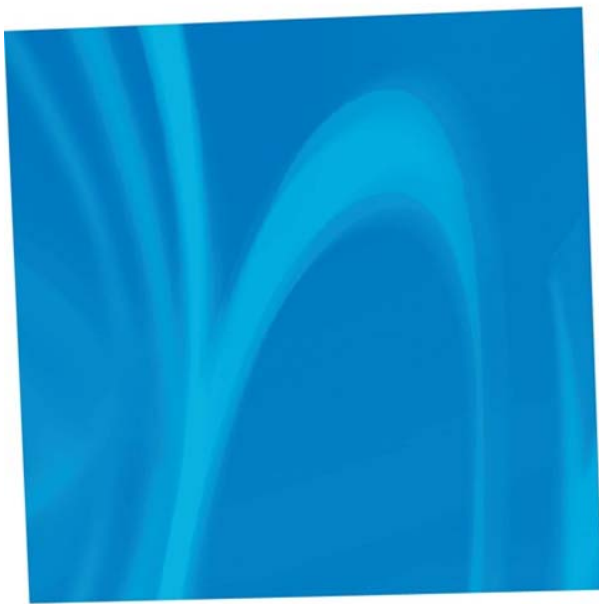


Human Resources

Remuneration

Teaching Service



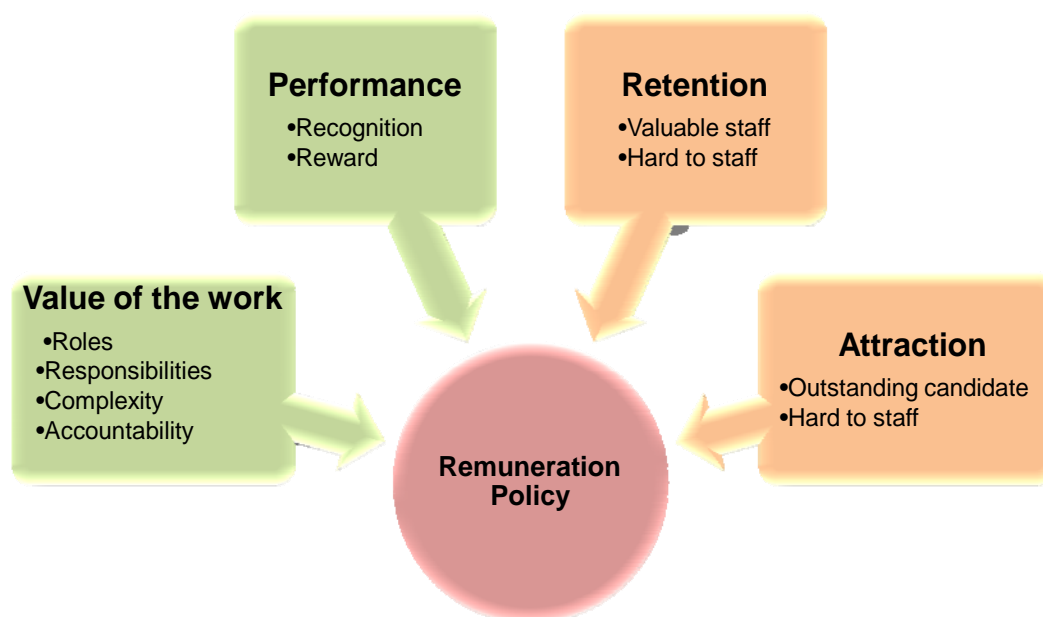
REMUNERATION

TEACHING SERVICE

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OVERVIEW

Teaching Service remuneration policy has been designed to assist with the achievement of the key objectives illustrated below:



Value of the work is fairly determined relative to other positions within the Teaching Service and reflects the roles, responsibilities, skill levels and accountability requirements of the various types and levels of work.

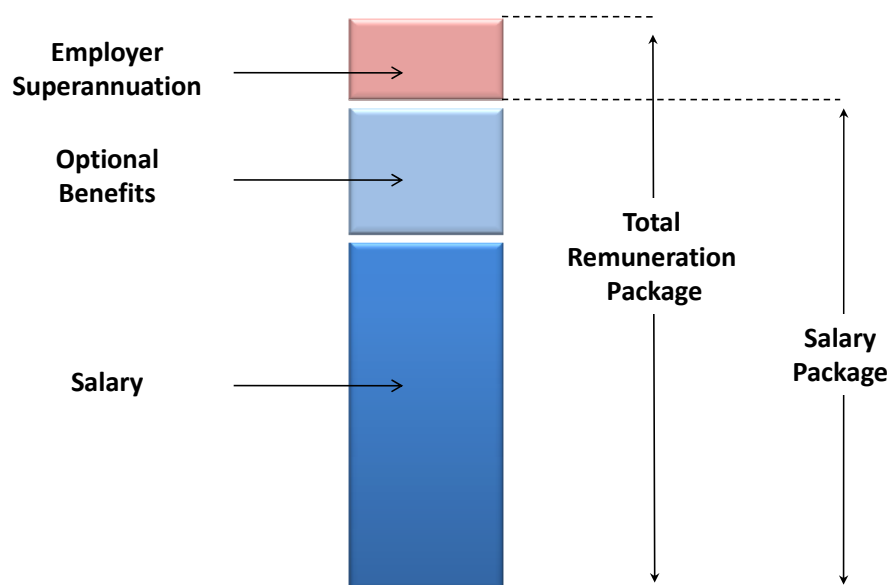
Attraction and retention of the best possible people to meet the current and future demands and challenges of the Victorian Government education system.

Recognition and reward for the quality of the work and contribution to the achievement of improved learning outcomes for students in the government school system.

The *Remuneration – Teaching Service* guide sets out policy and information concerning remuneration for employees in the Teaching Service (other than the executive class). Unless specifically indicated, the policy and information applies to all Teaching Service positions other than executive class positions. Legislation, orders made under that legislation and industrial instruments are cross referenced where relevant.

REMUNERATION/SALARY PACKAGE

The remuneration for the principal class is expressed in terms of a total remuneration package and for the teacher and education support classes is expressed in terms of a salary package. The difference between a total remuneration package and a salary package relates to the cost of employer superannuation that is included within a total remuneration package but excluded from a salary package. This difference can be illustrated as follows:



The total remuneration package for the principal class includes:

- cash salary
- the amount paid by the Department as the employer contribution to a statutory superannuation fund or other complying superannuation fund on behalf of the individual
- any optional benefits the individual may have elected to include in the remuneration package such as a novated lease vehicle.

The salary package for the teacher, paraprofessional and education support classes includes:

- cash salary
- any optional benefits the individual may have elected to include in the salary package in lieu of salary such as a novated lease vehicle.

In addition to the salary package the Department pays the employer contribution to a statutory superannuation fund or other complying superannuation fund on behalf of the individual.

Employer superannuation contribution

The Department is required to make employer superannuation contributions on behalf of employees to either a defined benefits scheme (e.g. the Revised Scheme, the New Scheme or the SERB Scheme) or an accumulation scheme (e.g. VicSuper). With the exception of employees in the principal class, the employer superannuation contribution cost is met by the Department in addition to the salary package.

For employees in the principal class the employer superannuation contribution is deducted from the employee's total remuneration package as follows:

- For members of the Revised Scheme the employer's superannuation contribution varies between 7 and 20 per cent depending on the age at first entering a contract of employment in the principal class and age on joining the scheme.
- For members of the New Scheme the employer's superannuation contribution varies between 8 and 14 per cent depending on the principal class officer's level of contribution and age on first entering a contract of employment in the principal class.
- For members of the SERB Scheme the employer's superannuation contribution is currently 12.6 per cent.
- For members of an accumulation scheme (e.g. VicSuper) the employer contribution is determined in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

An employee who is not a member of a statutory superannuation scheme (Revised, New or SERB), may nominate a complying superannuation fund for the purpose of receiving the employer's compulsory contribution. If a superannuation fund is not nominated the employer's compulsory contribution will be directed to VicSuper as the default fund.

Salary for superannuation purposes (statutory schemes)

With the exception of employees in the principal class, the salary package of an employee who is a member of one of the statutory superannuation schemes (Revised, New or SERB) is their salary for superannuation purposes.

Employees in the principal class who are members of one of the statutory superannuation schemes shall have their salary for superannuation purposes determined as follows:

- members of the Revised Scheme and the SERB Scheme will have a maximum of 82.3 per cent of their total remuneration package recognised by the Emergency Services and State Super Board as salary for superannuation purposes.
- members of the New Scheme will have a maximum of 90.9 per cent of their total remuneration package recognised by the Emergency Services and State Super Board as salary for superannuation purposes.

Packaging

All employees may participate in remuneration/salary packaging that maximises flexibility for individuals to meet their personal and financial needs while at the same time ensure the benefit arrangements comply with relevant taxation legislation and rulings.

The various remuneration/salary packaging benefit options available for employees are explained in detail in the Benefit Profiles available at www.smartsalary.com.au.

REMUNERATION ON EMPLOYMENT, TRANSFER OR PROMOTION

Employment

Except as set out below, the remuneration on employment is set at the minimum remuneration for the classification and range (where applicable) of the position.

Classroom teacher

The remuneration on commencement of each new period of employment as a classroom teacher (excluding transfer) is determined in accordance with (a), (b) or (c) below (whichever results in the higher commencing salary):

- (a) subdivision G-1, provided that:
 - for positions advertised as classroom teacher (accomplished) the commencing salary will be subdivision A-1;
 - for positions advertised as classroom teacher (expert) the commencing salary will be subdivision E-1;
- (b) the current equivalent of the salary subdivision received by the teacher on the last day of his or her most recent employment as a teacher in the Teaching Service. Provided that where the salary in the former employment in the Teaching Service was determined incorrectly or is inconsistent with normal salary progression for a classroom teacher, the teacher's commencing salary will be determined in accordance with (c) below;
- (c) salary subdivision G-1, plus a salary subdivision for each equivalent full time year of approved teaching experience (as defined below) up to a maximum of subdivision E-3.

A [commencement salary calculator](#) can be used by principals and teachers to assist in determining salary on commencement for a classroom teacher.

For the purposes of calculating the commencing salary of a classroom teacher *approved teaching experience* means teaching experience, other than casual relief teaching prior to 1 January 2005, gained subsequent to completion of an approved course of teacher training and undertaken in a P-12 school setting or equivalent and includes:

- employment (other than casual employment) with a Victorian Government school;
- employment (other than casual employment) with a Victorian registered non government school;
- employment (other than casual employment) with a Government school of another state or territory;

- employment (other than casual employment) with a non government school of another state or territory that is approved in accordance with the requirements of that state or Territory to provide instruction at P-12 or part thereof;
- employment as a casual relief teacher on or after 1 January 2005 in any of the above schools

Teaching experience in a school setting other than as set out above, including international experience may be recognised for commencement salary purposes. Advice should be sought from Schools HR Services in these circumstances.

Teaching experience in early childhood, kindergarten, TAFE or higher education settings has not been approved as teaching experience for salary purposes.

Paraprofessional

The remuneration on commencement of each new period of employment as a paraprofessional (excluding transfer) is determined in accordance with (a), (b) or (c) below (whichever results in the higher commencing salary):

- (a) subdivision 1-1; or
- (b) subdivision 1-2, where the paraprofessional has an approved degree or diploma; or
- (c) the current equivalent of the salary subdivision received by the employee on the last day of his or her most recent period of prior employment. Provided that where the salary in the former employment in the Teaching Service was determined incorrectly or is inconsistent with normal salary progression for a paraprofessional, the paraprofessional's commencing salary will be determined at salary subdivision 1-1 plus an additional salary sub division for each year of satisfactory prior employment within the paraprofessional class.

For the purposes of calculating the commencing salary of a paraprofessional *prior employment* means periods of employment as an employee in Victorian Government schools, other than casual employment, without any break in employment exceeding twelve months.

The remuneration on commencement of employment as a paraprofessional level 2, level 3 or level 4 will be the minimum remuneration specified for the appropriate classification level.

A paraprofessional who, subsequent to employment, qualifies as a teacher will be employed as a classroom teacher for the remainder of his or her period of employment with remuneration determined as a classroom teacher. The remuneration determined cannot be less than the paraprofessional's remuneration at the time the paraprofessional becomes a qualified teacher.

Education support class

The remuneration on commencement of each new period of employment in the education support class (excluding transfer) is determined in accordance with (a) or (b) below (whichever results in the higher commencing salary):

- (a) the minimum salary level applying to the position; or
- (b) the current equivalent of the salary subdivision received by the employee on the last day of his or her most recent period of prior employment provided that:

- (i) if the prior employment was at a higher classification or salary range, the commencement salary will be determined at the minimum salary subdivision of the relevant salary range plus an additional salary subdivision for each year of satisfactory prior employment at or above the classification level and salary range of the position;
- (ii) where the salary in the former employment in the Teaching Service was determined incorrectly or is inconsistent with normal salary progression for an education support class employee, the education support class employee's commencing salary will be determined at the minimum salary level applying to the position plus an additional salary sub division for each year of satisfactory prior employment at or above the classification level and salary range of the position.

For the purposes of calculating the commencing salary of an education support class employee *prior employment* means periods of employment as an employee in Victorian Government schools, other than casual employment, without any break in employment exceeding twelve months.

Transfer

[Transfer](#) is defined as the permanent movement of an ongoing employee from one position to another position in the Teaching Service with the same or lower attainable maximum remuneration than the employee's substantive position. Transfer to a position at a lower classification level or range (where applicable) can only occur with the employee's consent. Where consent is given the employee will be permanently transferred and paid at the lower level.

On transfer to a position at the same level an employee will continue to be paid his or her current remuneration or the minimum of the classification and range (where applicable) of the position that was advertised whichever is the higher. Provided that, where the transfer is to another school, the remuneration of an employee whose progression has been accelerated will be the subdivision that would have applied had acceleration not been approved.

On transfer to a position at a lower level an employee will be paid the remuneration determined as if all of the employee's service at or above that lower classification level had been at that lower classification level or such higher amount determined by the [delegate](#) in any particular case.

Promotion

[Promotion](#) is defined as the permanent movement of an ongoing employee from one position to another position in the Teaching Service with a higher attainable maximum remuneration than the employee's substantive position.

On promotion an employee will commence at the minimum remuneration of the position that was advertised. Where prior to the effective date of the promotion the employee has current service (including any higher duties allowance) at or above the higher position the remuneration on promotion will be determined as if all of the employee's current service at or above the minimum remuneration of the higher position had been at that higher position.

ATTRACTION

In exceptional cases, the [delegate](#) may consider approving a remuneration that is higher than set out above in circumstances where this is required to attract the most suitable applicant for a position.

In considering applications the [delegate](#) (currently the Deputy Secretary, Office for Government School Education) will consider each case on its merits having regard to factors such as:

- the degree of difficulty in attracting a suitable person
- the current remuneration of the person;
- opportunities for future remuneration increases;
- relativity with the remuneration levels of other employees performing similar duties;
- the level of skill, experience and qualifications which the person may possess;

The remuneration determined cannot be higher than the maximum of the classification level that was advertised.

An application for approval of a higher remuneration on attraction grounds should be directed to the principal (or Regional Director in the case of a principal) who should forward the application, with the appropriate supporting documentation, to the General Manager, Human Resources, for consideration by the [delegate](#).

Alternatively principals may consider using a [special payment](#) as an attraction incentive.

PRINCIPAL CLASS REMUNERATION REVIEW

The remuneration of an employee in the principal class will be reviewed each year in the context of any changes to the work value of the position, the principal class officer's performance and any other relevant factors. This review may result in higher remuneration within the employee's current remuneration range or movement to a higher or lower remuneration range within the employee's classification level or no change. Except as outlined below, the remuneration review cannot result in movement to a higher or lower classification level. Access to a higher classification level is through promotion in response to an advertised vacancy.

The remuneration review cannot result in a classification level and remuneration range lower than an employee's classification level and remuneration range determined on appointment to that position. In the case of a principal the remuneration review cannot result in a classification level or remuneration range lower than the classification level and remuneration range determined by the school's confirmed Student Resource Package.

Remuneration on movement to a higher remuneration range within a classification level following a remuneration review is set at the minimum of the higher remuneration range. Where the employee had been in receipt of remuneration at or above the minimum remuneration of the higher remuneration range, the remuneration on movement to the higher remuneration range will be determined as if all of the employee's service at or above the minimum remuneration of the higher position had been at that higher remuneration range.

EDUCATION SUPPORT CLASS - SALARY RANGE REVIEW

The salary range of an education support class employee may be reviewed at any time in the context of any changes to the work value of a position and the performance of the employee. Factors that may be taken into account include:

- the duties and responsibilities required of the position compared with the [Dimensions of Work](#) for the education support class;
- the key elements of change in the duties and responsibilities where change has occurred; and
- the performance of the employee.

A salary range review may result in movement to either a higher or lower salary range within the employee's classification, or no change to the salary range. The outcome of a range review cannot result in movement to a salary range below the substantive level of an employee. The substantive level of an employee is the salary range when appointed to an advertised vacancy or the salary range applying to an employee on translation to the education support class, whichever is the later.

A range review process cannot result in an employee receiving a salary within a higher classification level. Movement to classification level 2 may only occur through promotion to an advertised vacancy. Provided that an employee who was classified at the former school services officer level 2, salary range 3 immediately prior to 9 December 2008 (the date of commencement of the [Education Support Class Agreement](#)) can move to a salary range within classification level 2 as a result of a salary range review. As with other range review outcomes the substantive level of the employee (i.e. education support class, level 1, range 2 on translation) remains unchanged until such time as the employee is promoted to a higher level.

Remuneration on movement to a higher salary range within a classification level following a range review is determined in the same way as remuneration on promotion as set out above.

ANNUAL PROGRESSION

An employee's remuneration will be progressed one subdivision effective from 1 May of each year up to the maximum remuneration level for his or her position.

Progression is not automatic and is based on the annual assessment of the employee's performance and may include the use of relevant data. The performance of an employee in the principal class will be assessed based on demonstrated achievement against school priorities and Departmental criteria. The performance of an employee in the teacher or paraprofessional classes will be assessed based on achievement against the applicable professional standards. The performance of an employee in the education support class will be assessed based on achievement against the performance standards relative to the classification level and salary range.

The progression cycle is common to all employees in the Teaching Service commencing on 1 May each year and concluding on 30 April in the following year. A [performance assessment](#) is to be completed at the end of each progression cycle. If an employee is absent on leave at the time of the assessment alternative arrangements for the assessment can be agreed.

Eligible Service

An employee with four or more months' eligible service in any particular progression cycle is eligible for progression. Eligible service includes all periods of:

- duty including any period(s) the employee is in receipt of a [higher duties](#) allowance;
- paid leave;
- unpaid leave that have been approved to count as service;
- for classroom teachers approved teaching experience (as set out above) undertaken during a period of leave without pay subject to the provision of a statement of service.

An employee promoted within the four-month period prior to 1 May is not eligible for progression in that year. However where the employee had been in receipt of [higher duties](#) at or above the higher level within that year's performance cycle that higher duties period will be included as eligible service.

Progression

An employee's remuneration will be progressed to the next higher subdivision on 1 May (if not already at the maximum remuneration for the classification and range) subject to the employee having four or more months' eligible service and receiving a satisfactory [performance assessment](#) for that progression cycle.

An employee progressing through his/her respective classification who is assessed as not meeting the requirements for progression will not progress in that year provided that the employee (other than an executive or principal class employee) has been:

- notified in writing of:
 - the standards of performance that are expected;
 - the areas of the employee's performance that do not meet the required standards; and
 - the consequences of continued or repeated failure to meet these standards.

The notice must be provided in writing no later than 31 January (or 31 March if the employee has less than six months eligible service).

- given the opportunity to enable improvement in performance to the required standard.

Where the performance of an employee commencing a period of extended leave or changing schools is not considered satisfactory the principal should provide that employee with the notice set out above prior to the commencement of leave or movement to the other school.

Progression will be suspended during any period that an employee is the subject of unsatisfactory performance procedures.

Progression for all eligible employees is processed centrally on the payroll except for those employees who have been provided with notice as set out above and are assessed as not meeting the requirements for progression.

Higher duties

An employee acting in a higher position may be paid [higher duties](#) to the next subdivision of the higher position (in addition to progression at their substantive level if not at the maximum) on 1 May provided the employee has at least four months' eligible service at or above the remuneration level of that higher position and a satisfactory performance assessment at the higher level.

Graduate teachers

Graduate teachers who commence first employment at subdivision G-1 after 1 January in any year are not eligible for progression in that year and will be paid a lump sum on progression to G-2 in the following year in accordance with clause 16(5)(e) of the [Victorian Government Schools Agreement 2008](#).

ACCELERATED PROGRESSION – PERFORMANCE AND RETENTION

An employee may be considered for accelerated progression within their school to retain that employee or to recognise performance as set out below. Where a principal wishes to recommend an employee for accelerated progression the case is to be put to the [delegate](#) for decision.

Where accelerated progression is approved it is confined to the school in which it is granted. That is, should an employee change schools the employee's remuneration will be that which it would have been had the accelerated progression not occurred.

Applications for accelerated progression, with the appropriate supporting documentation, should be forwarded to the General Manager, Human Resources, for consideration by the [delegate](#).

Retention

Applications for accelerated progression to retain an employee are considered on their merits having regard to factors such as:

- the risk of the staff member leaving the Teaching Service;
- the degree of difficulty in replacing the employee;
- the current remuneration of the employee;
- opportunities for future remuneration increases;
- relativity with the remuneration levels of other employees performing similar duties;
- the level of skill, experience and qualifications which the employee may possess.

Applications for accelerated progression on retention grounds should outline the grounds on which the principal considers accelerated progression is necessary to retain an employee. Applications, if approved, will have effect from the date determined by the [delegate](#) which generally will be the commencement of the first pay period after the date of the application is submitted for consideration.

Alternatively principals may consider using a [special payment](#) as a retention incentive.

Performance

Accelerated progression on performance grounds would not ordinarily be considered as the annual performance arrangements already recognise performance within a salary range.

However as the classroom teacher classification encompasses three categories (*graduate*, *accomplished* and *expert*) accelerated progression is available to recognise that a classroom teacher's performance demonstrates that the teacher can satisfy the professional standards at a higher category classroom teacher classification (i.e. *graduate* to *accomplished* or *expert* or *accomplished* to *expert*). If approved, the teacher's remuneration will be progressed to the base of the higher category (ie *graduate*, *accomplished* and *expert*).

Where a principal is of the view that an employee is performing well above normal expectations an application for acceleration within a salary range on performance grounds may be submitted for consideration. For example an education support class employee at level 1 subdivision 2-3 may be recommended for acceleration to subdivision 2-5 or subdivision 2-6.

Applications for accelerated progression on performance grounds should outline the grounds on which the principal considers the performance to be beyond the normal expectations and must include the employee's most recent performance assessment. Applications submitted by 30 June in any year, if approved, will have effect from 1 May of that year. Applications submitted after 30 June, if approved will have effect from 1 May of the following year.

SECRETARY'S DISCRETION

The Secretary may determine the remuneration of any employee where the circumstances are other than set out above provided the remuneration determined cannot exceed the maximum remuneration for the relevant classification.

FURTHER ASSISTANCE

For advice or assistance principals may contact Schools HR Services on 1800 641 943.