

VCEMEA Implementation Update – October 2016

This update aims to assist principals with the implementation of the [Victorian Catholic Education Multi Enterprise Agreement 2013](#) (VCEMEA).

1. *Principal's checklist*

The Principal's Checklist (Attachment 1) lists the key requirements of the VCEMEA in relation to the end of the 2016 school year, and preparation for the 2017 school year.

The checklists are provided in Attachment 1.

2. *End of 2016 school year*

2.1 **Variation of hours, days or times of attendance for part-time employees (clause 15.1)**

Prior to making a variation to the number of hours and/or days and/or times of attendance of the part-time employee, the principal must:

- (i) consult with the part-time employee and give due consideration to the impact of the variation on the part-time employee's family and personal responsibilities as well as other relevant circumstances
- (ii) advise the part-time employee whether the proposed variation is required because of a change in enrolment, curriculum, program, organisation, structure, technology or funding
- (iii) advise the part-time employee of the proposed change to hours and/or days and/or times of attendance in writing.

The number of hours and/or days and/or times of attendance of a part-time employee can be varied only if the principal has consulted with the employee as outlined above and **either**:

- (i) the part-time employee agrees in writing
- (ii) the principal provides **eight weeks** (calendar weeks not term weeks) written notice of the variation to the part-time employee. Principals are encouraged to give 10 weeks notice where possible.

Where the change involves a reduction in salary, the part-time employee's salary will be maintained at its former level for the period of the notice not given, unless the reduction is requested by the employee.

[Implementation Guide Part 6](#): Variation of part-time employees' hours of work and [template letters](#) are available from the CECV website under Industrial Relations.

2.2 Significant reduction in hours (clause 15.2)

Where a proposed reduction in hours (FTE) of a part-time employee is significant or over the past two years the cumulative reduction in working hours is significant, then the employee may **either**:

- (i) accept the proposed reduction in working hours
- (ii) elect to receive a severance payment and cease employment at the school.

Where the part-time employee elects to receive a severance payment, then the severance pay is calculated in accordance with the following table:

Period of continuous service	Severance Payment (weeks)	
	Under 45 years of age	45 years of age or over
Less than 1 year	Nil	Nil
1 year but less than 2 years	4.0	5.0
2 years but less than 3 years	7.0	8.75
3 years but less than 4 years	10.0	12.5
4 years but less than 5 years	12.0	15.0
5 years but less than 6 years	14.0	17.5
6 years and over	16.0	20.0
15 years and over	21.0	25.0

Continuous service is defined in accordance with Clause 6 – Service Continuity

Weeks' pay means the ordinary rate of pay for the employee concerned in accordance with Clause 5(m)

2.3 Fixed-term employees and on-going vacancies (clause 11.2(e))

Where an ongoing position is advertised at a school, the principal must provide each suitably qualified fixed-term employee at the school with notice of the ongoing vacancy in writing. Written notice can be provided by attaching a copy of the advertisement to a letter to the employee, or by sending an email to the employee attaching the advertisement.

If a suitably qualified fixed-term employee at the school applies for the ongoing vacancy, the employee must be interviewed for the position. Note that any subsequent appointment to the ongoing position should be based on an assessment as to who is most qualified and suited to the position.

2.4 Notice for fixed-term employees (clause 11.2(f))

If a principal is not going to immediately re-employ or extend the contract of a fixed-term employee whose contract period will expire, then the principal **must**, not less than seven calendar weeks (including school holidays) prior to the expiry date, issue the employee with a letter advising them that their employment is terminating.

If a principal fails to issue this letter, then the employee is entitled to be paid an amount equal to their ordinary wages for any part of the seven weeks notice not given (for example, if only four weeks written notice has been provided, then the principal is obliged to pay three weeks notice in lieu of the notice not given).

It is recommended that, as a matter of practice, employees are provided with as much notice as possible that they will not be offered a further contract. This is in order to provide employees with a reasonable opportunity to seek alternative employment if necessary.

A [template letter](#) is provided on the CECV website.

2.5 Positions of Leadership (POL) – end of tenure (clause 58.4)

Where an employee's Position of Leadership is not going to be renewed, the employee must be provided with not less than seven weeks (calendar weeks not school weeks) notice prior to the end of the appointment.

Note that if the principal does not provide seven weeks notice of the termination of the POL, then the employee should continue to receive the POL allowance for any part of the seven weeks notice not given.

Although such notice is not required to be provided in writing, it is recommended that principals provide written notice in these circumstances.

A [template letter](#) is provided on the CECV website.

2.6 Deputy principal – non renewal (clause 54.5)

If a deputy principal contract is not renewed at the end of the appointment, **one** of these situations will apply:

- (i) If the employee is in receipt of the deputy principal salary, the employee will revert to salary point T2–6 of the teacher's salary scale.
- (ii) If the employee is in receipt of the deputy principal allowance, the employee will no longer be entitled to the deputy principal allowance.

Although there is no prescribed notice period and no requirement to put the notice in writing, it is good practice that principals provide written notice of seven weeks where possible.

A [template letter](#) is provided on the CECV website.

2.7 Redundancy procedures

[Redundancy procedures](#) are available to assist principals and employers with the redundancy process contained in Appendix 2 of the VCEMEA. These procedures aim to guide principals and employers through such challenging situations.

Where redundancies cannot be avoided, the redundancy process in the VCEMEA ensures a process that is fair and consistent to staff.

2.8 Pro-rata school holiday pay (clauses 25.5 – 25.7)

[Part 5B](#) of the *VCEMEA Implementation Guide* provides details and examples of the calculation of pro-rata school holiday pay.

The [2016 Pro-Rata Holiday Pay and Leave Loading Calculator](#) is available on the CEVN website <http://cevn.cecv.catholic.edu.au> under *Finance, Legal, Operations / Pro-Rata Holiday Pay*.

2.9 Annual leave loading (clause 25.8)

Annual leave loading is paid **either**:

- at the time of termination of an employee's employment
- in all other cases, no later than the last two working weeks of the school year (5 December to 16 December 2016).

[Part 5B](#) of the *VCEMEA Implementation Guide* provides details and examples of the calculation of pro-rata annual leave loading.

The [2016 Pro-Rata Holiday Pay and Leave Loading Calculator](#) is available on the [CEVN website](#) under *Finance, Legal, Operations / Pro-Rata Holiday Pay*.

2.10 Paid parental leave – fixed-term employees (Appendix 1, clause 4.11)

Fixed-term employees whose contract ends during their parental leave are entitled to be paid out the balance of their paid parental leave.

For example, a fixed-term employee who takes eight weeks of parental leave immediately prior to the end of their contract will be paid the remaining six weeks as a lump sum. This lump sum payment does not extend the period of employment.

2.11 Part-time return from parental leave (Clause 22 (2), Appendix 1)

Employees are required to give eight weeks notice (wholly within a school term) of their intended return to work from parental leave. Where practicable, an employee is encouraged to give one term's notice.

[Template documents](#), which include guidance notes, are available on the CECV IR website www.cecv.catholic.edu.au under *Industrial Relations*.

2.12 Leave without pay – return to work (clause 26.1)

An employee who is returning to work from an extended period (four months or more) of leave without pay (LWOP) should be allocated duties commensurate with their qualifications and experience.

The employee should confirm their intention to return to work between 7 and 10 working weeks prior to the end of their LWOP. This should be in writing.

If the seven weeks notice is not provided then the principal should contact the employee in writing to notify the employee that:

- the employee is not entitled to return to work until the employee has provided seven working weeks' written notice of their intention to return to work
- the return to work will not take place until the start of the next school term.

If the employee continues to not respond then the principal may consider taking action in accordance with the procedures in relation to abandonment of employment (clause 20) after consultation with the Industrial Relations Unit.

A [template letter](#) for the acceptance of leave without pay is provided on the CECV website.

2.13 Long Service Leave at half pay (Appendix 3, clause 8.9)

A [Long Service Leave – Half Pay](#) guidance note is available on the CECV website which provides additional information in relation to implementation issues concerning long service leave at half pay.

It is important to note that an employee is entitled to be paid their ordinary rate of pay for school holidays that fall during any period of LSL.

For example, a full-time employee who takes LSL at half pay is entitled to payment during school holidays at their full-time rate of pay.

Note that where pro-rata school holiday pay applies (Clause 25.6) then the employee will not be entitled to payment for all of the school holidays.

2.14 Recall Allowance – Category B employees (clause 25.9)

Category B education support employees and school services officers are entitled to payment of a recall allowance for all work performed on a recall day. In summary the arrangements are as follows:

- the recall allowance is 72.47% of the employee's daily rate of pay
- the allowance is payable during gazetted school holiday periods (for example the Term 4 holidays between 21 December 2016 and 29 January 2017)
- the maximum number of recall days is six (pro-rata for part-time employees) during a school year.

The current recall rates for both [education support](#) employees and [school services officers](#) can be found on the CECV website. A [guidance note](#) to assist schools with recall arrangements is also available on the CECV website.

3. Fixed-Term Employment

3.1 Fixed-term employment

Fixed-term employment is a legitimate means by which employees can be engaged for a specified period of time to support Victorian Catholic schools in the task of educating students.

A fixed-term contract is an employment contract for a specified period of time, project or task. It can be full-time or part-time. By its definition, fixed-term contract employees do not have a guarantee to further employment after their contract ends.

3.2 Use of fixed-term employment

The VCEMEA places restriction on when a fixed-term contract can be used. Fixed-term contracts can only be used for the reasons outlined in clause 11.2(a). The seven reasons for engaging an employee on a fixed-term contract are:

- (i) for a specific project where funding has been made available for a specified period of time
- (ii) for a specific task with a limited period of operation
- (iii) to replace an employee on approved leave for more than 11 weeks
- (iv) to replace an employee whose employment was terminated after commencement of the school year
- (v) to avoid a redundancy situation
- (vi) for placed teachers, primary principals or school advisers
- (vii) Permission to Teach (PTT).

3.3 Unacceptable reasons for fixed-term employment

The following are examples of unacceptable reasons for fixed term employment:

- (i) the employee is a new graduate
- (ii) new employees must be on a trial before being provided with an ongoing employment contract (i.e. 'try before you buy')
- (iii) funding for students with learning needs varies from year to year
- (iv) learning support employees are always fixed-term
- (v) employees must have accreditation to teach in a Catholic school prior to ongoing employment contracts
- (vi) not all staff in the school can be ongoing
- (vii) avoidance of managing employment concerns
- (viii) fixed-term employment protects the school against budget fluctuations.

If an appropriate reason under the agreement is not provided, then the status of the employee is ongoing. This is irrespective of the letter of appointment.

3.4 Letters of appointment

Clause 12 of the VCEMEA requires employers to provide staff with letters upon their appointment, letters that include specific information. In addition to these requirements, clause 12.1(d) requires further and specific information to be provided to an employee who is appointed on a fixed-term contract as to why their employment is fixed-term. This information includes:

- (i) Reasons why the employment is fixed-term with reference to clause 11.2(a) – reasons for fixed-term contract.
- (ii) Details of relevant circumstances that give rise to those reasons.
- (iii) The date of commencement of employment and the date of cessation of employment.
- (iv) Where the contract is to replace a staff member under sub-clause 11.2(a)(iii), an outline of the rights under the VCEMEA of the employee being replaced.

This information enables staff to confirm the nature of their fixed-term contract and to raise any concerns they may have about it being a genuine arrangement.

3.5 Review of existing fixed-term arrangements

Clause 11.2(g) of the VCEMEA states:

During the life of this Agreement, the Employers will, in consultation with the Union, implement pro-active processes to ensure that the use of fixed-term employment is consistent with the criteria set out in clause 11.2(a). The Employers will cause the Union to be provided with relevant data on a quarterly basis.

Principals are asked to review existing fixed-term contracts to ensure that there is compliance with the VCEMEA.

If you have any questions or require assistance, please call the IR Unit on 03 9267 0431.

4. Planning for 2017 school year

4.1 2017 school year – term weeks / non-term weeks

For each school year the number of term weeks and non-term weeks may vary.

The following table sets out the term dates for the 2017 school year.

Term	Dates	Term Weeks	Non Term Weeks
1	30 January – 31 March 2017	9.0	2.2
2	18 April – 30 June 2017	10.8	2.0
3	17 July – 22 September 2017	10.0	2.0
4	9 October – 22 December 2017	11.0	5.0
	Total Weeks	40.8	11.2

Note that the 2018 school year commences on **29 January 2018**.

4.2 Workplace consultation (clause 16)

It is a requirement of the VCEMEA that there is a process of consultation, which includes the Consultative Committee in relation to class sizes, workloads and Positions of Leadership (POLs).

Consultation means a serious attempt through a fair exchange of views is made in order to reach an understanding and consensus. For the purpose of this clause, the parties adopt the following comments made by Smith C. in CPSU, the *Community and Public Sector Union v Vodafone Network Pty Ltd* (Print PR911257)

Consultation is not perfunctory advice on what is about to happen. This is a common misconception. Consultation is providing the individual, or other relevant persons with a bona fide opportunity to influence the decision-maker ... Consultation is not joint decision-making or even a negative or frustrating barrier to the prerogative of management to make decisions. Consultation allows the decision-making process to be informed, particularly as it may affect the employment prospects of individuals.

4.3 Induction new employees (clause 23)

An induction program must be provided to all newly appointed employees upon their commencement of employment with a school. The program must include:

- materials relevant to the ethos and mission of the school
- provision of and training on school policy and procedures documents
- identification of lines of support and contact persons
- salary assessment information.

4.4 Recall arrangements (clause 25.9)

Principals should consult with Category B staff each year about the last day of attendance at the end of the school year.

Category B staff should commence school holidays at the end of the year on or around the same day as teachers. Any requirement for Category B staff to work beyond the last day of attendance for teachers for Term 4 must be demonstrably based on a need to perform purposeful tasks, which are relevant to the employee's normal duties.

Principals are not required to change arrangements for the finish dates for Category B staff that were in place in 2013, where those arrangements have been fair and workable.

Subject to local arrangements, the allowance is generally only payable for recall days worked during the gazetted school holidays.

A [guidance note](#) is available on the CECV website to assist schools with recall arrangements.

4.5 Teacher Attendance Time (clause 55.1(b))

Attendance time for teachers, as set out in clause 55.1(b) of the VCEMEA has been the source of disputation in schools.

A [guidance note](#) has been developed with the Independent Education Union Victoria Tasmania to assist schools with attendance time for teachers.

5. Further queries and information

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

Attachment 1: Principal's Checklist

Part 1: End of 2016 school year

No.	Issue	What to do or consider	VCEMEA Clause	Reference Documents	Completed
1	Part-time return from parental leave	<ul style="list-style-type: none"> Respond to requests for part-time hours 	19–23 of Appendix 1	Templates on CECV website under <i>Industrial Relations</i>	<input type="checkbox"/>
2	Variations for part-time employees	<ul style="list-style-type: none"> Consultation requirements (where no agreement) 8 calendar weeks written notice of the variation required (10 weeks encouraged) 	15.1 15.1(c)	Template letters on CECV website under <i>Industrial Relations</i> Implementation Guide	<input type="checkbox"/> <input type="checkbox"/>
3	Significant reduction of hours – part-time employees	<ul style="list-style-type: none"> Consider whether any reduction is ‘significant’ that may trigger the potential of a severance payment 	15.2	Implementation Guide	<input type="checkbox"/>
4	Fixed-term employees and ongoing vacancies	<ul style="list-style-type: none"> Provide each suitably qualified fixed-term employee at the school with notice of the ongoing vacancy in writing If a suitably qualified fixed-term employee at the school applies for the ongoing vacancy, the employee must be interviewed for the position 	11.2(e)		
5	Notice for fixed-term employees	<ul style="list-style-type: none"> Seven weeks notice by letter must be given if the employment contract will terminate and not be extended A payment in lieu of notice is required for any part of the notice period not provided 	11.2 (f)	Template letter on CECV website under <i>Industrial Relations</i>	<input type="checkbox"/>
6	Positions of Leadership (POLs) – end of tenure	<ul style="list-style-type: none"> Minimum of seven weeks notice must be given if POL not renewed 	58.4	Template letter on CECV website under <i>Industrial Relations</i>	<input type="checkbox"/>
7	Deputy Principal – non renewal	<ul style="list-style-type: none"> If contract coming to an end and not being renewed, then provide seven weeks notice 	54.5	Template letter on CECV website under <i>Industrial</i>	<input type="checkbox"/>

No.	Issue	What to do or consider	VCEMEA Clause	Reference Documents	Completed
		<ul style="list-style-type: none"> Make necessary salary adjustment(s) 		<i>Relations</i>	
8	Leave without pay – return to work	<ul style="list-style-type: none"> Employees should be confirming intention to return at least seven working weeks prior to leave concluding 	26.1(c)(ii)		<input type="checkbox"/>
9	Long Service Leave at half pay	<ul style="list-style-type: none"> School holidays paid at full FTE (e.g. if substantive FTE of 1.0, then full-time salary paid for school holiday periods) 	2.6 of Appendix 3	Implementation Issues - Half Pay Long Service Leave	<input type="checkbox"/>
10	Recall Allowance – Category B employees	<ul style="list-style-type: none"> 72.47% loading payable for employees recalled during school holiday periods 	25.9	Education Support Employees Recall Allowance School Services Officers Recall Allowance Recall and end-of-year attendance Guidance Note	<input type="checkbox"/>
11	Review Fixed-Term Contracts	<ul style="list-style-type: none"> Ensure that fixed-term contracts meet the requirements of the VCEMEA 	11.2		<input type="checkbox"/>

Part 2: Preparation for 2017 school year

No.	Issue	What to do or consider	VCEMEA Clause	Reference Documents	Completed
1	Workplace consultation	Consultative Committee meetings about class sizes, workloads and POLs for 2017	16		<input type="checkbox"/>
2	Induction	Required for new employees (including Graduate Teachers) to cover: <ul style="list-style-type: none"> ethos and mission of school policy/procedures contact persons salary assessment information. 	23		<input type="checkbox"/>
3	Recall Arrangements	Consult with Category B Employees to determine recall arrangements for 2017	25.9	Guidance Note : Recall and end-of-year attendance requirements – Category B employees	<input type="checkbox"/>
4	Teacher Attendance Time	Consult with teaching staff regarding their attendance time in 2017	55.1(b)	Guidance Note : Attendance time for teachers	<input type="checkbox"/>
5	Personal Leave Deductions (teachers)	Provide teachers with information in relation to personal leave (sick or carer's) leave deductions	30	Guidance Note : Personal Leave Deductions (Teachers)	<input type="checkbox"/>
6	Fixed-Term Employment	Use fixed-term contacts with appropriate reasons	11.2	Letters of appointment	<input type="checkbox"/>

Attachment 2: Scheduled Class Time (SCT)

Frequently Asked Questions

1. What are the hours of work of Teachers? (Clauses 55.1 and 56.4)

A full-time teacher is expected to work a 38-hour week averaged over a school term plus reasonable additional hours.

Within the 38-hour week, a full-time primary teacher will have a maximum of 22.5 hours Scheduled Class Time (SCT) and a minimum of 2 hours release time.

Within the 38-hour week, a full-time secondary teacher will have a maximum of 20 hours SCT.

2. What is Scheduled Class Time (SCT)? (Clause 56.3(a))

SCT consists of teaching and instruction time as well as other professional duties which are set out in Clause 56.3(a) of the *Victorian Catholic Education Multi Enterprise Agreement 2013* (VCEMEA).

SCT does not include the professional expectations (Clause 56.3(b)). The following table summarises what is included in SCT for teachers. Note that SCT and release time is set on a pro-rata basis for part-time teachers in primary schools.

	Primary Teachers	Secondary Teachers
Scheduled classes (whether it is a single student or group of students)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sport or other activity sessions which are in school hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scheduled homeroom duties		<input checked="" type="checkbox"/>
All scheduled classes from the time students are required to be in attendance	<input checked="" type="checkbox"/>	
Scheduled assemblies	<input checked="" type="checkbox"/>	

3. What are professional expectations for teachers? (Clause 56.3 (b))

In addition to SCT, a teacher is expected to fulfil professional expectations that are not included in SCT. Professional expectations include the following:

	Primary Teachers	Secondary Teachers
Sport/activity sessions outside school hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff meetings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The time teachers are in classrooms other than times when students are required to be in attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student recess and lunch breaks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School camps, excursions, parent teacher interviews, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yard supervision, bus duty, crossing duty, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Extras		<input checked="" type="checkbox"/>
The first 15 minutes per week or 150 minutes per term of school and year level assemblies		<input checked="" type="checkbox"/>
Supervision of students eating lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report writing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Professional development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance at school functions e.g. open days, school masses, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When duties as part of professional expectations are allocated, the following factors should be taken into account:

- as far as practicable, the equitable distribution of all duties across the school
- the relative importance of the various duties to be undertaken
- the time required to perform the relevant duties
- the range and frequency of duties to be performed
- the experience of the teacher.

4. What is the maximum SCT for a full-time teacher? (Clause 56.4 (a))

A full-time primary teacher can be allocated up to 22.5 hours SCT per week. For part-time teachers the maximum is pro-rata of a full-time teacher. For example a teacher who has a time fraction of 0.5 may be allocated 11.25 hours per week of SCT.

A full-time secondary teacher can be allocated up to 20 hours SCT per week. For part-time teachers the maximum is pro-rata of a full-time teacher. For example a teacher who has a time fraction of 0.5 may be allocated 10.00 hours per week of SCT.

5. Can SCT be averaged? (Clause 56.6 (a))

Yes, SCT in can be averaged over a term. However, it cannot normally be more than 24 hours in any one week for primary teachers and 21 hours in any one week for secondary teachers.

Note that the averaging of hours should be the subject of consultation with the Consultative Committee.

6. When does SCT start? (Clause 56.3 (a) (iv))

SCT begins from the time students are required to be in the classroom and not before, which is usually signalled by the school bell. Any time that the teacher spends in the classroom before this time is considered to be the teacher fulfilling their professional expectations.

Example 1 – In this example SCT starts at 9 am.

Classes at a school do not start until 9 am, but teachers are in the classroom from 8.45 am when students are dropping their bags off.

The students can go back outside or stay in the classroom, but they are not required to be in class until 9 am.

The 15 minutes from 8.45 am until 9 am is not included in SCT because students are not required to be in the classroom.

7. Is the supervision of students eating lunch included in SCT?

No. SCT does not include supervising children eating their lunch in the classroom. This is part of professional expectations for 'student recess and lunch breaks'.

Example 2 – In this example, teachers supervise students eating for 10 minutes

At a school, students spend the first 10 minutes of the lunch break inside eating their lunch at their desk and the teacher is required to supervise the children while they eat. This is part of the lunch break and is not included when calculating the SCT of teachers.

8. Are other supervisory duties, such as yard duty and bus duty, included in SCT?

No, like the supervision of eating time during student recess or lunch, these other duties are part of meeting professional expectations.

9. What release time are teachers entitled to in a primary school?

A full-time teacher is entitled to a **minimum of 2 hours per week** of release time for preparation and correction (clause 55.2(b)).

Part-time teachers are entitled to a proportional amount of release time.

For example, a 0.5 FTE teacher will be entitled to a minimum of 1.0 hour per week of release time.

10. How do you calculate the time fraction for part-time teachers? (clause 54.2(a))

The time fraction of a part-time teacher in a primary school should be determined as follows:

$$\text{Time Fraction} = (\text{Teacher's SCT} + \text{Teacher's release time}) \div 24.5$$

where

Teacher's SCT is the teacher's hours of scheduled class time per week

$$\text{Teacher's release time} = (\text{Teachers SCT} \div 22.5) \times 2.0$$

For example:

- A part-time teacher has 8.0 hours of SCT per week.
- The teacher's release time will be $8.0/22.5 \times 2.0 = 0.71$ hours.
- The teacher's FTE = $(8.00 + 0.71) \div 24.5 = 0.356$ FTE

The time fraction of a part-time teacher in a secondary school should be determined as follows:

$$\text{Time Fraction} = \text{Teacher's SCT} \div 20$$

where

Teacher's SCT is the teacher's hours of scheduled class time per week

For example:

- A part-time teacher has 8.0 hours of SCT per week.
- The teachers FTE = $8.00 \div 20.0 = 0.400$ FTE

A ready reckoner is provided to assist in determining the minimum release time for part-time teachers in primary and secondary schools.

FTE Ready Reckoner – Primary Schools (2017)

Scheduled Class Time (hours)	Minimum Release Time (hours)	FTE
22.5	2.0	1.000
22.0	2.0	0.978
21.5	1.9	0.956
21.0	1.9	0.933
20.5	1.8	0.911
20.0	1.8	0.889
19.5	1.7	0.867
19.0	1.7	0.844
18.5	1.6	0.822
18.0	1.6	0.800
17.5	1.6	0.778
17.0	1.5	0.756
16.5	1.5	0.733
16.0	1.4	0.711
15.5	1.4	0.689
15.0	1.3	0.667
14.5	1.3	0.644
14.0	1.2	0.622
13.5	1.2	0.600
13.0	1.2	0.578
12.5	1.1	0.556
12.0	1.1	0.533
11.5	1.0	0.511
11.0	1.0	0.489
10.5	0.9	0.467

10.0	0.9	0.444
9.5	0.8	0.422
9.0	0.8	0.400
8.5	0.8	0.378
8.0	0.7	0.356
7.5	0.7	0.333
7.0	0.6	0.311
6.5	0.6	0.289
6.0	0.5	0.267
5.5	0.5	0.244
5.0	0.4	0.222
4.5	0.4	0.200
4.0	0.4	0.178
3.5	0.3	0.156
3.0	0.3	0.133
2.5	0.2	0.111
2.0	0.2	0.089
1.5	0.1	0.067
1.0	0.1	0.044
0.5	0.0	0.022

FTE Ready Reckoner – Secondary Schools (2017)

Scheduled Class Time (hours)	FTE
20.0	1.000
19.5	0.975
19.0	0.950
18.5	0.925
18.0	0.900
17.5	0.875
17.0	0.850
16.5	0.825
16.0	0.800
15.5	0.775
15.0	0.750
14.5	0.725
14.0	0.700
13.5	0.675
13.0	0.650
12.5	0.625
12.0	0.600
11.5	0.575
11.0	0.550
10.5	0.525
10.0	0.500
9.5	0.475
9.0	0.450
8.5	0.425
8.0	0.400

7.5	0.375
7.0	0.350
6.5	0.325
6.0	0.300
5.5	0.275
5.0	0.250
4.5	0.225
4.0	0.200
3.5	0.175
3.0	0.150
2.5	0.125
2.0	0.100
1.5	0.075
1.0	0.050
0.5	0.025

11. How is the payment calculated for ad-hoc additional hours – part-time teachers? (clauses 54.2(a) and 55.2(e))

The calculation for the payment of ad-hoc additional hours in a primary school is as follows:

$$\text{Hourly rate for additional hours} = ((\text{Teacher's classification} \div 52.18) \div 24.5) \times 1.18$$

The calculation for the payment of ad-hoc additional hours in a secondary school is as follows:

$$\text{Hour rate for additional hours} = ((\text{Teacher's classification} \div 52.18) \div 20) \times 1.18$$

The table below sets out the hourly rates (including the 18% loading) for part-time teachers effective from the first full pay period commencing on or after the start of each month for ad-hoc additional hours.

Level	Primary School Hourly Rate	Secondary School Hourly Rate
T2-6	\$87.65	\$107.37
T2-5	\$81.03	\$99.26
T2-4	\$78.14	\$95.73
T2-3	\$75.36	\$92.32
T2-2	\$72.68	\$89.03
T2-1	\$70.09	\$85.87
T1-5	\$67.60	\$82.81
T1-4	\$65.19	\$79.86
T1-3	\$62.87	\$77.02
T1-2	\$60.64	\$74.28
T1-1	\$58.48	\$71.64