



# SAS STAFF NEWS

Please circulate this newsletter to all PSA members

June 2014

## PERMANENCY FOR LONG TERM TEMPORARY SAS STAFF

The PSA reminds long term temporary SAS Staff, excluding SAM's, of the ongoing ability to apply for permanency through 'expression of interest'. Detailed information can be accessed as listed below:

Log onto the DEC portal > A – Z directories > Human resources > Non-teaching staff in schools > Employee forms > School Administrative and Support Staff Long Term Temporary Employee *Expression of Interest* for Permanent Employment

<http://www.teach.nsw.edu.au/documents/sassltteoi.pdf>

The Determination under Education (School Administrative and Support Staff) Act 1987, Determination 1 of 2012 clarifies the procedures and criteria. Members are encourage to familiarise themselves of the criteria prior to applying for permanency

[http://www.dec.nsw.gov.au/documents/15060385/15385042/sassd1\\_2012L\\_TTSASS.pdf](http://www.dec.nsw.gov.au/documents/15060385/15385042/sassd1_2012L_TTSASS.pdf)

## SCHOOL ADMINISTRATIVE AND SUPPORT STAFF REFERENCE GROUPS (SRG)

Congratulations to all our PSA Representatives who are now actively involved in the SRG Committees. The role of the SRG is to provide professional learning opportunities for all:

- School Administrative Managers
- School Administration Officers
- School Learning Support Officers
- School Learning Support Officers - Pre-school
- Aboriginal Education Officers
- General Assistants

The PSA seeks an *Expression of Interest* from members wishing to participate as PSA representatives in SRG's. There are vacant positions on SRG's at Western NSW, Illawarra South Coast and New England. Please email [awright@psa.asn.au](mailto:awright@psa.asn.au) your details and include the vacancy for which you are nominating.

## INFORMATION FOR TECHNOLOGY SUPPORT OFFICERS

If there are TSO's at your school please distribute this bulletin to them. It is important to know that your school can still make the decision to employ TSO's. If your school no longer employs a TSO, do not take up the duties of the TSO.

With the announcement that the NSW Department of Education will not continue the funding for the Commonwealth DER program it is now inevitable that many TSO's will finish their employment on 27 June 2014.

The PSA recognises the valuable work that TSO's have brought to public education in NSW and we are committed to assisting members to retain TSO positions and will continue to promote the need for a TSO role in NSW public schools.

PLEASE TURN PAGE

## LMBR latest news

SRGs will receive \$90,000 - \$175,000 per educational directorate in additional funds for LMBR implementation and training.

Performance Development - 22 schools have finished the pilot. DEC is now looking at a policy to include all DEC staff and a training model with significant funding attached. In our next newsletter we will update and explain Performance Development and how it affects you.

Local Schools Local Decisions – Financial management Support for Schools. Two courses have been developed - "Core Financial Literacy" and "Consulting with the Community".

A SAM position cannot be abolished and replaced with a Business Manager at a higher rate. The SAM must be retained.

## Your checklist

- Save the date for **SASS Recognition Week Sept 1-5**
- Pass a copy of this Bulletin to a TSO
- Ask a colleague to join the PSA
- Have fun during the holidays

## TSO EMPLOYMENT POST 27 JUNE 2014

On Friday 6 June 2014 the Department released an advice to Principals on how to retain a TSO role in their school. The PSA encourages all TSO's to alert their school Principal to this advice from the Department and have a discussion as to the possible retention of the role within the school.

If you are being retained by your school it should be as a TSO – Clerk Grade General Scale and the duties should be in line with your previous position description under the DER program.

You will still be required to complete the separation form as any further employment will be directly with the school.

Schools should not expect or ask for any of the TSO's work to be done by SASS or any other staff in schools.

## TSO SEPARATION PAYMENTS

TSO's not continuing their employment may be eligible for a severance payment. In general, the following criteria will need to be met:

- A minimum of one year (12 months') temporary employment
- At least one extension of the original temporary employment contract

Due to the number of TSO's, the Department has advised that it will not be in a position to determine eligibility for severance payments for all TSO's by 27 June 2014.

**PLEASE NOTE – IF YOU ARE OFFERED RE-EMPLOYMENT AS A TSO FOR TERM 3 YOU WILL NOT BE ELIGIBLE FOR A SEVERANCE PAYMENT.**

Also, for the purposes of re-employment in the NSW public service after receiving a severance payment, a pro-rata re-payment may be required if re-entry into the service is within the period covered by the severance payment.

## SASS RECOGNITION WEEK - DATE SAVER SEPTEMBER 1-5, 2014

SASS Recognition Week will be from September 1-5 this year. Because the challenges many of you have faced and are continuing to face with LMBR and Local Schools Local Decisions, the previous theme from 2011 '**Stepping up to the Challenge**' has been chosen again. It is more relevant than ever for many SAS staff. The challenges are always there for everyone.

## TRANSPORTING STUDENTS / USE OF MOTOR VEHICLES

SAS staff must not transport students or be expected to use a private vehicle for school business. This includes school shopping, obtaining resources for related subjects, collecting mail etc. Please contact the PSA if you require assistance with this issue. Information on the use of private motor vehicles by staff can be found in the *DEC/DET Legal Issues Bulletin No.8, Aug 2008 and No.19, Nov 2002*.

## HOLIDAYS ARE HOLIDAYS

As always, the PSA reminds you not to work during your holidays, and **never work alone in your workplace!**

## AN UPDATE FOR 229 ELS SCHOOLS

PSA delegates Sue Walsh, Wendy Hurry and Chris Jones and PSA staff continue to meet on a fortnightly basis with members of the DEC LMBR Taskforce addressing members' concerns and problems experienced in the 229 schools.

Several system updates have been implemented to provide functionality fixes in schools. A self-assessment survey is being drafted to gather data on participants' ability to purchase goods/services, manage assets, income and expenditure, banking, student payments, student arrivals and departures, excursions, migration of data from ERN, manage student records and information and marking of rolls. Members in the 229 schools are encouraged to provide frank feedback to assist in the identification of strategies for further support and improvement. It is also vital that **all system problems/technical issues** be logged with DEC service desk.

**JOIN the PSA online at**  
[membership.psa.asn.au/join/](http://membership.psa.asn.au/join/)

