\$60,961	\$61,570	\$62,186	\$62,808
ES2-2	\$58,794	\$59,382	\$59,976	\$60,575
ES2-1	\$56,605	\$57,171	\$57,743	\$58,321
ES1-2	\$53,874	\$54,413	\$54,957	\$55,506
ES1-1	\$51,644	\$52,160	\$52,682	\$53,209

Category B education support employees

		1%	1%	1%
Level	24/12/2021	01/01/2022	01/07/2022	01/01/2023
ES5-5	\$104,957	\$106,007	\$107,067	\$108,137
ES5-4	\$102,487	\$103,512	\$104,547	\$105,592
ES5-3	\$100,016	\$101,016	\$102,026	\$103,047
ES5-2	\$97,547	\$98,522	\$99,508	\$100,503
ES5-1	\$95,077	\$96,028	\$96,988	\$97,958
ES4-6	\$91,155	\$92,067	\$92,987	\$93,917
ES4-5	\$90,155	\$91,057	\$91,967	\$92,887
ES4-4	\$86,662	\$87,529	\$88,404	\$89,288
ES4-3	\$84,871	\$85,720	\$86,577	\$87,443
ES4-2	\$82,252	\$83,075	\$83,905	\$84,744
ES4-1	\$80,028	\$80,828	\$81,637	\$82,453
ES3-6	\$79,344	\$80,137	\$80,939	\$81,748
ES3-5	\$78,131	\$78,912	\$79,701	\$80,498
ES3-4	\$75,616	\$76,372	\$77,136	\$77,907
ES3-3	\$74,436	\$75,180	\$75,932	\$76,691
ES3-2	\$71,887	\$72,606	\$73,332	\$74,065
ES3-1	\$70,026	\$70,726	\$71,434	\$72,148
ES2-8	\$66,915	\$67,584	\$68,260	\$68,943
ES2-7	\$64,911	\$65,560	\$66,216	\$66,878
ES2-6	\$62,263	\$62,886	\$63,514	\$64,150
ES2-5	\$60,266	\$60,869	\$61,477	\$62,092
ES2-4	\$58,268	\$58,851	\$59,439	\$60,034
ES2-3	\$56,270	\$56,833	\$57,401	\$57,975
ES2-2	\$54,273	\$54,816	\$55,364	\$55,918
ES2-1	\$52,250	\$52,773	\$53,300	\$53,833
ES1-2	\$49,730	\$50,227	\$50,730	\$51,237
ES1-1	\$47,672	\$48,149	\$48,630	\$49,117

Category C education support employees

Level	24/12/2021	1%	1%	1%
		01/01/2022	01/07/2022	01/01/2023
ES5-5	\$109,331	\$110,424	\$111,529	\$112,644
ES5-4	\$106,758	\$107,826	\$108,904	\$109,993
ES5-3	\$104,185	\$105,226	\$106,279	\$107,342
ES5-2	\$101,613	\$102,629	\$103,655	\$104,692
ES5-1	\$99,039	\$100,030	\$101,030	\$102,040
ES4-6	\$94,954	\$95,904	\$96,863	\$97,831
ES4-5	\$93,912	\$94,851	\$95,800	\$96,758
ES4-4	\$90,274	\$91,177	\$92,089	\$93,009
ES4-3	\$88,408	\$89,293	\$90,185	\$91,087
ES4-2	\$85,680	\$86,537	\$87,402	\$88,276
ES4-1	\$83,362	\$84,196	\$85,038	\$85,888
ES3-6	\$82,651	\$83,478	\$84,313	\$85,156
ES3-5	\$81,387	\$82,201	\$83,023	\$83,854
ES3-4	\$78,769	\$79,556	\$80,352	\$81,155
ES3-3	\$77,539	\$78,314	\$79,097	\$79,888
ES3-2	\$74,884	\$75,633	\$76,389	\$77,153
ES3-1	\$72,944	\$73,674	\$74,410	\$75,154
ES2-8	\$69,705	\$70,402	\$71,106	\$71,817
ES2-7	\$67,618	\$68,294	\$68,977	\$69,666
ES2-6	\$64,859	\$65,508	\$66,163	\$66,824
ES2-5	\$62,778	\$63,406	\$64,040	\$64,680
ES2-4	\$60,698	\$61,305	\$61,918	\$62,537
ES2-3	\$58,616	\$59,203	\$59,795	\$60,393
ES2-2	\$56,533	\$57,098	\$57,669	\$58,246
ES2-1	\$54,428	\$54,972	\$55,522	\$56,077
ES1-2	\$51,802	\$52,320	\$52,843	\$53,372
ES1-1	\$49,658	\$50,155	\$50,656	\$51,163

Level 3-0 education support employees

(This level is only for current employees and can't be used for new employees.)

Category A

Level	01-Oct-20	24-Dec-21	01-Jan-22	01-Jul-22	01-Jan-23
ESA 3-0	\$75,293	\$75,519	\$76,274	\$77,037	\$77,807

Category B

Level	01-Oct-20	24-Dec-21	01-Jan-22	01-Jul-22	01-Jan-23
ESB 3-0	\$69,501	\$69,710	\$70,407	\$71,111	\$71,822

Category C

Level	01-Oct-20	24-Dec-21	01-Jan-22	01-Jul-22	01-Jan-23
ESC 3-0	\$72,397	\$72,614	\$73,340	\$74,074	\$74,814

Category A and D school services officers

Level	24 December 21	01/01/2022	01/07/2022	01/01/2023
SSO 4-5	\$74,125	\$74,866	\$75,615	\$76,371
SSO 4-4	\$73,410	\$74,144	\$74,886	\$75,634
SSO 4-3	\$73,000	\$73,730	\$74,467	\$75,212
SSO 4-2	\$72,520	\$73,245	\$73,978	\$74,717
SSO 4-1	\$71,959	\$72,679	\$73,405	\$74,139
SSO 3-5	\$71,010	\$71,720	\$72,437	\$73,162
SSO 3-4	\$70,460	\$71,165	\$71,876	\$72,595
SSO 3-3	\$67,550	\$68,226	\$68,908	\$69,597
SSO 3-2	\$66,240	\$66,902	\$67,571	\$68,247
SSO 3-1	\$65,350	\$66,004	\$66,664	\$67,330
SSO 2-5	\$65,288	\$65,941	\$66,600	\$67,266
SSO 2-4	\$63,325	\$63,958	\$64,598	\$65,244
SSO 2-3	\$61,015	\$61,625	\$62,241	\$62,864
SSO 2-2	\$59,555	\$60,151	\$60,752	\$61,360
SSO 2-1	\$57,931	\$58,510	\$59,095	\$59,686
SSO 1-4	\$54,912	\$55,461	\$56,016	\$56,576
SSO 1-3	\$53,730	\$54,267	\$54,810	\$55,358
SSO 1-2	\$52,677	\$53,204	\$53,736	\$54,273
SSO 1-1	\$51,644	\$52,160	\$52,682	\$53,209

Category B school services officers

Level	24 December 21	01/01/2022	01/07/2022	01/01/2023
SSO 4-5	\$68,423	\$69,107	\$69,798	\$70,496
SSO 4-4	\$67,763	\$68,441	\$69,125	\$69,816
SSO 4-3	\$67,385	\$68,058	\$68,739	\$69,426
SSO 4-2	\$66,942	\$67,611	\$68,287	\$68,970
SSO 4-1	\$66,424	\$67,088	\$67,759	\$68,436
SSO 3-5	\$65,548	\$66,203	\$66,865	\$67,534
SSO 3-4	\$65,040	\$65,690	\$66,347	\$67,011
SSO 3-3	\$62,354	\$62,977	\$63,607	\$64,243
SSO 3-2	\$61,145	\$61,756	\$62,374	\$62,997
SSO 3-1	\$60,323	\$60,926	\$61,536	\$62,151
SSO 2-5	\$60,266	\$60,869	\$61,477	\$62,092
SSO 2-4	\$58,454	\$59,038	\$59,629	\$60,225
SSO 2-3	\$56,322	\$56,885	\$57,454	\$58,028
SSO 2-2	\$54,974	\$55,524	\$56,079	\$56,640
SSO 2-1	\$53,475	\$54,010	\$54,550	\$55,095
SSO 1-4	\$50,688	\$51,195	\$51,707	\$52,224
SSO 1-3	\$49,597	\$50,093	\$50,594	\$51,100
SSO 1-2	\$48,625	\$49,111	\$49,602	\$50,098
SSO 1-1	\$47,671	\$48,148	\$48,630	\$49,116

Category C school services officers

Level	24 December 21	01/01/2022	01/07/2022	01/01/2023
SSO 4-5	\$71,274	\$71,987	\$72,707	\$73,434
SSO 4-4	\$70,587	\$71,292	\$72,005	\$72,725
SSO 4-3	\$70,192	\$70,894	\$71,603	\$72,319
SSO 4-2	\$69,731	\$70,428	\$71,132	\$71,844
SSO 4-1	\$69,191	\$69,883	\$70,582	\$71,288
SSO 3-5	\$68,279	\$68,962	\$69,651	\$70,348
SSO 3-4	\$67,750	\$68,428	\$69,112	\$69,803
SSO 3-3	\$64,952	\$65,601	\$66,257	\$66,920
SSO 3-2	\$63,692	\$64,329	\$64,973	\$65,622
SSO 3-1	\$62,837	\$63,465	\$64,100	\$64,741
SSO 2-5	\$62,777	\$63,405	\$64,039	\$64,679
SSO 2-4	\$60,889	\$61,498	\$62,113	\$62,734
SSO 2-3	\$58,668	\$59,255	\$59,848	\$60,446
SSO 2-2	\$57,264	\$57,837	\$58,415	\$59,000
SSO 2-1	\$55,703	\$56,260	\$56,823	\$57,391
SSO 1-4	\$52,800	\$53,328	\$53,861	\$54,400
SSO 1-3	\$51,663	\$52,180	\$52,702	\$53,229
SSO 1-2	\$50,651	\$51,157	\$51,669	\$52,186
SSO 1-1	\$49,658	\$50,154	\$50,656	\$51,162

Position of leadership allowances

	POL 4	POL 3	POL 2	POL 1
24 December 2021	\$12,022	\$8,892	\$5,842	\$2,893
1 January 2022	\$12,143	\$8,981	\$5,901	\$2,922
1 July 2022	\$12,264	\$9,071	\$5,960	\$2,952
1 January 2023	\$12,387	\$9,161	\$6,019	\$2,981

Emergency Teacher rates

Effective Date	Hourly Rate	Maximum Daily Rate
07-Nov-22	\$70.54	423.23

Casual education support employees (clause 70.5)

There is no longer a casual Level 1 rate of pay, due to Level 1 only being available to education support employees engaged in a registered training program.

A Level 2 casual education support employee's hourly rate of pay is calculated on a Category A Level 2-4, dividing by 38 and adding a loading of 33.3% to the nearest 10 cents.

All other casual rates are calculated by taking the lowest subdivision of the appropriate level, dividing by 38 and adding a loading of 33.3% to the nearest 10 cents. The casual rate is based upon the Category A rate.

A casual education support employee required to attend for duty by the employer for less than two hours on any day must be paid for a minimum of two hours for any attendance.

33.3% loading	Rate effective from 7 November 2022 rounded to nearest 10 cents	Rate effective from first full pay period on or after 1 January 2023 rounded to the nearest 10 cents
ES2-4	\$43.30	\$43.70
ES3-1	\$52.00	\$52.50
ES4-1	\$59.50	\$60.00
ES5-1	\$70.60	\$71.30

Casual school services officers (clause 73.6)

A casual school services officer's normal hourly rate of pay is calculated by taking the rate of pay of the appropriate classification level (Category A), dividing by 38 and adding a loading of 33.3% to the nearest 10 cents.

A casual school services officer must be paid for a minimum of four hours of attendance.

33.3%	Rate effective from 7 November 2022 rounded to nearest 10 cents	rate effective from first full pay period on or after 1 January 2023 rounded to nearest 10 cents
SSO 1-1	\$35.40	\$35.80
SSO 2-1	\$39.70	\$40.10
SSO 3-1	\$44.80	\$45.30
SSO 4-1	\$49.30	\$49.80