

Implementation Update: March 2016



1. Incremental salary progression and salary changes – 1 May 2016

1.1 Incremental Progression

Incremental progression for ongoing employees occurs on 1 May 2016, which means that increases in salary must take effect from 1 May 2016 even though the actual payment may not be made until after 1 May 2016.

An ongoing employee must have **6 months of service** in the incremental period between 1 May 2015 and 30 April 2016 to qualify for incremental progression.

Details regarding incremental progression and classification structures are detailed in Implementation Guide [Part 3B: Salary and Allowances \(2016 school year\)](#) which can be accessed from the [CECV website](#) under *Industrial Relations / 2013 Agreement Implementation*.

1.2 Withholding incremental progression

Where employees are subject to an Employee Improvement Plan (EIP) under clause 13.4 of the *Victorian Catholic Education Multi Enterprise Agreement 2013 (VCEMEA)*, incremental progression may be withheld until the EIP has been concluded. Any incremental progression should occur (along with back pay of the incremental salary increase) at the conclusion of the EIP, other than where EIP results in termination of employment under clause 13.5(d) of the VCEMEA.

1.3 Salary progression Level 3 – 6 Education Support employees

Clause 41.2(b) of the VCEMEA provides for eligible Education Support employees at ES3 – 6 on 30 April 2016 to progress beyond the Maximum effective from 1 May 2016, however salary progression beyond ES3 – 7 is **NOT automatic**.

It is a requirement of clause 41.2(b) of the VCEMEA that an eligible employee **can satisfactorily demonstrate to the Employer that they meet the qualifications and experience criteria** for an Education Support employee Level 3 (Appendix 6 clause 1.3(e) of the VCEMEA). The Principal has the responsibility for determining if the employee has satisfactorily met the requirements for salary progression.

1.4 Salary changes on 1 May 2016

On 1 May 2016 there are a number of changes occurring to the following salaries:

- Primary School Principals (Levels 1 and 3),
- Education Support Employees (Levels 2 and 3), and
- School Services Officers (Level 2).



The changes include:

- The renumbering of incremental salary points,
- Adjustments to the maximum and minimum salary points of some levels, and
- The reduction in the number of salary points within a level.

An employee may receive a salary increase effective from 1 May 2016 as a result of one or more of these changes even though the employee is not eligible for incremental progression. It is extremely important that the salary scales detailed in Implementation Guide [Part 3B](#): Salary and Allowances (2016 school year) are followed for all staff.

2. Graduate Teacher Payment

A Graduate Teacher who commences employment at subdivision T1 – 1 prior to 1 May 2015 shall be paid a lump sum on progression to subdivision T1 – 2 in May 2016. This payment only applies to **ongoing Teachers**.

The lump sum payment is based on their commencement date as set out in the table below:

Commencement of employment	Lump Sum Payment
Between 2 November 2014 and 1 December 2014	\$974
Between 2 December 2014 and 1 January 2015	\$799
Between 2 January 2015 and 1 February 2015	\$584
Between 2 February 2015 and 1 March 2015	\$390
Between 2 March 2015 and 30 April 2015	\$195

The lump sum payment should be made in the first full pay period on or after 1 May 2016.

3. Salary Progression ES3 – 6

Education Support employees at salary level ES3 – 6 (on 30 April 2016) may be eligible to receive a salary increment on 1 May 2016. This process applies to category A, B and C employees at this level.

Clause 41.2(b) of the VCEMEA provides for eligible Education Support employees at the Maximum (which is ES3 – 6 on 30 April 2016) to receive a salary increment effective from 1 May 2016. Salary progression is **NOT automatic**.

Implementation Guide [Part 4B](#): Guidelines for salary progression on 1 May 2016 Education Support employees (ES3 – 6).

This Implementation Guide is available from the [CECV website](#) under *Industrial Relations / 2013 Agreement Implementation*.

The Guide provides principals with details of the process and the following information to assist with implementation:

- Employee request form (for each type of Level 3 work)
- Information sheet for eligible employees
- Template letters for notification of outcome

3.1 The Maximum

The Maximum is the maximum salary point in level 3 for an Education Support employee, who was previously classified as a School Officer Level 5 prior to 1 April 2013.

During the term of the VCMEA, there are a number of changes to the salary structure of level 3 which will change the salary level of the Maximum.

On 1 May 2016, the Maximum changes from ES3 – 6 to ES3 – 5. Note that on 1 May 2016, the salary amount of the Maximum does not change despite the salary level changing from ES3 – 6 to ES3 – 5.

	Eligible to progress beyond Maximum			Not eligible to progress beyond Maximum		
	Category A	Category B	Category C	Category A	Category B	Category C
Salary Level (30 April 2016)	ES3-6 (\$63,997)	ES3-6 (\$59,074)	ES3-6 (\$61,536)	ES3-6 (\$63,997)	ES3-6 (\$59,074)	ES3-6 (\$61,536)
Salary Level (1 May 2016)	ES3-6 (\$66,500)	ES3-6 (\$61,385)	ES3-6 (\$63,942)	ES3-5 (\$66,200)	ES3-5 (\$61,108)	ES3-5 (\$63,654)

3.2 Eligibility for salary progression

An Education Support employee at ES3 – 6 on 30 April 2016 can progress beyond the Maximum on 1 May 2016 where the employee:

- Is an Education Support employee ES3 – 6
- Has at least six months of experience at ES3 – 6 between 1 May 2015 and 30 April 2016
- Is able to satisfactorily demonstrate to the principal that the employee is able to meet the qualifications and experience criteria of Level 3 of the Education Support employee.

On 1 May 2016, the number of salary points between ES3 – 1 and the Maximum is reduced.

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 an education support employee Level 3.

The Principal has the responsibility for determining if the employee has satisfactorily met the requirements for salary progression.

3.3 Proposed timeline

To enable any payroll adjustments to be made on the 1 May 2016, it is recommended that Principals adopt the following timeline:

Step	Task	Indicative Timeline
1	Employees notified of process	No later than 18 March 2016
2	Employee requests submitted	By 15 April 2016 (last day of first week of term 2)
3	Requests considered	Completed by 22 April 2016
4	Employee(s) advised of the outcome	Completed by 29 April 2016
5	Salary adjustment effective date	1 May 2016

3.4 Template letters and forms

The following information is available from the CECV IR website under [2013 Agreement Implementation](#):

- [School Administrative Services](#) application form
- [Student Support](#) application form
- Curriculum Resource Service ([General](#)) application form
- Curriculum Resource Service ([Library/AV Services](#)) application form
- Curriculum Resource Service ([Laboratory](#)) application form
- Curriculum Resource Service ([Information and Communications Technology](#)) application form
- [Information Sheet](#) for eligible employees
- [Successful](#) application template letter
- [Unsuccessful](#) application template letter

4. Annual leave loading

The entitlement to annual leave loading is set out in clause 25.8 of the VCEMEA.

4.1 When is annual leave loading paid?

Annual leave loading is paid:

- 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 (6 December to 20 December 2016).



4.2 Pro-rata annual leave loading

An employee who has an entitlement to pro-rata school holiday pay is entitled to a pro-rata payment of annual leave loading which is calculated as follows:

$$\text{Annual leave loading} = (W \div 40.8) \times 4 \times 17.5\% \times \text{Employee's weekly rate of pay}$$

W = the number of term weeks worked by the employee in the 2016 school year.

Employee's weekly rate of pay = the employee's rate of pay on 1 December 2016 or date of termination.

Further details regarding the calculation of annual leave loading are provided in Implementation Guide [Part 5B](#): Guidelines for calculation of pro-rata school holiday pay and annual leave loading.

5. Pro-rata School Holiday Pay – 2016

5.1 Employees entitled to school holiday pay

The calculation of pro-rata school holiday pay applies to the following types of school employees:

- Primary Principal
- Deputy Principal
- Teacher
- Category B Education Support employees
- Category B School Services Officers

5.2 Pro-rata school holiday pay

An employee will have an entitlement to pro-rata school holiday pay in one or more of the following circumstances:

- The employee commences employment after the start of the school year
- The employee ceases employment before the end of the school year
- The employee has more than 15 days of leave without pay (**LWOP**) in a school year
- Employee changes time fraction (FTE) during the school year.

Note that the first two dot points do not apply where an employee changes schools and maintains continuity of service.

For example, an employee works in a Victorian Catholic school for Terms 1 and 2 and is employed in another Victorian Catholic school at the same time fraction for Terms 3 and 4 without a break in service then the employee will be paid for all of the school holidays and pro-rata school holiday pay does not apply.

5.3 Pro-rata school holiday pay formula

Pro-rata school holiday pay is calculated using the following formula:

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

	Explanation	Notes
P	is the payment due	Pro-rata school holiday payment
S	is the total salary paid in respect of term weeks	See clause 5(m) of the VCEMEA
C	is the number of non-term weeks in the 2016 school year	11.8 weeks
B	is the number of term weeks in the 2016 school year	40.8 weeks
D	is the total salary already paid in school holidays	Total amount paid

Further details regarding the calculation of pro-rata school holiday pay and provided in Implementation Guide [Part 5B](#): Guidelines for calculation of pro-rata school holiday pay and annual leave loading.

6. 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 by email on ceir@cem.edu.au.