



Department of Education and
Early Childhood Development

Human Resources

Remuneration

Teaching Service



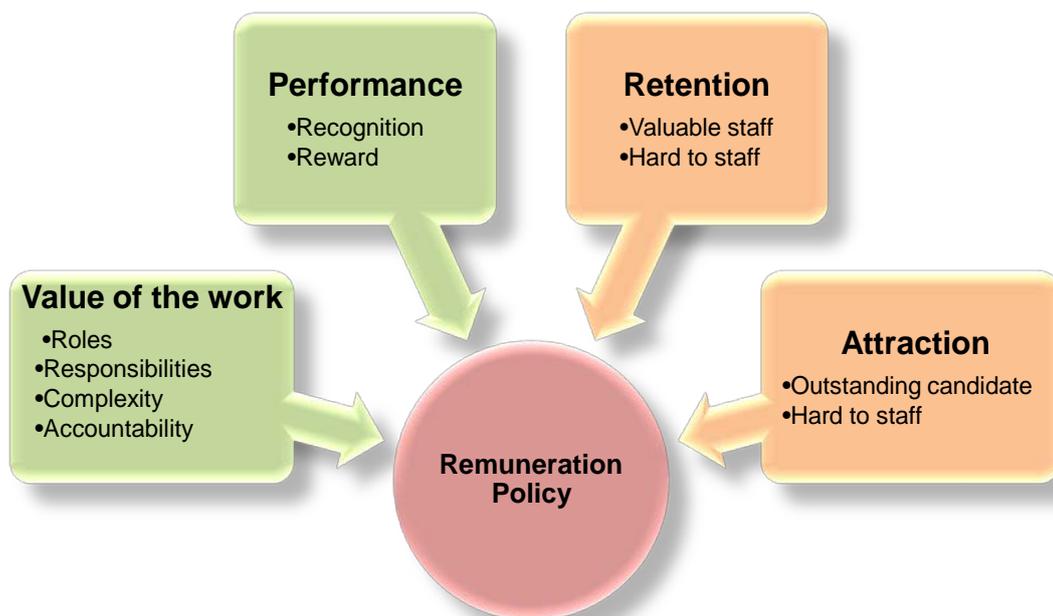
REMUNERATION

TEACHING SERVICE

| CONTENTS | PAGE |
|--|------|
| OVERVIEW | 2 |
| REMUNERATION/SALARY PACKAGE | 2 |
| REMUNERATION ON EMPLOYMENT, TRANSFER OR PROMOTION | 5 |
| ATTRACTION | 7 |
| PRINCIPAL CLASS REMUNERATION REVIEW | 8 |
| EDUCATION SUPPORT & PARAPROFESSIONAL CLASS - SALARY RANGE REVIEW | 8 |
| REMUNERATION/SALARY ON EXPIRY OF CONTRACT OR TENURE | 9 |
| ANNUAL PROGRESSION | 9 |
| ACCELERATED PROGRESSION – PERFORMANCE AND RETENTION | 10 |
| DETERMINING REMUNERATION/SALARY IN EXCEPTIONAL CIRCUMSTANCES | 11 |
| RETENTION OF DOCUMENTATION | 11 |
| FURTHER ASSISTANCE | 11 |

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.

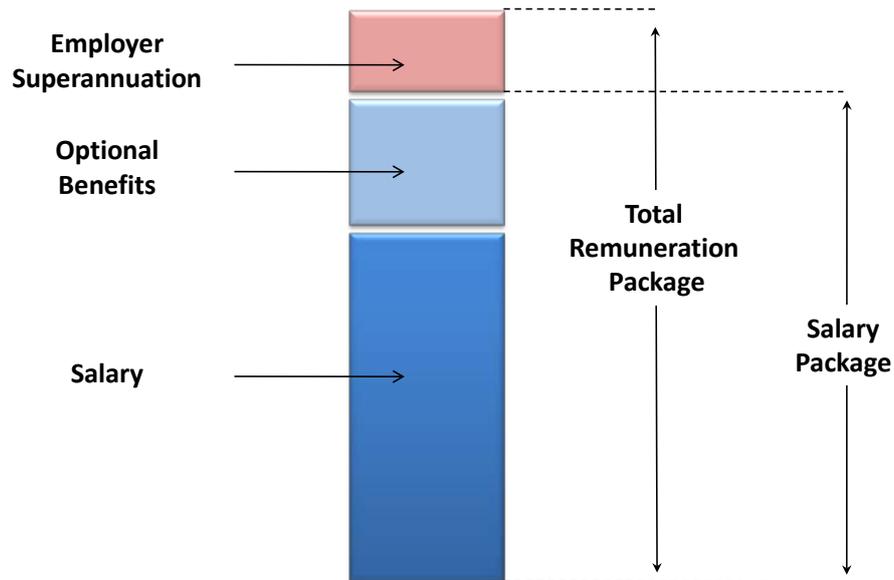
Attraction and retention of the best possible people to meet the current and future demands and challenges of the Victorian government education system.

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). Legislation, orders made under that legislation and industrial instruments are cross referenced where relevant. Unless indicated otherwise, the policy and information applies to all teaching service positions other than executive class positions in both school and non-school locations. The Regional Director is the delegate in matters concerning principals and teaching service employees in non-school locations.

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 executive and principal class, the employer superannuation contribution cost is met by the Department in addition to the salary package.

For employees in the executive and 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 executive or 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 employee's level of contribution and age on first entering a contract of employment in the executive or 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 executive or 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 remuneration/salary on commencement of employment is set at the minimum remuneration/salary for the classification and range (where applicable) of the position.

Classroom teacher

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

- (a) subdivision 1-1 provided that for positions advertised as classroom teacher salary range 2 the commencing salary will be sub division 2-1;
- (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 1-1, plus a salary subdivision for each equivalent full time year of approved teaching experience (as defined below) up to a maximum of subdivision 2-6. Provided the salary determined cannot be higher than the salary determined under subclause (b) except where the teacher has gained approved teaching experience subsequent to his or her last date of separation from the teaching service.

For the purposes of calculating the commencing salary of a classroom teacher *approved teaching experience* means teaching experience gained whilst employed as a teacher, other than on a casual or sessional basis, in:

- a Victorian registered school including teaching experience as a casual relief teacher in a Victorian government school on or after 1 January 2005
- a school of another Australian state or territory that is approved in accordance with the requirements of the relevant state or territory to provide instruction at P-12 or part thereof
- an international school equivalent to an Australian P-12 school setting.

The following has not been approved as teaching experience for commencement salary purposes:

- experience gained prior to the completion of an approved course of teacher training
- experience gained in early childhood, kindergarten, TAFE or higher education settings
- experience gained as a casual or sessional teacher including as a casual relief teacher in a Victorian government school prior to 1 January 2005.

A [commencement salary calculator](#) can be used by principals and teachers to assist in determining salary on commencement for a classroom teacher. Schools HR Services is available to assist principals in determining commencement salary and/or providing advice regarding the inclusion of any particular Australian or international teaching experience.

Paraprofessional

The salary on commencement of each new period of employment as a paraprofessional level 1 salary range 1 is determined in accordance with (a), (b) or (c) below (whichever results in the higher commencing salary):

- (a) subdivision 1-1;
- (b) subdivision 1-2 where the paraprofessional has an approved degree or diploma;

- (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 prior 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.

With the exception of paraprofessional level 1 salary range 1, salary on commencement of employment as a paraprofessional will be the minimum salary specified for the appropriate salary range.

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

Education support class

The salary on commencement of each new period of employment in the education support class 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;
- (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 relevant salary range of the position;
 - (ii) where the salary in the prior 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 relevant 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 classification level or remuneration/salary range an employee will be paid the remuneration/salary determined as if all of the employee's service at or above that lower classification level or salary range had been at that lower classification level or remuneration/salary range. The remuneration/salary determined on transfer to a lower classification level or remuneration/salary range cannot exceed the maximum remuneration/salary of that lower classification level or remuneration/salary range.

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 minimum remuneration of the promotion position, the remuneration on promotion will be at that higher level. Where that remuneration exceeds the maximum remuneration of the promotion 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 promotion position had been at that promotion position.

Payment/recovery of salary under and over payments

An employee (or former employee) who considers they have been underpaid may request a salary/remuneration review. Where it is established that an underpayment has occurred, consistent with the *Fair Work Act 2009 (Cth)*, the employee (or former employee) will be paid arrears for any underpayments that occurred in the 6 years prior to the date the salary/remuneration review was requested.

The school(s) or work location where the employee (or former employee) was employed at the time the underpayment occurred is responsible for meeting the cost of any retrospective salary/remuneration payments that are made.

The management and recovery of overpayments is undertaken consistent with the relevant legislative provisions. Information about the management and recovery of overpayments is available on HRWeb at [Overpayments](#).

ATTRACTION

In any particular case the principal may approve a remuneration/salary for a person on employment, transfer or promotion that is higher than set out above in order to attract that person to a position.

The principal will consider each case on its merits having regard to factors such as:

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

The remuneration/salary determined cannot exceed the maximum remuneration/salary of the classification level and salary range (where applicable) of the position.

Alternatively, a principal may consider using a [special payment](#) as an incentive to attract a person to a position in the teacher, paraprofessional or education support class.

PRINCIPAL CLASS REMUNERATION REVIEW

The remuneration and/or remuneration range 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 employee's performance and any other relevant factors. This review may result in no change, a higher remuneration within the employee's current remuneration range or movement to a higher or lower remuneration range within the employee's classification level.

A remuneration review cannot result in movement to a higher classification level. Movement to a higher classification level may only occur through promotion to an advertised vacancy.

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

Remuneration on movement to a higher remuneration range 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.

Remuneration on movement to a lower remuneration range following a remuneration review is determined as if all of the employee's service at or above that lower remuneration range had been at that lower remuneration range.

EDUCATION SUPPORT & PARAPROFESSIONAL CLASS - SALARY RANGE REVIEW

The salary range of an education support class employee or a paraprofessional 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. The review may be initiated by either the principal or the employee and, where practicable, the employee will be advised of the outcome of the review within 28 days of initiation of the review. 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.

A salary range review cannot result in movement to a higher classification level. Movement to a higher classification level may only occur through promotion to an advertised vacancy.

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

Salary on movement to a lower salary range following a salary range review is determined as if all of the employee's service at or above that lower salary range had been at that lower salary range.

REMUNERATION/SALARY ON EXPIRY OF CONTRACT OR TENURE

The [Principal Class Contract Renewal Guidelines](#) provide information regarding the remuneration range of a principal class employee on the expiry or termination of his or her contract of employment.

Where a principal class employee's contract is terminated or expires, the principal (with respect to an assistant principal) or the Regional Director (with respect to a principal) may direct the employee to carry out any of the duties of a position in the principal class for up to twelve months without that employee entering a further contract. Where this occurs the employee is entitled to receive the remuneration package that applied to that employee's former position.

The [Leading Teacher Renewal Guidelines](#) provides information regarding the salary of a leading teacher on the termination or expiry of his or her leading teacher tenure.

ANNUAL PROGRESSION

Within the Teaching Service classifications remuneration/salary progression is available on 1 May of each year up to the maximum salary/remuneration of the appropriate remuneration/salary range. 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 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 performance 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 six or more months' eligible service at or above a particular subdivision 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 six 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 promotion level within that year's performance cycle that higher duties period will be included as eligible service.

Notification of non-progression

An employee progressing through his/her salary range 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 before 1 March 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 standard; and
- 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.

An employee who is the subject of unsatisfactory performance procedures is not eligible for salary/remuneration progression provided that employee (other than an executive or principal class employee) is provided with the notice set out above before 1 March.

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 six months' eligible service at or above the remuneration level of that higher position and a satisfactory performance assessment at the higher level.

First year teachers

Teachers who commence first employment at subdivision 1-1 after 1 November in any performance cycle are not eligible for progression in that cycle and will be paid a lump sum on progression to subdivision 1-2 in the following cycle in accordance with clause 16(4)(e) of the [Victorian Government Schools Agreement 2013](#).

ACCELERATED PROGRESSION – PERFORMANCE AND RETENTION

An employee may be considered for accelerated progression within their school as a retention incentive or to recognise performance as set out below.

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 salary/remuneration will be that which it would have been had the accelerated progression not occurred.

Retention

In determining whether to approve accelerated salary/remuneration progression to retain an employee the principal should have 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 salary/remuneration of the employee;
- opportunities for future salary/remuneration increases;
- relativity with the salary/remuneration levels of other employees performing similar duties;
- the level of skill, experience and qualifications which the employee may possess.

Where the principal decides to accelerate an employee's salary/remuneration to retain that employee the higher salary/remuneration will have effect from the date determined by the principal which generally will be the commencement of the first pay period on or after the date of the decision.

Alternatively the principal may consider using a [special payment](#) as an incentive to retain an employee in the teacher, paraprofessional or education support class.

Performance

Where the principal is of the view that an employee is performing well above normal expectations acceleration within a salary range (or classification with respect to classroom teachers) on performance grounds may be considered. A decision to approve accelerated salary/remuneration progression on performance grounds should be linked to the annual performance and development cycle and as such any acceleration on performance grounds will have effect from 1 May of the relevant performance and development cycle.

DETERMINING REMUNERATION/SALARY IN EXCEPTIONAL CIRCUMSTANCES

In circumstances where a principal wishes to offer remuneration/salary to an employee other than as set out above, a request setting out the circumstances which warrant such a payment should be forwarded to the Executive Director, Human Resources, for consideration.

The remuneration/salary determined cannot exceed the maximum remuneration/salary of the classification level and salary range (where applicable) of the position.

RETENTION OF DOCUMENTATION

All documentation in relation to decisions on an employee's remuneration/salary arrangements should be placed on the employee's personnel file with a copy of the record of decision provided to the employee.

FURTHER ASSISTANCE

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