



Public education won't work without us



17 September 2015

Bulletin to School members in the Granville area

My name is Ann Attwater and I am your PSA Schools Organiser for your area.

During the months of August and September I have been visiting schools in the Granville area. Unfortunately I do not always get the opportunity to meet with all School Administrative and Support Staff individually. However I have left an information pack, including my business cards at the front office.

This year has had many challenges, including the ongoing implementation of the Learning Management Business Reform, Local Schools Local Decisions and the introduction of the Performance Development System.

As your PSA Organiser, I would like to ensure all members and potential members are informed and provided with all the relevant information that relates to their employment. Many schools in your area have already held PSA information meetings. If you are interested in holding one at your school please contact me on 043 8266 777 or email aattwater@psa.asn.au so that a convenient day and time can be arranged. If you have already held a PSA meeting and would like a follow up, please don't hesitate to contact me.

Under your award, the PSA can hold meetings with members at agreed times.

DID YOU KNOW?

Hours of work and breaks

- Full time **School Administrative Managers** work 33 hours 20 minutes per week
- Full time **School Administrative and Support Staff** work 31 hours 15 minutes per week

- Full time **General Assistants** work 38 hours per week. If a General Assistant chooses to work eight hours per day plus 30 minutes for lunch (unpaid) for 19 days per month, the General Assistant is entitled to a rostered day off (RDO) on the 20th day of every month (this is a four-week working cycle)

Breaks

SAS Staff who work four hours a day or more are entitled to an unpaid lunch break of 30 minutes. Lunch breaks are not included in your total hours of work.

You are entitled to a paid morning tea break of 10 minutes if you work more than two hours per day.

Overtime

Before you work overtime, be sure that you have the approval of the Principal. This is to ensure you get paid for the overtime. You are entitled to overtime payment on a weekday after you have worked seven hours. The first two hours are at time and a half, after this you are paid double time.

Note: Aboriginal Education Officers are not paid overtime. Their rate of pay covers all incidents of employment.

Supervision of students

SAS Staff are not responsible for the supervision of students. Being responsible for students is not in any SAS Staff duty statement.

Use of private vehicles

SAS Staff (including SLSOs, GAs, AEOs and Administrative Staff) cannot be directed to use

their own cars to perform any school tasks. Holding a current driver's licence or obtaining a driver's licence is not a criteria for employment and does not form part of your statement of duties.

Dignity and respect in the workplace

Everyone in the workplace, irrespective of their position, deserves to be treated with dignity and respect. No-one should suffer bullying or harassment while going about their work. This can put at risk the health, safety and wellbeing of all employees. The Dignity and Respect Charter, signed in 2008, commits the

Department to providing a workplace free from bullying or harassment that allows that all staff will be treated with dignity and respect.

Interested in learning more about your union?

Click on www.psa.asn.au go to Resources and click on Training. Courses are available at no charge to PSA members. Non-members wishing to attend our training will need to submit a membership application first. Participants are responsible for their own travel and other costs incurred in attending training.

For further information please contact the PSA Member Support Centre on **1300 772 679** or email schools@psa.asn.au

Talk to your colleagues about the PSA and ask them to join

Join the PSA
membership.psa.asn.au/join

