



6 October 2015

Attention: School Administrative and Support Staff

My name is Marisa Bosco and I am your PSA Schools Organiser/representative for your area.

Term 3, I visited schools in the Penrith area. Unfortunately, I do not always get the opportunity to meet all School Administrative and Support Staff individually. However, I have left an Information Pack, including my business cards at the front office.

As your PSA Organiser, I would like to offer you the opportunity to hold a meeting at your school to ensure members and potential members are kept informed about upcoming changes and provide relevant information that relates to your rights and conditions of employment.

Many schools in the area have already held a PSA meeting. If you are interested in holding a meeting, you can contact me via the Member Support Centre on **1300 772 679** or email mbosco@psa.asn.au to organise a day and time that is convenient.

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

Below are some common queries that have been raised at school meetings.

Frequently Asked Questions

Use of private vehicles

School Administrative and Support 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.

Statement of duties

All School Administrative and Support Staff (including General Assistants), have a statement of duties. This can be obtained from the Department of Education handbook for non-teaching staff in schools or can be found on the PSA website [HERE](#)

[\(http://psa.asn.au/schools/\)](http://psa.asn.au/schools/)

All statements of duty refer to "Other Duties, undertaking related duties as determined by the Principal or supervisor". Any undertakings must be related to the duties listed in the statement.

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 7 hours. The first 2 hours are at time and a half, after this you are paid double time. Do not work unpaid overtime.

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

Supervision of students

School Administrative Support Staff are not responsible for the supervision of students. Responsibility for students is not in any School Administrative Support Staff duty statement.

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 all staff to be treated with dignity and respect.

PSA training courses

The PSA have **training courses** available.

(<http://psa.asn.au/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 click on the link above or call the Member Support Centre.

Did you know?

Did you know about the upcoming introduction of the Performance Development system for all School Administrative Support Staff, including General Assistants?

Did you know about the workers compensation changes, how it now affects your take home pay?

Did you know about the ongoing implementation of the Learning Management Business Reform and Local Schools Local Decisions?

Do you want to learn more? Book a meeting - contact the PSA Member Support Centre on **1300 772 679** or email mbosco@psa.asn.au

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

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



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