

28 March 2014

**CIRCULAR TO PARISH PRIESTS, LEADERS OF RELIGIOUS CONGREGATIONS,
PRINCIPALS OF CATHOLIC SCHOOLS IN VICTORIA**

VCEMEA 2013 Implementation Update – March 2014

MAIN POINTS

- The Victorian Catholic Education Multi Enterprise Agreement [VCEMEA 2013 Implementation Update March 2014](#) provides further implementation advice for principals in relation to the following matters:
 - salary changes from 1 May 2014
 - incremental salary progression 1 May 2014
 - graduate teacher payment
 - new letters of appointment
 - pro rata school holiday pay
 - annual leave loading
 - re-call days Category B employees.
- The *2013 Agreement Implementation Guides* have been updated with:
 - [Part 4: Guidelines for salary progression on 1 May 2014 education support employees \(ES3-8\)](#)
 - [Part 5: Guidelines for calculation of pro rata school holiday pay and annual leave loading.](#)
- These documents are available on the Catholic Education Commission of Victoria Ltd (CECV) website www.cecv.catholic.edu.au under *Industrial Relations / 2013 Agreement Implementation Guides*.

CRITICAL DATES

- The Guides provide indicative dates for principals to manage each part of the process in relation to salary progression for employees and salary changes effective from **1 May 2014**.

ACTIONS REQUIRED

- Schools should ensure that all appropriate salary adjustments are made effective from **1 May 2014**.

CONTACT/ENQUIRIES

- If you have any queries on the implementation of the VCEMEA 2013 please contact the Industrial Relations Unit on 03 9267 0431 or via email on ceoir@ceomelb.catholic.edu.au.



Stephen Elder
EXECUTIVE DIRECTOR