

Victorian Catholic Education Multi Enterprise Agreement 2013

Implementation Guide for Schools

Part 1A: Managing Salary and Allowance Adjustments

2017 School Year

August 2017

1. Overview

It is recommended that schools adopt the following approach to process salary and allowance adjustments for 2017 arising from the interim arrangements for staff in schools agreed by the Catholic Education Commission of Victoria Limited and the Independent Education Union in August 2017.

The following tasks need to be undertaken without delay:

- (i) adjust eligible employee salaries as soon as possible
- (ii) make adjustments to applicable allowances as soon as possible
- (iii) pay the lump sum bonus of \$400 (pro rata for part time employees) to eligible employees at Education Support Levels 1 – 5 and 2 – 5
- (iv) calculate and pay back pay
- (v) increase emergency teacher rates from 16 August 2017.

Principals should advise staff of the timeline for implementing salary increases, lump sum bonus payments and back pay.

Back pay must be processed as soon as possible, but **not later than 8 October 2017**.

There is no requirement to back pay any employee who has ceased employment, except where employees have continuous employment in Catholic education in Victoria.

2. Adjustment of salaries and allowances

Principals should ensure that appropriate arrangements are put in place without delay to give effect to the April 2017 salary rates and allowances for eligible employees.

This will then decrease the amount of back pay and assist with the calculation of school holiday pay and annual leave loading in December 2017.

The April 2017 salary rates are applicable to the following staff in schools:

- (i) primary principals
- (ii) deputy principals
- (iii) teachers
- (iv) education support employees
- (v) school services officers.

The rates for emergency teachers are increased from 16 August 2017.

3. Education Support Levels 1 – 1 and 2 – 1

From 16 August 2017, the Education Support classification structure will be adjusted by deleting Levels 1 – 1 and 2 – 1 as follows:

- ES 1 – 1 will translate to ES 1 – 2 on 16 August 2017
- ES 2 – 1 will translate to ES 2 – 2 on 16 August 2017.

4. Back pay arrangements

The new salary rates from April 2017 are detailed in the Appendix to this Implementation Guide. It is important that, prior to making any back payments, any applicable incremental adjustment is also made from 1 May 2017.

Back pay will include adjustments to salaries and allowances.

In relation to salaries there may be up to four adjustments required:

- (i) the salary increases effective from the first full pay period on or after 1 April 2017 until the 1 May increment (if applicable)
- (ii) the adjustment to the increment commencing on 1 May 2017 (as the increment at the time was based on the salaries operating before 1 April 2017)
- (iii) the salary increases effective from the first full pay period on or after 1 April 2017 until the appropriate salary adjustment has been made
- (iv) Education Support Levels 1-1 and 2-1 adjustments from 16 August 2017.

Casual relieving employees who were employed in a period inclusive of 16 August 2017 are entitled to back pay for the total period of their engagement.

If you have any queries about calculating back pay, please contact the appropriate Diocesan Finance Office:

- **Melbourne** – Finance Helpdesk on 03 9267 0319 or financehelpdesk@cem.edu.au
- **Ballarat** – Julie Duynhoven on 03 5337 7135 or jduynhoven@ceoballarat.catholic.edu.au
- **Sale** – Paul Velten on 03 5622 6600 or pvelten@ceosale.catholic.edu.au
- **Sandhurst** – Ben Higgins on 03 5443 2377 or bhiggins@ceosand.catholic.edu.au.

Employees on paid leave

Where an employee has had, or is currently on, paid leave (paid parental leave, personal leave, long service leave) on or after the first pay period commencing 1 April 2017, schools should ensure that appropriate back pay is made.

Unclassified employees

In schools where staff are not covered by the *Victorian Catholic Education Multi Enterprise Agreement 2013* (VCEMEA), employers may increase the salary of these staff.

Principals should take account of increases provided to employees covered by the VCEMEA when determining salary increases for *unclassified* employees.

In addition, some of these employees may be covered by an award (for example, school nurses) where increases are provided on an annual basis in the relevant award.

Employees in receipt of higher duties allowances (clause 44)

Where an employee received a higher duties allowance on or after 1 April 2017, the employee will be entitled to receive back pay for the period of higher duties.

Additional hours and overtime

Where an employee received additional hours or overtime on or after 1 April 2017, the employee will not be entitled to receive back pay for these periods.

5. Emergency teacher rates of pay

The rate of pay for emergency teachers that should apply from 16 August 2017 is as follows:

Effective Date	Hourly Rate	Maximum Daily Rate
16 August 2017	\$57.97	\$347.81

If a school employs an Emergency Teacher on or after 16 August 2017, the school will be required to make adjustments to the emergency teacher rate.

6. Lump sum bonus payment

Education support employees classified as Level 1–5 and 2–5 and who are employed on 16 August 2017 are eligible to receive a lump sum bonus payment in addition to any back pay.

Casual employees, including casual relieving employees are not eligible to receive the payment.

Where an employee ceased employment on or before 16 August 2017, they will not be eligible to receive the payment.

Employees who commenced employment after 16 August 2017 are not eligible to receive the payment.

Payment amount

An eligible full time employee employed as an Education Support employee Level 1 – 5 or Level 2 – 5 is entitled to a lump sum bonus payment of \$400. 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 \$200.

Employees on paid leave

Eligible employees on paid leave (paid parental leave, personal leave, long service leave) on 16 August 2017 are eligible to receive the lump sum payment.

Employees on unpaid leave

Eligible employees on unpaid leave (including unpaid parental leave) on 16 August 2017 are eligible to receive the lump sum payment when they return to work.

The payment should be made in accordance with the employee's time fraction immediately before the commencement of the unpaid leave.

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 leave.

7. Positions of Leadership (POL) pool adjustments

For the 2017 school year, the POL pool will increase by 3.15% and will be calculated based on student numbers as follows:

School / Enrolment	2017 (per student)
Primary – greater than 150	\$84
Primary – less than 150	\$117
Secondary	\$123

The amounts per student which will apply for the 2017 school year take account of the increases to POL allowances during 2017.

8. Allowances

Graduate teacher payment

There is no change to the graduate teacher payment for 2017 and therefore no adjustment is required.

Positions of leadership

POL allowances should be adjusted to reflect the new rates as soon as possible and any back payments made no later than 8 October 2017.

First full pay period on or after	POL 1	POL 2	POL 3	POL 4
1 April 2017	\$2,594	\$5,260	\$8,004	\$10,822

Medical support allowance (clause 47.4 of VCEMEA)

There is no change to the medical support allowance which remains at \$665 per annum for the 2017 school year.

Meal allowance (clause 47.2 of VCEMEA)

The meal allowance will be increased to \$21 from 16 August 2017. There is no requirement for back pay for this allowance.

Tool allowance (clause 47.3 of VCEMEA)

For eligible School Services Officers, the tool allowance should be increased from 16 August 2017 as follows:

- (i) weekly allowance of \$19 per week (tradesperson, non-carpenter or joiner)
- (ii) weekly allowance of \$34 per week (tradesperson, carpenter or joiner)

Employees are not entitled to back pay for the tool allowance.

Deputy Principal Allowances – Category B

In a primary school where the deputy principal has not reached the top of the incremental salary 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 T 2-5 teacher rate. The allowance has been adjusted to reflect the increases to both deputy principals and the T 2-5 teacher rate from the first full pay period on or after 1 April 2017.

The allowances are effective from the first full pay period on or after the 1 April 2017

Enrolment	Level	Start of 2017 school year	April 2017
700 – 1,100	5-4	\$42,391	\$43,769
	5-3	\$40,605	\$41,925
	5-2	\$38,831	\$40,093
	5-1	\$35,265	\$36,411
550 – 699	4-4	\$34,165	\$35,275
	4-3	\$33,043	\$34,117
	4-2	\$32,040	\$33,081
	4-1	\$30,918	\$31,923
400 – 549	3-4	\$30,138	\$31,117
	3-3	\$28,206	\$29,123
	3-2	\$27,497	\$28,391
	3-1	\$24,678	\$25,480
275 – 399	2-3	\$23,097	\$23,848
	2-2	\$21,135	\$21,822
	2-1	\$19,246	\$19,871
150 – 274	1-3	\$17,367	\$17,931
	1-2	\$15,884	\$16,400
	1-1	\$14,401	\$14,869

9. Accident make up pay

Appropriate back pay and salary adjustments should be made to accident make up payments that have occurred since the first pay period on or after 1 April 2017. In addition, Education Support Employees on Levels 1 – 5 and 2 – 5 who are in receipt of accident make up pay on 16 August 2017 are eligible for payment of the lump sum bonus.

10. Superannuation

Employer superannuation contribution must be made on all lump sum bonus payments and backdated payments.

11. Further queries and information

Any queries in relation to the implementation of these interim arrangements should be directed to the Industrial Relations Unit on 03 9267 0431 or ceoir@cem.edu.au.

12. Checklist of tasks

A checklist of tasks has been provided below to assist with implementation

Task	Actions	Important Date(s)	Completed
Notify Staff	Principal to notify staff of a timeline for implementing salary increases and back pay arrangements	As soon as possible, but not later than 8 October 2017	<input type="checkbox"/>
Adjust salaries	Adjust salaries for eligible employees using the April 2017 salary rates	As soon as possible, but not later than 8 October 2017	<input type="checkbox"/>
	Adjust salary points for ES 1-1 and ES2-1 to subdivision 2 of the applicable level from 16 August 2017	As soon as possible, but not later than 8 October 2017	<input type="checkbox"/>
Lump Sum Bonus	Pay lump sum bonus to eligible employees at Education Support Levels 1-5 and 2-5	As soon as possible, but not later than 8 October 2017	<input type="checkbox"/>
Emergency Teachers	Increase payment and apply back pay from 16 August 2017	As soon as possible	<input type="checkbox"/>
Back Pay	Calculate and pay back payments including any incremental adjustment on 1 May 2017	As soon as possible, but not later than 8 October 2017	<input type="checkbox"/>
Superannuation	Employer contributions made in relation to back payments	After back pay has been processed	<input type="checkbox"/>
POL Allowances	Increase allowances and commence processing back pay	As soon as possible, but not later than 8 October 2017	<input type="checkbox"/>
Paid Leave	Back pay as required	As soon as possible, but not later than 8 October 2017	<input type="checkbox"/>
Adjust other allowances	Adjust other applicable allowances (eg meal, tool)	As soon as possible	<input type="checkbox"/>

Appendix – Replaces Schedule 9 of VCEMEA

Schedule 1: Teacher Salaries

The salary rates are effective from the first full pay period on or after the 1 April 2017.

Level	Start of 2017 school year	April 2017
T 2-6	\$94,961	\$98,047
T 2-5	\$87,785	\$90,638
T 2-4	\$84,661	\$87,412
T 2-3	\$81,648	\$84,302
T 2-2	\$78,742	\$81,301
T 2-1	\$75,940	\$78,408
T 1-5	\$73,238	\$75,618
T 1-4	\$70,631	\$72,927
T 1-3	\$68,118	\$70,332
T 1-2	\$65,694	\$67,829
T 1-1	\$63,356	\$65,415

Schedule 2.1: Deputy Principals – Category A Salaries

The salary rates are effective from the first full pay period on or after the 1 April 2017.

Enrolment	Level	Start of 2017 school year	April 2017
1,500+	7-4	\$159,268	\$164,444
	7-3	\$157,915	\$163,047
	7-2	\$156,563	\$161,651
	7-1	\$155,211	\$160,255
1,101 – 1,499	6-4	\$151,109	\$156,020
	6-3	\$149,495	\$154,354
	6-2	\$147,509	\$152,303
	6-1	\$145,900	\$150,642
700 – 1,100	5-4	\$143,713	\$148,384
	5-3	\$142,109	\$146,728
	5-2	\$140,244	\$144,802
	5-1	\$138,436	\$142,935
550 – 699	4-4	\$135,810	\$140,224
	4-3	\$134,403	\$138,771
	4-2	\$132,897	\$137,216
	4-1	\$131,491	\$135,764
400 – 549	3-4	\$130,188	\$134,419
	3-3	\$128,572	\$132,751
	3-2	\$126,969	\$131,095
	3-1	\$125,353	\$129,427
275 – 399	2-4	\$124,954	\$129,015
	2-3	\$121,299	\$125,241
	2-2	\$119,545	\$123,430
	2-1	\$117,721	\$121,547
150 – 274	1-4	\$115,277	\$119,024
	1-3	\$112,789	\$116,455
	1-2	\$109,882	\$113,453
	1-1	\$107,051	\$110,530

Schedule 2.2: Deputy Principals – Category B Salaries

The salary rates are effective from the first full pay period on or after the 1 April 2017.

Enrolment	Level	Start of 2017 school year	April 2017
1,500+	7-4	\$144,474	\$149,169
	7-3	\$143,164	\$147,817
	7-2	\$141,993	\$146,608
	7-1	\$140,823	\$145,400
1,101 – 1,499	6-4	\$137,690	\$142,165
	6-3	\$136,101	\$140,524
	6-2	\$134,675	\$139,052
	6-1	\$132,985	\$137,307
700 – 1,100	5-4	\$130,176	\$134,407
	5-3	\$128,390	\$132,563
	5-2	\$126,616	\$130,731
	5-1	\$123,050	\$127,049
550 – 699	4-4	\$121,950	\$125,913
	4-3	\$120,828	\$124,755
	4-2	\$119,825	\$123,719
	4-1	\$118,703	\$122,561
400 – 549	3-4	\$117,923	\$121,755
	3-3	\$115,991	\$119,761
	3-2	\$115,282	\$119,029
	3-1	\$112,463	\$116,118
275 – 399	2-3	\$110,882	\$114,486
	2-2	\$108,920	\$112,460
	2-1	\$107,031	\$110,510
150 – 274	1-3	\$105,152	\$108,569
	1-2	\$103,669	\$107,038
	1-1	\$102,186	\$105,507

Schedule 3: Primary Principal Salaries

The salary rates are effective from the first full pay period on or after the 1 April 2017.

Enrolment	Level	Start of 2017 school year	April 2017
700 +	6-4	\$167,333	\$173,190
	6-3	\$164,939	\$170,712
	6-2	\$162,733	\$168,429
	6-1	\$160,149	\$165,754
550 – 699	5-4	\$158,246	\$163,785
	5-3	\$155,826	\$161,280
	5-2	\$153,407	\$158,776
	5-1	\$150,987	\$156,272
400 – 549	4-4	\$147,773	\$152,945
	4-3	\$145,900	\$151,007
	4-2	\$143,713	\$148,743
	4-1	\$141,579	\$146,534
275 – 399	3-4	\$140,735	\$145,661
	3-3	\$139,027	\$143,893
	3-2	\$137,320	\$142,126
	3-1	\$135,612	\$140,358
150 – 274	2-4	\$130,188	\$134,745
	2-3	\$128,572	\$133,072
	2-2	\$126,969	\$131,413
	2-1	\$125,353	\$129,740
10 – 149	1-5	\$124,954	\$129,327
	1-4	\$122,202	\$126,479
	1-3	\$120,599	\$124,820
	1-2	\$116,697	\$120,781
	1-1	\$113,945	\$119,196

Schedule 4A: Education Support – Category A Salaries

The salary rates are effective from the first full pay period on or after the 1 April 2017.

On 16 August 2017 (not the first full pay period on or after this date), the salary points at Levels 1-1 and 2-1 will no longer apply. Employees at these salaries should translate to 1-2 or 2-2 effective 16 August 2017.

Level	Subdivision	Start of 2017 school year	April 2017	16 August 2017
1	1	\$43,643	\$45,061	
	2	\$45,408	\$46,884	\$46,884
	3	\$47,368	\$48,907	\$48,907
	4	\$49,620	\$51,233	\$51,233
	5	\$51,036	\$52,695	\$52,695
2	1	\$53,500	\$55,239	
	2	\$55,100	\$56,891	\$56,891
	3	\$56,000	\$57,820	\$57,820
	4	\$58,850	\$60,763	\$60,763
	5	\$61,050	\$63,034	\$63,034
3	6	\$66,500	\$68,661	\$68,661
	7	\$68,270	\$70,489	\$70,489
	8	\$70,689	\$72,986	\$72,986
	9	\$71,811	\$74,145	\$74,145
	10	\$74,200	\$76,612	\$76,612
	11	\$75,351	\$77,800	\$77,800
4	1	\$76,000	\$78,470	\$78,470
	2	\$78,113	\$80,652	\$80,652
	3	\$80,600	\$83,220	\$83,220
	4	\$82,300	\$84,975	\$84,975
	5	\$85,617	\$88,400	\$88,400
	6	\$86,567	\$89,380	\$89,380
5	1	\$90,292	\$93,226	\$93,226
	2	\$92,638	\$95,649	\$95,649
	3	\$94,983	\$98,070	\$98,070
	4	\$97,329	\$100,492	\$100,492
	5	\$99,674	\$102,913	\$102,913

Schedule 4B: Education Support – Category B Salaries

The salary rates are effective from the first full pay period on or after the 1 April 2017.

On 16 August 2017 (not the first full pay period on or after this date), the salary points at Levels 1-1 and 2-1 will no longer apply. Employees at these salaries should translate to 1-2 or 2-2 effective 16 August 2017.

Level	Subdivision	Start of 2017 school year	April 2017	16 August 2017
1	1	\$40,286	\$41,595	
	2	\$41,915	\$43,277	\$43,277
	3	\$43,724	\$45,145	\$45,145
	4	\$45,803	\$47,292	\$47,292
	5	\$47,110	\$48,641	\$48,641
2	1	\$49,385	\$50,990	
	2	\$50,862	\$52,515	\$52,515
	3	\$51,692	\$53,372	\$53,372
	4	\$54,323	\$56,089	\$56,089
	5	\$56,354	\$58,186	\$58,186
3	6	\$61,385	\$63,380	\$63,380
	7	\$63,018	\$65,067	\$65,067
	8	\$65,251	\$67,372	\$67,372
	9	\$66,287	\$68,441	\$68,441
	10	\$68,492	\$70,718	\$70,718
	11	\$69,555	\$71,816	\$71,816
4	1	\$70,154	\$72,434	\$72,434
	2	\$72,104	\$74,448	\$74,448
	3	\$74,400	\$76,818	\$76,818
	4	\$75,969	\$78,438	\$78,438
	5	\$79,031	\$81,600	\$81,600
	6	\$79,908	\$82,505	\$82,505
5	1	\$83,346	\$86,055	\$86,055
	2	\$85,512	\$88,291	\$88,291
	3	\$87,677	\$90,527	\$90,527
	4	\$89,842	\$92,762	\$92,762
	5	\$92,007	\$94,997	\$94,997

Schedule 4C: Education Support – Category C Salaries

The salary rates are effective from the first full pay period on or after the 1 April 2017.

On 16 August 2017 (not the first full pay period on or after this date), the salary points at Levels 1-1 and 2-1 will no longer apply. Employees at these salaries should translate to 1-2 or 2-2 effective 16 August 2017.

Level	Subdivision	Start of 2017 school year	April 2017	16 August 2017
1	1	\$41,964	\$43,328	
	2	\$43,662	\$45,081	\$45,081
	3	\$45,546	\$47,026	\$47,026
	4	\$47,712	\$49,263	\$49,263
	5	\$49,073	\$50,668	\$50,668
2	1	\$51,442	\$53,114	
	2	\$52,981	\$54,703	\$54,703
	3	\$53,846	\$55,596	\$55,596
	4	\$56,587	\$58,426	\$58,426
	5	\$58,702	\$60,610	\$60,610
3	6	\$63,942	\$66,020	\$66,020
	7	\$65,644	\$67,778	\$67,778
	8	\$67,970	\$70,179	\$70,179
	9	\$69,049	\$71,293	\$71,293
	10	\$71,346	\$73,665	\$73,665
	11	\$72,453	\$74,808	\$74,808
4	1	\$73,077	\$75,452	\$75,452
	2	\$75,109	\$77,550	\$77,550
	3	\$77,500	\$80,019	\$80,019
	4	\$79,135	\$81,707	\$81,707
	5	\$82,324	\$85,000	\$85,000
	6	\$83,238	\$85,943	\$85,943
5	1	\$86,819	\$89,641	\$89,641
	2	\$89,075	\$91,970	\$91,970
	3	\$91,330	\$94,298	\$94,298
	4	\$93,586	\$96,628	\$96,628
	5	\$95,840	\$98,955	\$98,955

Schedule 4D: Education Support – Levels 3-1 to 3-5 Salaries

The salary rates are effective from the first full pay period on or after the 1 April 2017.

Category A

Level	Subdivision	Start of 2017 school year	April 2017
3	1	\$55,698	\$57,508
	2	\$58,800	\$60,711
	3	\$60,500	\$62,466
	4	\$62,000	\$64,015
	5	\$66,200	\$68,352

Category B

Level	Subdivision	Start of 2017 school year	April 2017
3	1	\$51,414	\$53,085
	2	\$54,277	\$56,041
	3	\$55,846	\$57,661
	4	\$57,231	\$59,091
	5	\$61,108	\$63,094

Category C

Level	Subdivision	Start of 2017 school year	April 2017
3	1	\$53,556	\$55,297
	2	\$56,538	\$58,375
	3	\$58,173	\$60,064
	4	\$59,615	\$61,552
	5	\$63,654	\$65,723

Schedule 5A: School Services Officers – Category A Salaries

The salary rates are effective from the first full pay period on or after the 1 April 2017.

Level	Subdivision	Start of 2017 school year	April 2017
1	1	\$40,500	\$41,816
	2	\$42,054	\$43,421
	3	\$43,607	\$45,024
	4	\$45,161	\$46,629
2	1	\$46,169	\$47,669
	2	\$47,119	\$48,650
	3	\$48,068	\$49,630
	4	\$49,250	\$50,851
	5	\$49,967	\$51,591
3	1	\$50,019	\$51,645
	2	\$51,348	\$53,017
	3	\$52,677	\$54,389
	4	\$54,005	\$55,760
	5	\$55,334	\$57,132
4	1	\$55,073	\$56,863
	2	\$56,124	\$57,948
	3	\$57,174	\$59,032
	4	\$58,225	\$60,117
	5	\$59,275	\$61,201

Schedule 5B: School Services Officers – Category B Salaries

The salary rates are effective from the first full pay period on or after the 1 April 2017.

Level	Subdivision	Start of 2017 school year	April 2017
1	1	\$37,385	\$38,600
	2	\$38,819	\$40,081
	3	\$40,253	\$41,561
	4	\$41,687	\$43,042
2	1	\$42,618	\$44,003
	2	\$43,494	\$44,908
	3	\$44,370	\$45,813
	4	\$45,462	\$46,940
	5	\$46,123	\$47,622
3	1	\$46,171	\$47,672
	2	\$47,398	\$48,939
	3	\$48,625	\$50,205
	4	\$49,851	\$51,471
	5	\$51,078	\$52,738
4	1	\$50,837	\$52,489
	2	\$51,807	\$53,491
	3	\$52,776	\$54,491
	4	\$53,746	\$55,493
	5	\$54,715	\$56,494

Schedule 5C: School Services Officers – Category C Salaries

The salary rates are effective from the first full pay period on or after the 1 April 2017.

Level	Subdivision	Start of 2017 school year	April 2017
1	1	\$38,942	\$40,208
	2	\$40,437	\$41,751
	3	\$41,930	\$43,293
	4	\$43,424	\$44,835
2	1	\$44,393	\$45,836
	2	\$45,307	\$46,779
	3	\$46,219	\$47,721
	4	\$47,356	\$48,895
	5	\$48,045	\$49,607
3	1	\$48,095	\$49,658
	2	\$49,373	\$50,978
	3	\$50,651	\$52,297
	4	\$51,928	\$53,616
	5	\$53,206	\$54,935
4	1	\$52,955	\$54,676
	2	\$53,965	\$55,719
	3	\$54,975	\$56,762
	4	\$55,986	\$57,806
	5	\$56,995	\$58,848