



Public education won't work without us



13 October 2015

Bulletin to School members in the Hunter/Central Coast area

My name is Belinda Sugden and I am your PSA Schools Organiser.

During 2014/2015 I have been visiting schools in your area. I have now managed to visit all sites and most are starting to become familiar with me as your local Organiser in Schools. While I do not always get the opportunity to meet with School Administrative and Support staff individually, I leave information packs, including my contact details, at your front office or directly with your Schools Administration Manager.

Please ensure you take the time & opportunity to look through this pack.

This year has brought 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 you would be aware, Central Coast & Hunter areas – Gosford, Wyong, Callaghan, Port Stephens, Newcastle, Lake Macquarie East & West have been nominated as the next deployment areas for LMBR for Term 2 2016. As your PSA Organiser, I would like to ensure members and potential members are provided with relevant information that relates to their employment. Many schools in your area have already held PSA information meetings. It is important to get to know your local PSA Organiser as well as get involved in issues that affect you.

If you are interested in holding a meeting at your school, please contact me on 0499 799 740 or email bsugden@psa.asn.au so that a convenient day and time can be scheduled. If you have already held a PSA

meeting and require any 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 & breaks

Full time **School Administration Managers** work 33 hours 20 minutes per week.

Full time **School Administration & 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 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 paid 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 your Principal. This is to ensure you get paid for 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.

Time in lieu agreements can also be negotiated.

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

Interested in learning more about your union?

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.

Click [here](#) to see the current training schedule.
(<http://psa.asn.au/training/>)

For further information please contact the PSA Member Support Centre on 1300 773 679 or email schools@psa.asn.au

With so many rapid changes occurring it is important for everyone to work collectively with *their* union, the PSA. Talk to your colleagues about the PSA, the importance of joining & ask them to **join** today.

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

