



# **2013 Victorian Catholic Education Multi Enterprise Agreement**

## **Implementation Guide for Schools**

### **Salary Assessment (Teachers) Guidelines**

January 2014

## 1. Introduction

These guidelines provide information and examples for the salary assessment of teachers.

Salary assessment is the process of determining the commencement salary of a teacher.

The relevant clause in the *Victorian Catholic Education Multi Enterprise Agreement 2013 (VCEMEA)* is clause 50. An overview of the salary assessment process is provided in *Attachment 1*.

### 1.1 Definitions

For the purposes of salary assessment the following definitions apply

- (a) **Teaching experience** means any teaching experience in a registered school in Australia or overseas equivalent, excluding Emergency Teachers or equivalent. Service as an Education Officer shall count as experience as a Teacher.
- (b) **Incremental cycle** means the period between 1 May in any year and 30 April of the following year.
- (c) A **year of teaching experience** means:
  - (i) four months of teaching experience in any incremental cycle up until 30 April 2013;
  - (ii) six months of teaching experience in any incremental cycle from 1 May 2013;

### 1.2 Teacher Salary Scale

There are two levels of Teachers – Level 1 and Level 2:

- Level 1 has five steps (T1-1 – T1-5)
- Level 2 has six steps (T2-1 – T2-6).

Teachers progress annually from T1–1 through to T2–6 subject to the provisions of clause 41 of the VCEMEA.

The commencement salary for Teachers with provisional or full registration pursuant to the *Education and Training Reform Act 2006* is subdivision T1–1 or at that subdivision that is commensurate with their years of teaching experience.

Teachers employed in Catholic Education as **on-going teachers** at any time on or after 29 October 2008 will be assessed based on their classification when they were last employed and adjusted by any further teaching experience undertaken since their last increment.

All other Employees will be credited with one increment for each year of experience.

### 1.3 Overview

The salary assessment (i.e. the commencement salary) is determined based on the number of years of teaching experience. For example, a teacher with two years of approved teaching experience will commence at T1-3 (see table below).

Years of Experience	Assessment
0	T1-1
1	T1-2
2	T1-3
3	T1-4
4	T1-5

Years of Experience	Assessment
5	T2-1
6	T2-2
7	T2-3
8	T2-4
9	T2-5
10 or more	T2-6

In addition the following rules apply for salary assessment:

- (i) One year of approved experience is credited prior to 1 May 2013 where a teacher has four months or more teaching experience in any incremental cycle prior to 1 May 2013
- (ii) From 1 May 2013, one year of approved experience is credited where a teacher has six months of approved experience in any incremental cycle from 1 May 2013
- (iii) Any teaching experience in a registered school in Australia or overseas is included
- (iv) Teaching experience outside a registered school, for example in a kindergarten, TAFE or university, cannot be included
- (v) Part time experience is counted as equivalent to full time experience
- (vi) Any period of leave without pay within the period 1 May to 30 April of the following year cannot be counted towards approved teaching experience
- (vii) Any periods of emergency teaching cannot be counted towards approved teaching experience
- (viii) A teacher employed on an on-going basis in a Victorian Catholic school on or after 29 October 2008 will only have teaching experience and qualifications gained since that date used in the salary assessment.

#### **1.4 Leave without pay**

Any period of approved leave without pay is not included in any year of approved teaching experience. Therefore it is important that teachers provide details of any periods of leave without pay, which includes unpaid parental leave, and that these details are also included in the statement(s) of service provided for service outside Victorian Catholic schools.

#### **1.5 Additional qualifications**

Teachers employed as a teacher on an on-going/permanent basis in a Victorian Catholic school from 29 October 2008 need only provide details of additional qualifications, at masters level or higher, where these qualifications were obtained after 29 October 2008.

For teachers with approved teaching experience who have an additional qualification (masters or higher) should be credited with one extra year of approved teaching experience for each qualification up to a maximum of two years.

#### **1.6 Documentation**

The *Application for a Salary Assessment* form is available from the CECV website at <http://web.cecv.catholic.edu.au/vcsa/SalAssess/salaryassmt.htm>.

To enable recognition of approved teaching experience teachers are required to provide evidence of previous teaching experience (**Statement of Service**) outside Victorian Catholic schools (service in Victorian Catholic schools is already recorded) and any additional qualifications, at masters level or higher.

A Statement of Service provided by previous employers (not Victorian Catholic schools) must include the following information:

- the teacher's full name and date of birth
- the start and end dates of period of employment
- the time fraction (full time equivalent or FTE) or the hours worked each week for each period of employment
- the position held during each period of service which clearly demonstrates employment in a teaching role (employment at a school or organisation that includes a pre-school or kindergarten, verification of the grade level and age of the children taught must be provided)
- the status of the employment i.e. casual, fixed term or on-going / permanent

- any periods of leave without pay taken during employment.

It is recommended that teachers provide certified copies of any required documentation in place of the originals. Information on certified copies is available from:

<http://www.vit.vic.edu.au/registration/apply-for-registration/teacher-graduates/pages/how-to-have-a-document-certified.aspx>

Certified translations must be provided along with any documentation in a language other than English.

If appropriate evidence of teaching experience is not provided, any back pay is limited to two school terms (see clause 50.2(c)(iii) of the VCEMEA).

## **2. Graduate teachers**

A graduate teacher is a registered teacher with less than one year of approved teaching experience. A graduate teacher should commence at T1-1, irrespective of additional qualifications. If the teacher has a masters degree or equivalent or higher, an additional increment should be granted from 1 May of the next incremental year.

### **2.1 Graduate teacher with no teaching experience**

A graduate teacher with no teaching experience will commence employment at subdivision T1-1.

### **2.2 Graduate teacher with no teaching experience and with a masters qualification**

A graduate teacher with no teaching experience who has a masters qualification will commence employment at subdivision T1-1.

However as teaching experience is obtained between commencement of employment and 1 May then the teacher will be eligible to increment to T1-2 on 1 May. Note that incremental progression should only occur on 1 May of any year.

### **2.3 Graduate teacher with less than one years approved teaching experience prior to 1 May 2013**

A graduate teacher with less than one year of experience will commence at T1-1.

Example A	Mary has been employed as a teacher between 1 June 2012 and 1 August 2012 ie 3 months of experience and is employed from 1 February 2014. This is less than 4 months of approved experience and therefore is not included in the salary assessment. Mary would commence employment on 1 February 2014 as a T1-1.
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### **2.4 Graduate teacher with less than one years approved teaching experience on or after 1 May 2013**

A graduate teacher with less than one year of experience will commence at T1-1.

Example B	John has been employed as a teacher between 1 June 2013 and 1 October 2013 ie 5 months of experience and is employed from 1 February 2014. This is less than 6 months of approved experience and therefore is not included in the salary assessment. John would commence employment on 1 February 2014 as a T1-1.
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### 3. Experienced teachers – previous employment in a Victorian Catholic school

The salary assessment of teachers with previous employment in a Victorian catholic school is dependent on whether the teacher was employed on an on-going basis at any time on or after 29 October 2008.

#### 3.1 Teacher with on-going employment on after 29 October 2008

The salary assessment of a teacher with on-going employment in a Victorian catholic school on or after 29 October 2008 is calculated from the classification at the time of on-going employment plus one increment for each year of approved teaching experience.

Note this also applies where an on-going teacher is appointed to a fixed term position.

Example C	Dennis is employed in a Victorian Catholic school as an on-going teacher and has 3 years of approved teacher experience. Denis is classified as a T1-4 teacher at the end of the 2013 school year. At the start of the 2014 school year, he commences employment as an on-going teacher in another Victorian Catholic school. At the new school he will continue to be classified as a T1-4 teacher. On 1 May 2014 he will be eligible to increment to T1-5.
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Example D	Deborah has employed in a Victorian Catholic school as an on-going teacher and has 6 years of approved teacher experience. Deborah is classified as a T2-2 teacher at the end of the 2013 school year. At the start of the 2014 school year she commences employment as fixed term teacher in another Victorian Catholic school. At the new school she will continue to be classified as a T2-2 teacher. On 1 May 2014 she will be eligible to increment to T2-3.
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Example E	Peter is employed in a Victorian Catholic school as an on-going teacher on 28 October 2008 as a T1-3 teacher (previously A-1). At the end of the 2008 school year he resigns his employment. At the commencement of the 2014 school year, he obtains fixed term employment as a teacher in a Victorian Catholic school. He has no other approved teaching experience. He will commence at T1-4 at the new school. This is based on his last classification of T1-3 and he has more than 4 months service in the incremental year 1 May 2008 to 30 April 2009.
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Example F	Barbara is employed in a Victorian Catholic school as an on-going teacher on 28 October 2008 as a T1-3 teacher (previously A-1). At the end of the 2008 school year she resigns her employment and obtains employment in a government school from 1 February 2009 to the end of the 2013 school year on a continuous basis. At the commencement of the 2014 school year, she obtains on-going employment as a teacher in a Victorian Catholic school. She will commence at T2-4 at the new school. This is based on her last classification of T1-3 and she has 6 additional years of experience from 1 May 2008 to her re-employment in Catholic Education. Note that incremental progression in this case will not occur until 1 May 2015.
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#### 4. Experienced teachers – no previous employment in a Victorian Catholic school

The salary assessment of a teacher with employment in a Victorian catholic school for the first time is determined on the number of years of approved teaching experience. In addition a teacher who has not held on on-going position in a Victorian catholic school is also determined on the number of years of approved teaching experience.

**Example G** Albert has been employed in a government school for the 2012 and 2013 school years. That is 2 years of approved experience. Albert would be classified as a T1-3 teacher from commencement of employment in a Victorian Catholic School.

**Example H** Kate has been employed in a variety of non-Catholic schools since 2005. Her employment history is as follows:

- (i) Commenced teaching on 3 October 2004
- (ii) Continued employment as a teacher for the 2006 school year
- (iii) Unpaid parental leave for the 2007 and 2008 school years
- (iv) Returned to teaching for the 2009 school year
- (v) Resigned at the end of the 2010 school year.

Kate's years of teaching experience are calculated as follows:

<b>Incremental year</b>	<b>Teaching Experience</b>	<b>Approved</b>
1 May 2004 to 30 April 2005	3 October 2004 to 30 April 2005	Yes
1 May 2005 to 30 April 2006	1 May 2005 to 30 April 2006	Yes
1 May 2006 to 30 April 2007	1 May 2006 to 28 January 2007	Yes
1 May 2007 to 30 April 2008	Nil (LWOP)	No
1 May 2008 to 30 April 2009	27 January 2009 to 30 April 2009	No
1 May 2009 to 30 April 2010	1 May 2009 to 30 April 2010	Yes
1 May 2010 to 30 April 2011	1 May 2010 to 20 December 2010	Yes

Kate has 5 years of approved teaching experience and would be classified as T2-1 teacher.

**Example I** Jane has been employed in a government school for the 2013 school year and has a Masters of Education. Jane would be credited with 2 years of experience which includes recognition of the masters. Jane would be classified as a T1-3 teacher from commencement of employment in a Victorian Catholic School.

#### 5. Salary assessment calculator

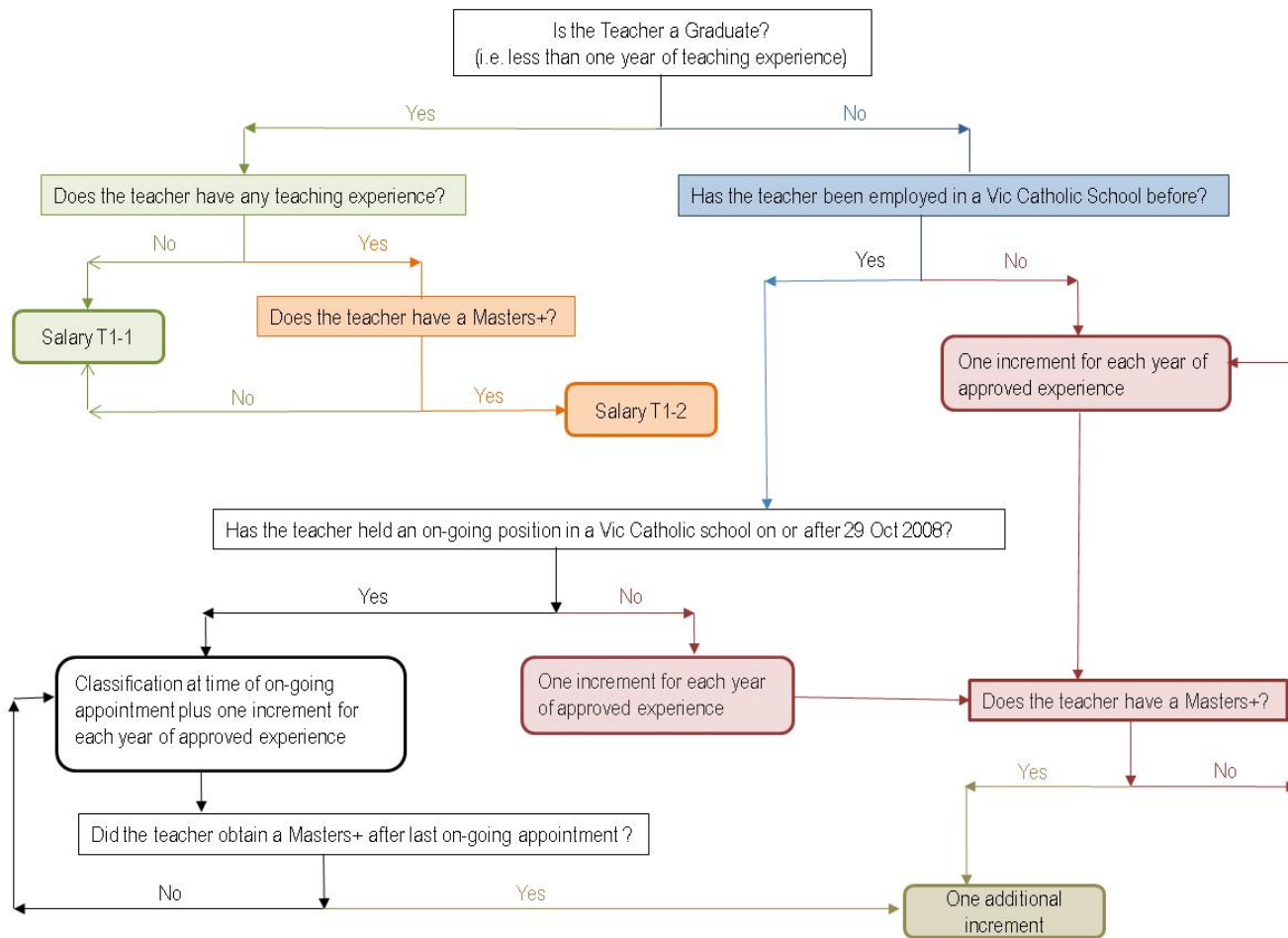
To assist schools a Salary Assessment Calculator is available at <insert link>.

The following resources are also provided on CEVN:

- (i) Application for a Salary Assessment
- (ii) Salary Assessment Information Sheet
- (iii) Salary Assessment Calculator Help.

For further information contact the Industrial Relation Unit on (03) 9267 0509 or via email [ceoir@ceomelb.catholic.edu.au](mailto:ceoir@ceomelb.catholic.edu.au)

**Attachment 1 Salary Assessment Overview**



Years of Experience	Assessment
0	T1-1
1	T1-2
2	T1-3
3	T1-4
4	T1-5
5	T2-1
6	T2-2
7	T2-3
8	T2-4
9	T2-5
10 or more	T2-6

**Teaching experience** means any teaching experience in a registered school in Australia or overseas equivalent, excluding Emergency Teachers or equivalent. Service as an Education Officer does count as experience as a teacher.

**Incremental cycle** means the period between **1 May in any year and 30 April** of the following year.

**A year of teaching experience** means:

- (i) **four months** of teaching experience in any incremental cycle up until 30 April 2013
- (ii) **six months** of teaching experience in any incremental cycle from 1 May 2013.

