

D21/99663

06 October 2021

Circular to Principals and Employers of Staff in Catholic Schools and Offices that are proposed to be covered by the *Victorian Catholic Education Multi-Enterprise Agreement 2021*

Distribution of Information to Employees – Employee Representational Rights

Main Points

- The Catholic Education Commission of Victoria Ltd (CECV) has been appointed by the relevant employers to negotiate a new multi-enterprise agreement to replace the *Victorian Catholic Education Multi-Enterprise Agreement 2018* (2018 Agreement) in accordance with the *Fair Work Act 2009* (Cth) (FW Act).
- It is proposed that the new multi-enterprise agreement will cover relevant employees that perform the work of the classifications currently covered by the 2018 Agreement as follows:
 - Primary Principals;
 - Deputy Principals;
 - Teachers;
 - Education Support Employees;
 - School Services Officers;
 - Diocesan Employer Office School and Student Services Employees; and
 - Diocesan Employer Office Administration Employees.
- In addition, it is proposed that the new multi-enterprise agreement will cover other relevant staff employed by the relevant employers in schools as Instructors (e.g. instrumental music tutors or sports coaches).
- A Notice of Employee Representational Rights (NERR), which is attached, has been emailed to relevant employees in relevant Catholic schools and offices regarding their representational rights for the new multi-enterprise agreement as required by the FW Act.
- Further information for employees in relation to the bargaining process has been placed on the CECV website.
- To ensure that all eligible employees are aware of their representational rights, and to meet the requirements of the FW Act, Principals must ensure that as soon as practicable, and no later than 14 days from the date of this Circular, the NERR is:
 - Placed on the staff notice board. (It is important that the NERR is not amended or altered e.g. the wording of the NERR cannot be changed and it cannot be placed on school letterhead);
 - Forwarded to all relevant employees who do not have access to email at the school, such as Emergency Teachers.
 - Forwarded to relevant employees who are on extended leave such as parental leave, personal leave and long service leave; and
 - Provided to any relevant casual employees employed at the notification time.

Actions Required

- As soon as practicable, and no later than 14 days from the date of this Circular, the NERR must be:

- Placed on the school notice board (with no amendments made to the NERR);
- Forwarded to staff that may not have access to email (including Emergency Teachers);
- Forwarded to employees on extended leave such as Long Service Leave, Leave Without Pay or Parental Leave; and
- Provided to any relevant casual employees employed at the notification time.

Contact/Enquiries

- For all enquiries, please contact MACS Employee Relations on (03) 9267 0431 or eba@cecv.catholic.edu.au

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