

T14372 OF
2015

DEPARTMENT OF EDUCATION

**SCHOOL SUPPORT STAFF
HOLIDAYS WITH PAY
AGREEMENT 2015**

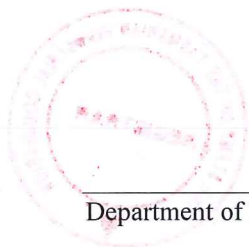


1. TITLE

This Agreement shall be known as the **Department of Education School Support Staff Holidays with Pay Agreement 2015.**

2. ARRANGEMENT

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3. SCOPE

- 3.1 This Agreement is made in respect of employees employed in the Department of Education as School Support Staff.

4. PARTIES BOUND

- 4.1 This Agreement shall be between the Minister administering the *State Service Act 2000*, the Community and Public Sector Union (State Public Services Federation Tasmania) Inc. and the Australian Education Union (Tasmanian Branch).

5. PERIOD OF OPERATION

- 5.1 This Agreement shall take effect from the date of registration and shall remain in force until 31 December 2017.

6. RELATIONSHIP TO AWARDS AND AGREEMENTS

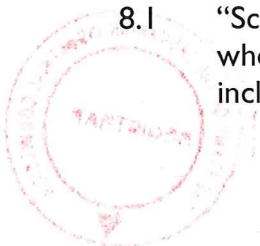
- 6.1 Where any inconsistency occurs between this Agreement and the relevant Award, or any registered Agreement with the Minister administering the *State Service Act 2000*, this Agreement shall prevail to the extent of the inconsistency.
- 6.2 The relevant award is the Tasmanian State Service Award.

7. PURPOSE

- 7.1 The purpose of this Agreement is to provide School Support Staff who work school terms only with time-off-in-lieu (TOIL) for:
- Easter Holidays with Pay that occurred in the school holiday period in 2014 and 2015 and which will occur in the 2017 school holiday period; and
 - Whose normal hours of work include a day which is an Easter Holiday with Pay occurring in the school holiday period.

8. DEFINITION

- 8.1 "School Support Staff" means all employees employed in schools or colleges who are employed to work during school terms only. These employees include teacher assistants, school administration, library technicians.



9. EMPLOYMENT ARRANGEMENTS

- 9.1 School Support Staff are employed for school terms only. These employees have the option to work an additional two weeks at a time or times mutually agreed between the Principal and the employee. Employment is for a maximum of 42 weeks per year inclusive of the additional two weeks where applicable.

10. HOLIDAYS WITH PAY

- 10.1 School Support Staff whose normal hours of work include a Monday and/or a Tuesday and who would have worked on either or both Easter Monday or Easter Tuesday in 2014 and/or 2015 had those days not been Holidays with Pay and not fallen during the school holiday period, are to receive one day of TOIL at normal hours for each year, regardless of whether the employee would have worked one or both of those days.
- 10.2 The arrangements prescribed in sub-clause 10.1 will also apply in 2017.
- 10.3 TOIL accrued from 2014 and/or 2015 is to be taken at a time agreed between the employee and the Principal or School Business Manager by no later than the end of Term 4 2016.
- 10.4 TOIL which accrues in 2017 is to be taken at a time agreed by the employee and the Principal or School Business Manager by no later than the end of Term 4 2017.
- 10.5 School Support Staff who work each day of the week Monday to Friday, are to receive 8 Holidays with Pay (7.5 in metropolitan Launceston and 7 in Burnie, Waratah-Wynyard and West Coast) in 2014, 2015 and 2017. One day of TOIL is to be added to the number of Holidays with Pay prescribed in this sub-clause for those employees who qualify for this day in either 2014 and/or 2015 and/or 2017 thus making the number of Holidays with Pay the equivalent of 9 per year (8.5 in metropolitan Launceston and 8 in Burnie, Waratah-Wynyard and West Coast).
- 10.6 For those School Support Staff who do not work each day of the week, the entitlement to payment for Holidays with Pay shall be as per Part VIII Clause I(c) of the Tasmanian State Service Award provided that those School Support Staff who would have worked normal hours on either Easter Monday and/or Easter Tuesday in 2014 and/or 2015 and/or 2017 will be entitled to TOIL as per sub-clause 10.1 and/or 10.2.



- 10.7 School Support Staff will be paid for Christmas Day, Boxing Day and New Year's Day Holidays with Pay if these Holidays with Pay fall on days that would otherwise have been or will be days on which the employee would normally be required to work. Payment for these days is to be included in the payment for accrued recreation leave which is paid at the end of Term 4 each year.

11. DISPUTE RESOLUTION

- 11.1 The Grievance and Dispute Settling procedure of the Tasmanian State Service Award outlines the process for addressing any issues that may arise from the implementation of this Agreement.

12. NO EXTRA CLAIMS


- 12.1 The parties to this Agreement undertake that, for the life of this Agreement, they will not initiate any additional claims regarding salary or conditions of employment.



SIGNATORIES

This Agreement is made in Hobart on this 20th of November 2015

SIGNED FOR AND ON BEHALF OF
Minister administering the State Service Act 2000

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SIGNED FOR AND ON BEHALF OF
Community and Public Sector Union (State Public Services Federation Tasmania) Inc

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SIGNED FOR AND ON BEHALF OF
Australian Education Union Tasmanian Branch

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