

Industrial Relations News



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Welcome from the Executive Director

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

With the final term of the 2014 school year now underway, schools should be mindful of the need to prepare for the 2015 school year.

To that end, this edition contains: a Principal's Checklist to assist in the transition between the school years and advice on Long Service Leave (LSL) at half pay and payment of additional hours for part-time teachers.

Also, information is provided on the new CECV social media policy, along with important information in the Occupational and Health and Safety (OHS) arena, including an overview of the recently launched OHS DVD.

Further into this edition is an outline of David Parkin's recent presentation at the Catholic Leadership Centre entitled *What Can Schools Learn From Sport?* The CECV and Gallagher Bassett worked together with the football sporting icon to facilitate this successful event, at which the OHS DVD was also launched.

The details of Industrial Relations and OHS training sessions for the remainder of the 2014 school year are outlined in this newsletter and bookings can be made on My PL (IPLS) through the [CEVN website](#) under *Professional Learning*.

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

Principal's Checklist

Term 4 is always a busy time in schools with all that is involved in finalising the current year and planning well underway for next year.

A [checklist](#) identifying the key practical industrial relations issues that may need to be actioned during Term 4 in preparation for the 2015 school year is provided for schools on the [CECV website](#).

The checklist includes information about:

- reduction in scheduled class time for primary teachers in 2015
- calculating part-time teacher FTE and additional hours in primary schools in 2015
- reduction in the number of extras per year for secondary teachers in 2015
- calculating pro-rata holiday pay and leave loading
- notice requirements for changes to part-time hours and end-of-fixed-term contracts and POLs.

Half-Pay Long Service Leave

Clause 8.9 of Appendix 3 of the [Victorian Catholic Education Multi Enterprise Agreement 2013](#) (VCEMEA) provides that LSL can be taken at half pay for twice as long as an LSL period on full pay.

When an employee takes LSL at half pay their actual FTE remains unchanged. For example, a full-time employee (1.0 FTE) who takes LSL at half pay, continues to be employed at 1.0 FTE but receives payment during the LSL at 0.5 FTE.

A number of implementation issues associated with half-pay LSL are addressed in the advice in the [Implementation Issues – Half Pay Long Service Leave](#) guide recently provided on the CECV website.

Principals must grant a request for half pay if it is reasonable to do so having regard to the needs of the school. If granting the request puts unreasonable imposition on the school – financial or otherwise – then the principal is not obliged to grant the request.

Principals should be aware that because LSL is exclusive of public holidays and school holidays, during the LSL period an employee taking LSL at half pay:

- accrues further LSL entitlements at their ordinary rate
- is entitled to be paid their full ordinary rate of pay on any Public Holiday
- is entitled to be paid their full ordinary rate of pay during school holidays (unless pro-rata school-holiday pay applies as per clause 25.6 of the VCEMEA).

Social Media Template Policy – Update

The use of social media is increasingly becoming a part of the educational landscape in relation to communication in the teaching and learning environment and within school communities more generally. Schools are increasingly being asked to respond to the need to clarify their expectations about employees' use of social media both in a work and personal context.

To support schools, the IR Unit has drafted a [template policy](#) outlining expectations of employees when using social media, that schools can refer to when developing or reviewing their social media policies. That template policy has been updated to take into account feedback that has since been received by some stakeholders.

It is recommended that schools consider the template policy when implementing a new social media policy, or reviewing their existing social media policy. This will help ensure that employee obligations relating to the use of social media in a work or personal context are clearly outlined.

The updated September 2014 [template policy](#) has been uploaded onto the [CECV website](#) under *Industrial Relations / Guidelines*.

David Parkin Presentation: 'What Schools Can Learn From Sport'

On 17 September 2014, the CECV and our WorkCover insurer, Gallagher Bassett, facilitated an engaging presentation by football sporting icon David Parkin, entitled *What Can Schools Learn From Sport?*

Mr Parkin's success as an AFL/VFL player, captain and coach, as well as an educator, enabled him to make a number of points regarding how educational organisations can operate like a successful 'team'.

Mr Parkin noted that employers are slowly learning from professional sport the importance of employees' health, including daily physical activity, in contributing to the overall 'health' of the working environment. Mr Parkin indicated that educational institutions may have something to learn in this regard from successful AFL teams. He noted that it was not coincidental that teams ranking highest in terms of employee wellbeing were also successful on the field.

The presentation also highlighted the need for any organisation or individual to 'self-reflect' and provide feedback on how well they are performing in various areas.

Mr Parkin suggested that leadership is important in all organisations, and that the key features of good leadership included the ability to:

- respond flexibly in different situations
- engage, and take an interest in, all stakeholders
- set goals with input (and therefore ownership) from stakeholders.

Finally, Mr Parkin observed that the most successful AFL clubs did not 'rest on their laurels' but were constantly striving to identify how they might improve, or do things differently to the year before. As the 2014 school year draws to a close, it is timely to bear these potential goals in mind.

2014 OHS DVD: 'Creating a Safety Culture in Schools'

At the David Parkin presentation (see opposite article) the 2014 OHS DVD 'Creating a Safety Culture in Schools' was also officially launched by the IR Unit.

The focus of the DVD was on how schools can embed best-practice health and safety systems into their everyday operations, so as to be compliant with their legal and moral obligations.

The DVD was filmed on location and features four schools: St Paul's School, Coburg; Our Lady of Sacred Heart College, Bentleigh; Catholic Regional College Melton, Melton; and St Michael's School, Tallangatta.

The DVD features actors cast from among Catholic school principals, staff, students, parents and volunteers, and CEO staff, all in school scenarios.

Significantly, the DVD includes messages from the four Diocesan Directors of Catholic Education regarding the core nature of OHS in schools.

'Creating a Safety Culture in Schools' can be used to provide professional development training to school staff in relation to the following four topics:

- Why we need to get health and safety right
- What part we all play in ensuring health and safety
- How to Find, Assess and Fix (FAF) hazards
- How to consult with employees in relation to OHS.

The DVD is available on the [CECV website](#) under *Industrial Relations / Occupational Health and Safety / [Occupational Health and Safety Training Material](#)*.

WorkSafe Victoria Name Change

From 1 July 2014, WorkSafe Victoria has become known as the Victorian WorkCover Authority (VWA).

You may continue to see both VWA and WorkSafe branding for a little while as there is a staged approach to the transition to the VWA brand.

There will be no change to the authority's responsibilities or operations.

For general enquires, contact the Advisory Service on 03 9641 1444 or 1800 136 089 or via email info@vwa.vic.gov.au.

VWA Health and Safety Week 2014

The VWA Health and Safety Week (formerly Work Safe Week) will return in October 2014 and will be held at the Melbourne Convention and Exhibition Centre from 20–22 October 2014 and in a number of regional locations (Bendigo, Mildura, Warrnambool, Shepparton, Geelong, Ballarat and Morwell) from 23–31 October 2014.

The seminars will be delivered by VWA representatives and industry experts, as well as high-profile keynote speakers. Some of the seminars at the Melbourne Convention and Exhibition Centre include:

- *Understanding Australia's Ageing Demographic and the Implications for Business* Presenters: Bernard Salt, leading commentator on cultural and demographic trends; and Gerard Mansour, Commissioner for Senior Victorians (the presentation will be followed by a panel discussion with Len Neist and Clare Amies).
20 October 2014, 9.00 am – 11.00 am
- *Mental Wellbeing in the Workplace*
Presenter: the Hon. Jeff Kennett AC, Chairman of Beyond Blue
20 October 2014, 11.30 am – 12.00 pm
- *One Second is All it Takes ...*
Presenter: Robbie Franco, Spinal Research Institute
21 October 2014, 12.00 pm – 1.00 pm

- *Best Practice in Risk Management*
Presenter: Nicholas Bahr, Principal at Booz Allen Hamilton
22 October 2014, 10.30 am – 11.30 am

The full program is available at www.vwa.vic.gov.au/events/work-safe-week-2014.

2014 Industrial Relations and OHS Training

The Industrial Relations and OHS professional learning training sessions at the Catholic Leadership Centre for Term 4, 2014 are listed below:

Term 4 2014

Training Session:	Date:
Salary Assessment Training	23 October 2014
Return to Work Coordinator Training	28 & 29 October 2014
Know Your Agreement – Education Support	6 November 2014
Know Your Agreement – Principals	6 November 2014
OHS Hazard & Incident Management	13 November 2014

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