



in reply please quote:

GE14/0014

7 February 2014

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

Victorian Catholic Education Multi Enterprise Agreement 2013 Implementation Update

MAIN POINTS

- The [Victorian Catholic Education Multi Enterprise Agreement 2013](#) (VCEMEA 2013) commenced operation on 20 November 2013.
- The Catholic Education Commission of Victoria Ltd (CECV) wishes to congratulate principals and their staff for the outstanding effort to ensure that all staff salaries were correctly adjusted and that the payments of the lump sum bonus and back payment of salary increases were completed without delay.
- The [VCEMEA 2013 Implementation Update](#) provides further detail in relation to implementation of the VCEMEA 2013 for the 2014 school year and some minor additional requirements for the back pay arrangements related to the 2013 school year.
- The key issues for the 2014 school year are:
 - salary increases for all staff from the first full pay periods commencing on or after **1 February** and **1 August 2014**
 - revised salary structures for all school staff except teachers on **1 May 2014**
 - induction program for all new staff
 - changes to personal leave, compassionate leave, parental leave and long service leave
 - new re-call arrangements for Category B education support employees and school services officers
 - changes to the arrangements for the variation of hours of part-time employees.
- Two printed copies of the VCEMEA 2013 have been sent to all schools by the CECV.
- Implementation advice in relation to salaries and allowances for 2014 and changes to leave entitlements are provided in Parts 2 and 3 of the Implementation Guide for Schools available from the CECV website (see [2013 Agreement Implementation](#)).
- In addition, the [Industrial Relations News January 2014](#) provides a summary of the key changes and a checklist for the 2014 school year.

CRITICAL DATES

- The February wage increase is effective from the first full pay period on or after **1 February 2013**.

ACTIONS REQUIRED

- Ensure payment of wage increase in the first full pay period on or after 1 February 2013.
- Ensure all new staff complete an induction program.
- Comply with the Industrial Relations checklist attached to the IR Newsletter.
- Ensure any variations to part-time employees hours comply with the new provisions.
- Ensure that employees have access to a copy of the new Agreement.

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 by email on ceoir@ceomelb.catholic.edu.au.



Stephen Elder
EXECUTIVE DIRECTOR