

14 March 2014

**CIRCULAR TO PARISH PRIESTS, PRINCIPALS AND LEADERS OF RELIGIOUS
CONGREGATIONS OF CATHOLIC SCHOOLS IN VICTORIA**

Salary progression – education support employees Level 3-8

MAIN POINTS

- The [Victorian Catholic Education Multi Enterprise Agreement 2013](#) (VCEMEA 2013) in clause 41.2(b) provides for salary progression for eligible education support employees at salary level ES3-8 on 1 May 2014.
- It is a requirement of clause 41.2(b) that an eligible employee can satisfactorily demonstrate to the Employer that they meet the qualifications and experience criteria for a level 3 education support employee (Appendix 6 clause 1.3(e) of the VCEMEA 2013).
- This process applies to category A, B and C employees at ES3-8.
- The *2013 Agreement Implementation Guide* has been updated with [Part 4: Guidelines for salary progression on 1 May 2014 education support employees \(ES3-8\) \(Guidelines\)](#). These Guidelines are available from the Catholic Education Commission of Victoria Ltd (CECV) website www.cecv.catholic.edu.au under *Industrial Relations / 2013 Agreement Implementation*.
- The Guidelines provide principals with details of the process and the following information to assist with implementation:
 - Employee request form are available for each type of level 3 work
 - [Information Sheet](#) for eligible employees
 - Template letters for notification of outcome.

CRITICAL DATES

- The Guidelines provide indicative dates for principals to manage each part of the process in relation to salary progression for education support employees at ES3-8.
- Any applicable salary increase is effective from **1 May 2014**.

ACTIONS REQUIRED

- Ensure that all ES 3-8 employees receive an information sheet and form to request salary progression as soon as possible
- Assess each employee request to enable salary progression where applicable to take effect from 1 May 2014.

CONTACT/ENQUIRIES

- If you have any queries on the implementation of the VCEMEA 2013 please contact the Industrial Relations Unit on 03 9267 0431 or via email on ceoir@ceomelb.catholic.edu.au.



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