

Industrial Relations News



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Welcome from the Executive Director

Welcome to the March edition of *Industrial Relations News*.

It has been a busy start to the year, with schools implementing the February 2014 salary increases as agreed in the *Victorian Catholic Education Multi Enterprise Agreement 2013* (VCEMEA 2013).

The year has also commenced with significant numbers of school staff attending the Industrial Relations and Occupational Health and Safety professional learning sessions.

The Industrial Relations Unit has conducted a number of *Know Your Agreement* sessions tailored for principals and school administration staff, outlining the key changes in the VCEMEA 2013. I am pleased that so many people have taken the opportunity to attend these important training sessions.

I encourage all principals and school administration staff who may not have been able to attend so far to consider booking into the training sessions still available for the remainder of 2014.

Information on the training sessions are on page 6 of this newsletter and bookings can be made via [My PL \(IPLS\)](#) on the [CEVN website](#).

If you have any questions about any of the articles in this newsletter, please contact the Industrial Relations Unit on 03 9267 0431 or via email ceoir@ceomelb.catholic.edu.au.

Stephen Elder

EXECUTIVE DIRECTOR



Graduate teacher payment

A graduate teacher (T1-1) who was employed on an ongoing basis between 2 January 2013 and 1 April 2013 is entitled to receive the graduate teacher payment on 1 May 2014.

Clause 51 of the [VCEMEA 2013](#) sets out the entitlement. The lump sum payment is based on the graduate teacher's commencement date of employment as set out in the table below:

Commencement on or before	Payment
Between 2 January 2013 and 1 February 2013	\$446
Between 2 February 2013 and 1 March 2013	\$297
Between 2 March 2013 and 1 April 2013	\$149

The lump sum payment should be made in the first pay period on or after 1 May 2014.

In addition, the salary level of the teacher should be increased to from T1-1 to T1-2 effective from 1 May 2014.

Salary changes 1 May 2014

Changes to incremental progression

Incremental progression for ongoing staff occurs on 1 May 2014, which means that increases in salary must take effect from 1 May 2014 even though the actual payment may not be made until after 1 May 2014.

An ongoing employee must have **six months of service** in the incremental period between 1 May 2013 and 30 April 2014 to qualify for incremental progression (previously only four months of service was required).

Where employees are subject to an Employee Improvement Plan (EIP) under Clause 13.4 of the [VCEMEA 2013](#), incremental progression may be withheld until the EIP has been concluded. Any incremental progression should occur (along with backpay of the incremental salary increase) at the conclusion of the EIP, other than where the EIP results in termination of employment under Clause 13.5(d) of the [VCEMEA 2013](#).

Details regarding incremental progression and classification structures are detailed in [Part 3 Salaries and Allowances \(2014 School Year\)](#) of the *2013 Agreement Implementation Guide* (Guide) which can be accessed from the CECV website www.cecv.catholic.edu.au under *Industrial Relations*.

Other changes on 1 May 2014

On 1 May 2014 there are a number of structural changes occurring to the salary scales for all employees except teachers. The changes can include:

- the renumbering of incremental salary points
- adjustments to the maximum and minimum salary points of some classifications
- the reduction or increase in the number of salary points within a classification.

An employee may receive a salary increase effective from 1 May 2014 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 [Part 3 Salaries and Allowances \(2014 School Year\)](#) of the Guide are followed for all staff.

Salary progression Level 3-8 education support employees

The VCEMEA 2013 provides specific provisions in relation to the salary progression of Education Support employees classified as Level 3-8 (formerly classified as Level 5-16 School Officers).

The relevant clause of the VCEMEA 2013 is 41.2(b).

An Education Support employee at Level 3-8 on 30 April 2014 can progress to ES3-9 on 1 May 2014 if the employee can 'satisfactorily demonstrate to the Employer that they meet the qualifications and experience criteria', (Appendix 6, clause 1.3(e)).

Details regarding this process are detailed in the circular dated [14 March 2014](#) and [Part 4 Guidelines for salary progression on 1 May 2014, education support employees \(ES3-8\)](#) of the Guide which can be accessed from the [CECV website](#) under *Industrial Relations*.



Victorian Institute of Teaching registration: new template letters

A reminder that at the commencement of the school year, principals **must** check to ensure that all teaching staff have the appropriate registration with the Victorian Institute of Teaching (VIT). **It is an offence for a person or body to employ or continue to employ a person to teach who is not registered with the VIT.**

The January 2014 edition of [Industrial Relations News](#) details the requirements in relation to teacher registration and Working With Children Checks. Clause 14 of the VCEMEA 2013 details the stand-down procedures in relation to staff without appropriate registration or Working With Children Checks.

Template letters in relation to these procedures are now available now on the [CECV website](#) under *Industrial Relations / Template Letters*.

Salary Assessment Calculator – update

The updated Salary Assessment Calculator is now on the CEVN website <http://cevn.cecv.catholic.edu.au> under *Staffing & IR / Salary Assessment*. It can also be accessed from the [CECV website](#) under *Industrial Relations / Salary Assessments*.

The update takes account of the requirement for newly-employed teachers to have six months of experience between 1 May 2013 and 30 April 2014 to be credited with a year of teaching experience in this period. The new salary classifications for teachers have also been updated.

In addition the following documents have also been revised:

- Salary Assessment – [Information for Teachers](#)
- [Application for Salary Assessment](#)
- [How to use](#) the Salary Assessment Calculator

If you have questions or issues using the Salary Assessment Calculator, please call the IR Unit on 03 9267 0431 for assistance.

WorkCover remuneration update

Your WorkCover insurance premium is determined by your remuneration, which is made up of the wages and other benefits you pay to your employees.

Prior to the commencement of each financial year, you will be asked to provide your WorkCover Agent with a remuneration estimate. Then, at the end of the year, you will complete a 'declaration of rateable remuneration' to certify or amend the original estimate. If the certified (actual) remuneration exceeds the estimate provided, a premium adjustment may need to be made.

Many employers are unaware that the *Accident Compensation (WorkCover Insurance) Act 1993* stipulates heavy penalties where an employer's certified remuneration exceeds the estimated figure by more than 20 per cent. Penalties can range from an additional 30–100 per cent of the difference in premium due to the error.

What should you do?

It is recommended that schools review their current 2013/14 remuneration estimate and, if necessary, re-estimate to avoid an underestimation penalty.

Schools can update their remuneration by logging on to [Online Employer Services](#) or by emailing wcvpremium@gbtpa.com.au (if your insurer is Gallagher Bassett) with the following information:

- WorkSafe Employer Number
- Revised Remuneration (if you have multiple workplaces, you will need to provide a breakdown per workplace) for wages and superannuation.

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



WorkSafe project visit

WorkSafe recently visited a Catholic school in relation to a project that WorkSafe is currently running which looks specifically at reviewing the policies and training that schools have in relation to:

- managing workplace bullying
- use of social media
- induction.

Bullying

As part of this project, WorkSafe requested to see the school's workplace bullying policy/procedures, as well as evidence to confirm that training had taken place on the policy, e.g. a training record.

This is a timely reminder that school's need to ensure that they have up-to-date workplace bullying policies/procedures (note: this would usually be separate to a policy dealing with student bullying).

In general terms, the following are matters that should be included in a school's workplace bullying policy:

- a commitment to providing employees with a safe working environment
- a definition of workplace bullying
- the standard of behaviour that all employees are expected to comply with
- a statement that the policy includes communication through SMS, email and social media
- what can happen if the policy is not complied with
- how and where to report issues
- where to get more information
- a review date for the policy.

Induction/Training

As well as copies of relevant policies, the WorkSafe Inspector also wanted to see evidence that a training/induction program was in place for new employees. The evidence sought included a training record with the staff that had attended the induction training.

There are a number of ways that school's can evidence attendance at training sessions. One method is to have an attendance sheet signed by those present at a training session, which can be used as evidence that the session took place and who was in attendance.

For example, if training was going to be part of the staff meetings, you could list all of the staff members' names down the left hand side of the page, with a signature box to the right. At the top of the document would be a heading indicating the date, what the meeting was and the name of the training session. If you used a resource during the training session, e.g. a DVD, you could also list this.

Alternatively, for school's that offer any online training modules, completion of the training can be tracked and recorded online.

Whenever you undertake training, it is good practice to have a questionnaire so that you can verify understanding of the training session. For example, this could be questions requiring a written response or multiple choice answers.



Contractor induction checklist

While employers need to provide a safe work environment for employees, this also applies for contractors. A contractor is a person, organisation or business (other than an employee) who is engaged to perform work at your school.

Some examples of contractors include: plumbers, electricians, builders and cleaners. Consideration for the safety of the contractor (and any sub-contractors) must be given throughout their engagement, not just when it commences. For longer engagements such as those involving refurbishment or building, you should have regular meetings with the contractor.

A [contractor's checklist](#) should be completed **before** the contractor performs any work. It includes ensuring that you have:

- provided the contractor with an asbestos register (if applicable)
- communicated any hazards that they may be exposed to while undertaking the work
- checked that they have appropriate certification where required, e.g. electrical registration number; Job Safety Analysis (JSA) and/or a Safe Work Method Statement (SWMS).

Your school should monitor the contractor's work as it progresses. For example, you should check that any fencing to isolate building works remains in place. You should also check that the contractor has not introduced any hazards to the school while working, e.g. leaving machinery with keys in the ignition, over-filling of bins that could fall onto walkways.

You can also refer to the contractor's JSA or SWMS and to see that they have everything in place according to these documents.

Further enquiries OHS

If you have any queries, please contact your OHS Officers:

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Summary of IR Unit Communications: 2014

The following is a summary of the IR Unit and OHS communications to schools for the 2014 school year:

January 2014

- Industrial Relations News No.1

February 2014

- Circular 7 February 2014
- VCCEMA 2013 Implementation Update
- 2013 Agreement Implementation Guide
- Part 2: Changes to leave entitlements
- Part 3: Salary and allowances (2014 school year)
- Salary Assessment Guidelines
- OHS Guidelines *Managing Excessive Heat*

March 2014

- Circular 14 March 2014
- Part 4: Guidelines for Salary Progression



2014 Industrial Relations and OHS Training

The Industrial Relations and Occupational Health and Safety professional learning training sessions for the remainder of Term 1 and for Term 2, 2014 are listed below.

Term 1 2014

Training Session:	Date:
OHS Hazard and Incident Management	25 March 2014
Salary Assessment Training	3 April 2014
Parental Leave	16 April 2014

Term 2 2014

Training Session:	Date:
OHS Hazard and Incident Management	1 May 2014
Return to Work Coordinator Training	6–7 May 2014
OHS for School Leaders (Day 1)	13 May 2014
OHS for School Leaders (Day 2)	14 May 2014
Know Your Agreement for Education Support	22 May 2014
Know Your Agreement for Principals	22 May 2014
Managing Employment Concerns for Principals (2 sessions)	28 May 2014
OHS Hazard and Incident Management	16 June 2014

Registration is now open on My PL (IPLS) on the [CEVN](#) website. †