

Industrial Relations News



In this issue:

- Welcome from the Executive Director
- Annual Review Meeting and Accompanying Templates
- Managing Employment Concerns
- New Appointments of Level 3 Education Support Staff
- Non-renewal of Fixed Term Contracts
- Redundancy
- Workplace Injuries
- Important Dates
- 2014 Industrial Relations and OHS Training
- Summary of IR Unit Communications: May 2014

ISSUE NO. 4
MAY 2014

ISSN: 1834-5069

Welcome from the Executive Director

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

The beginning of Term 2 was a busy time in schools, with incremental salary increases and other salary adjustments effective from 1 May 2014. I would like to thank and acknowledge school staff for their efficient implementation of these complex changes.

With the next salary increases not due until the first full pay period in August 2014, schools may now have the opportunity to focus on other matters.

This edition of *Industrial Relations News* contains guidance on a number of important Industrial Relations and Occupational Health and Safety (OHS) issues.

This includes information regarding new template forms for [Annual Review Meetings](#), which are now available on the CECV website www.cecv.catholic.edu.au under *Industrial Relations / Guidelines*. The new templates incorporate the [Australian Institute for Teaching and School Leadership](#) (AITSL) standard (proficient level) for teachers and the new education support structure.

In addition, new [template letters](#) are available for sending to fixed term employees who will not be immediately re-employed or whose employment will

not be extended beyond their current engagement. These letters are available on the CECV website under *Industrial Relations / [Template Letters](#)*.

The details of Industrial Relations and OHS training sessions for the remainder of Term 2 and Term 3 are outlined on page 4 of this newsletter, and bookings can be made on My PL (IPLS) through the CEVN website <http://cevn.cecv.catholic.edu.au>.

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



Annual Review Meeting and Accompanying Templates

Clause 24 of the [Victorian Catholic Education Multi Enterprise Agreement 2013](#) (VCEMEA 2013) requires teachers and Deputy Principals to participate in an Annual Review Meeting (ARM). Principals may also require Education Support Employees to participate in an ARM.

Each ARM should be conducted by the principal or the principal's nominee, and employees are to be given reasonable notice of any issues to be discussed in the ARM.

The ARM should be a collaborative process within which there is a genuine exchange of ideas and views between the employee and the Principal. The ARM should highlight areas of excellence and affirm achievements, as well as identify areas requiring further development.

The ARM for a teacher must be conducted in accordance with the Proficient level standard of professional practice, as detailed by the [Australian Institute for Teaching and School Leadership](#) (AITSL).

The ARM is intended to be a positive process for the employee and the principal to:

- identify and establish professional development goals and avenues for professional development
- affirm achievements and identify areas for improvement and development
- assist teachers in relation to the AITSL Australian Professional Standards for Teachers.

If the teacher has been appointed to a Position of Leadership (POL), the ARM also provides the principal and the teacher an opportunity for discussion in relation to the POL.

A reminder that the ARM is not an assessment for incremental progression.

Annual Review Meeting Guidelines and Forms

ARM Guidelines and template forms are available on the [CECV website](#) under *Industrial Relations / Guidelines*.

If a principal has concerns about an employee's conduct or performance, these concerns should be managed in accordance with Clause 13 of the VCEMEA 2013. ARMs may not be used in lieu of the procedures outlined in Clause 13.

Managing Employment Concerns

Principals and other managers are often confronted with issues that may arise in regard to employees not fulfilling appropriate standards of conduct or performance in the workplace.

When appropriate standards are not being met by employees, formal disciplinary action (such as a written warning or termination of employment) can only be implemented if the process outlined in Clause 13 of the VCEMEA 2013 has been followed.

It is important for schools to seek advice from the IR Unit prior to taking action in accordance with Clause 13 of the VCEMEA 2013.

Training for principals and senior staff in relation to the requirements of Clause 13 of the VCEMEA 2013 will be conducted on 4 September 2014.

This half-day training session can be booked via My PL (IPLS) through the [CEVN website](#).

New appointments of Level 3 Education Support Staff

New employees appointed at Level 3 should commence on Level 3–8 and continue to incrementally progress through Level 3 subject to eligibility.

The salary points 3–1 to 3–7 are salary maintenance points for employees previously classified as a School Officer Level 5 and should not be used for new appointments.



Employers are advised to refer to Clause 41.2(c) of the VCCEMA 2013.

Non-renewal of Fixed Term Contracts

In accordance with Clause 11.2(f) of the VCCEMA 2013, an employee engaged for a specified period of time who will not be immediately re-employed or whose employment will not be extended shall be issued with a letter advising them that their employment is terminating. This letter must be provided not less than seven weeks prior to the conclusion of the fixed term contract.

The employee must be paid an amount equal to their ordinary wages for any part of the seven weeks' notice not provided.

For example, if a fixed term employee employed until 27 January 2015 will not be employed for the 2015 school year, that employee must be provided with a letter advising them of the non-renewal of their contract no later than 15 December 2014.

New [template letters](#) are available for provision to fixed term employees who will not be immediately re-employed or whose employment will not be extended beyond their current engagement. These letters are available on the [CECV website](#) under *Industrial Relations / Template Letters*.

Redundancy

By the third week of Term 3, 2014 principals should have identified any potential redundancies taking effect from the start of the 2015 school year.

Staff, including staff on leave, should be notified that a potential redundancy situation has been identified for the 2015 school year. In addition, your Diocesan Director, the Catholic Education Commission of Victoria Ltd (CECV) and the Independent Education Union Victoria Tasmania (IEU) should also be notified. If the potential redundancy is in a school with secondary students, then the Principals' Association of Victorian Catholic Secondary School (PAVCSS) should also be notified.

[Appendix 2](#) of the VCCEMA 2013 contains the redundancy provisions that apply to all staff employed in Catholic schools.

To assist principals, [Redundancy Guidelines](#) are available on the CECV website under *Industrial Relations / Guidelines*.

The Guidelines detail the procedures to be followed in relation to a redundancy and include pro forma documentation that should be used for notifying staff.

Workplace Injuries

It is a legislative requirement under the *Accident Compensation Act 1985* to report and document workplace injuries and incidents. This is usually done by updating the register of injuries or first aid book. In addition, it is recommended that you log any injuries by completing and submitting a [School Incident / Accident / Near – Miss Report Form](#).

In addition, an 'If You Are Injured' poster (currently a photograph of a man with a red arm sling) must be displayed in every School to inform employees of the process to follow if they intend to make a WorkCover injury claim. The poster must be displayed where all employees can read it, and should have the contact details of your current WorkCover agent/insurer, this being Gallagher Bassett for most schools.

The current WorkSafe penalty for not displaying an 'If You Are Injured' poster is up to \$35,835 for a body corporate / employer and \$716 for a natural person (penalty rates are current as of 1 July 2013).

The posters are freely available from Gallagher Bassett by phoning 1800 774 377.

Important Dates

Changes to salary levels

A reminder that schools are now required to make their own changes to the Online Staffing Records (OSR) on the CEVN website under *Staffing & IR* for 1 May 2014.

All salary levels and allowances with a 'FEB14' suffix should be changed to the appropriate salary level with a 'MAY14' suffix.



These changes are required for both fixed term and ongoing employees irrespective of whether incremental progression occurs.

Please note that all principal salary levels have been updated by the Catholic Education Office Melbourne (CEOM).

Incremental Progression Reminder

Schools are reminded that all ongoing employees were eligible for an increment on 1 May 2014. Please ensure that these employees have been incremented on the OSR on the CEVN website and on the school payroll as a matter of urgency.

August 2014 pay increases

Salary increases for all employees take effect from the first full pay period on or after 1 August 2014.

The following table provides information in relation to the pay period and the date the increase is to be applied:

Pay Period	Date increase is to be applied
4 August 2014 to 18 August 2014	4 August 2014
11 August 2014 to 25 August 2014	11 August 2014

Failure to make the salary changes in the OSR for 1 May 2014 will result in errors in the August 2014 salary increase uploads scheduled to be performed by the CEOM.

Information on salary levels, translations and allowances is available in the 2013 Agreement Implementation [Guide Part 3 – Salary and Allowances](#) (2014 school year) and the [spreadsheet of tables](#) on the [CECV website](#) under *Industrial Relations / 2013 Agreement Implementation*.

2014 Industrial Relations and OHS Training

The Industrial Relations and Occupational Health and Safety professional learning training sessions for Term 2 and 3, 2014 are listed in the following table:

Term 2 and 3 2014

Training Session:	Date:
OHS for School Leaders – Day 1	16 June 2014
OHS for School Leaders – Day 2	17 June 2014
Parental Leave / Leave	21 July 2014
Introduction of Change and Redundancy	21 July 2014
OHS Hazard and Incident Management	29 July 2014
OHS for School Leaders – Day 1	5 August 2014
OHS for School Leaders – Day 2	6 August 2014
Know Your Agreement – Education Support	7 August 2014
Know Your Agreement – Principals	7 August 2014
Social Media and the Workplace	14 August 2014
Managing Employment Concerns for Principals	4 September 2014
Return to Work Coordinator Training	9 September 2014
Managing Occupational Violence	11 September 2014

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

Summary of Communications: May 2014

May 2014

- [Changes to leave recording from days to hours](#)

f