



SAS Staff News

January 2014

Please circulate this newsletter to all PSA members

LEARNING MANAGEMENT BUSINESS REFORM (LMBR) UPDATE

On 20 December 2013 the Department lodged an industrial dispute in the NSW Industrial Relations Commission against the PSA work bans on LMBR to commence from day one, term 1, 2014.

At the hearing the PSA raised members' concerns around lack of training and support, work overload, pressure to perform, time frames associated with the rollout, and Departmental communications.

The Commission was sympathetic with the concerns of PSA members and acknowledged that the matter must have deteriorated, as the PSA is not known as a union which imposes work bans lightly. However, the PSA was directed to lift these bans.

As a result, the Department released a plan of support for the 229 LMBR focus schools in the belief it would address the concerns raised. The plan was released without prior consultation.

The Department offered the opportunity for SASS in the 229 schools to **VOLUNTEER** to work in the final two weeks of the holidays, providing additional training and support. PSA members who choose to **VOLUNTEER** will be paid at the appropriate long term temporary rate, funded by the Department not the school.

The PSA also obtained assurances from the Department that SASS who chose not to volunteer would be provided with the additional training and support during term 1, 2014. The Department will also provide the 229 focus schools with onsite support.

The PSA continues to encourage all members to notify the PSA of any issues they are experiencing and to lodge a help desk call with the Shared Service Centre.

SCHOOL LEARNING SUPPORT OFFICER (SLSO) (Preschool) STATEMENT OF DUTIES

The PSA would like to inform all SLSO Preschool members of the updated *Statement of Duties* (included in this bulletin).

The PSA and Department had a lengthy consultation process which involved many stakeholders, including the Special Education

Working Group (SEWG) and the Schools Departmental Committee. The PSA achieved a pleasing result for SLSO Preschool members. Some of these changes are listed below:

- Concise wording clarification of duties
- "Assisting" added to teacher and child support
- Administering prescribed medication when in receipt of the allowance, and maintaining the medication register

SLSOs are invited to contact members of the SEWG with topics they would like on the agenda for discussion. The Committee's contact details are listed below:

Tanya McAlister tanya.mcalister@det.nsw.edu.au
Liz McKenzie elizabeth.mckenzie3@det.nsw.edu.au
Michele Preston michele.preston1@det.nsw.edu.au
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PSA Schools Team schools@psa.asn.au

CONDITIONS OF EMPLOYMENT

REDUCTION IN HOURS

If you have been told your permanent hours are going to be reduced, please email schools@psa.asn.au with your membership number, school, name, job classification, and any other relevant details.

MEAL BREAKS

Employees who work not less than four hours per day shall be entitled to an unpaid lunch break of not less than 30 minutes each day.

Employees who work more than two hours from the commencement of the school day shall be entitled to a paid morning tea break of 10 minutes each day.

SAS STAFFING OPERATION PROCEDURES

Nominated Transfers:

Permanent members who have had a reduction in hours or their permanent positions abolished may apply.

Note: Nominated transfers have priority over service transfers.

Compassionate Transfers:

Please contact the PSA.

Long Term Temporary Expression of Interest:

Forms can be accessed through the DEC portal.

- A –Z directories
- Human Resources
- Non-teaching staff in schools
- Employee forms

Service Transfer:

Permanent employees may apply for transfer at any time. Each application should indicate the classification, locations, and hours per week desired. Applications remain current for a period of 12 months.

HIGHER DUTIES ALLOWANCE (HDA)

A permanent or long-term temporary employee who is directed to carry out a period of relief in a higher position for five consecutive days or more shall be paid a higher duties allowance.

Employees who have relieved continuously for 12 calendar months or more, inclusive of school vacation periods, in the same higher graded position are eligible for the payment of higher duties allowance for any leave which is taken during the ongoing period of relief.

LEAVE WITHOUT PAY (LWOP)

LWOP **may** be granted to a permanent or long-term temporary employee if good and sufficient reason is shown. Leave **may** be granted on a full-time or a part-time basis.

OVERTIME

A School Administrative and Support Staff (SASS) member is entitled to payment of overtime for any work performed in excess of seven hours in any one school day or performed on a weekend or public holiday.

Overtime for permanent and temporary SASS will be paid at the relevant long-term temporary rate of pay.

Weekdays:

- For the first two hours, payment shall be made at the rate of time and a half.
- For subsequent hours, payment shall be made at the rate of double time.

Saturday:

- For the first two hours, payment shall be made at the rate of time and a half.
- For subsequent hours, payment shall be made at the rate of double time.

Where overtime is performed on a Saturday, the minimum payment to be made shall be for three hours.

Sunday:

- Payment shall be made at the rate of double time.

Where overtime is performed on a Sunday, the minimum payment to be made shall be for three hours.

EMPLOYMENT STATUS

Members are advised that the Crown Employees (School Administrative and Support Staff) Award does not provide for 'casual' employment of SAS Staff in NSW Schools.

There are three types of employment in NSW Schools:

- Permanent employment (including part time).
- Long Term Temporary is for SAS Staff employed on a regular basis **over more than one full school term**, you are a long term temporary staff member.
- Short Term Temporary is for SAS Staff employed **for a school term or less** (paid at a higher loaded hourly rate).

The Department has reminded Principals via memorandum (DN/13/00203) of the above process.

Please contact the PSA or Bathurst Employee Service Centre on 1300 338 003 if you have any questions regarding your employment status.

ONGOING BANS

Members are asked to continue supporting these work bans:

- FM Web
- Cash Flow Budgeting
- SMS texting to parents
- Absences – Primary schools
- Use of 3rd Party software

ONSITE INFORMATION SESSIONS

PSA Organisers are always keen to visit your school to run an information session at a time that is convenient for members. If you are not sure who the Organiser is for your area, please contact the PSA Schools Team.



Create a PSA email folder and save all correspondence for future reference.

Statement of Duties

School Learning Support Officer (Preschool)

A School Learning Support Officer (Preschool) is responsible to the principal or the supervisor for:

- Providing assistance with the daily preschool program, classroom activities and the care and management of children enrolled in the service (children) and functions under the immediate supervision and direction of a teacher

The school must not require a School Learning Support Officer (Preschool) to accept responsibility for class management, playground supervision or the teaching of children.

In supporting the preschool teacher a School Learning Support Officer (Preschool) is required to carry out the following range of duties:

- Setting up the classroom and playground before and after each session;
- Regular cleaning and minor maintenance of preschool toys, furniture and equipment;
- Preparation of morning and afternoon tea and associated activities.

Teacher and Child Support

- Assisting in the implementation of learning programs
- Interacting with children
- Assisting children with toileting and dressing
- Supporting teacher in children learning
- Assisting the teacher in guiding children's behaviour
- Caring for sick children and where in receipt of the first aid allowance, administering minor first aid
- Administering prescribed medication when in receipt of the allowance, and maintaining the medication register.

1. Administration

- Operating audio visual aids and other teaching equipment
- Photocopying materials
- Assembling and distributing learning materials and resources
- Stocktaking of furniture, equipment and learning resources
- Managing lost property
- Performing minor clerical duties such as those associated with documentation

2. Other duties

Undertaking other related duties as determined by the principal or the supervisor

For further information please contact the PSA on 9220 0900 and ask for the Schools Team or email schools@psa.asn.au

If you are not a PSA member: Join the union now

On-line application

<https://membership.psa.asn.au/join>