



5 February 2016

SASS bulletin

Welcome back everyone. I hope you all had a wonderful restful break and are ready to commence the new school year.

This will be a year of 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 the opportunity to hold a meeting at your school to ensure members and potential members are kept informed and provided with accurate updates relating to upcoming changes. These meetings also provide members with an opportunity to ask questions, raise concerns or to clarify their rights and conditions of employment.

If you would like to arrange a meeting at your school please contact me on 0438 266 777 or email aattwater@psa.asn.au and 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 contacting me.

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

DID YOU KNOW?

Extended leave (long-service leave)

- Applications for extended leave should be submitted six weeks in advance (or more if possible)

- Shorter notice may be given in special circumstances
- Extended leave for full-time staff members shall not be granted for less than quarter of a day
- Extended leave may be taken on full or half-pay, as a combination of full and half-pay or at double-pay.

Use of private vehicles

School Administrative and Support Staff (including School Learning Support Officers, General Assistants, and Aboriginal Education Officers) cannot be directed to use their own vehicle to perform any school tasks. Holding a current driver's licence or obtaining a driver's licence are not criteria for employment and do 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.

Click [HERE](#) for Statement of duties.

(<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.

Administration of prescribed medications allowance

An administration of prescribed medication

allowance is payable to School Administrative and Support Staff who **VOLUNTEER** to administer prescribed medications to students and have completed appropriate training. The allowance is paid only on days worked. If no SAS staff member **VOLUNTEERS** to undertake this role then it becomes the Principal's responsibility.

First aid allowance

A first aid allowance is payable to School Administrative and Support Staff who hold a current First Aid Certificate and who **VOLUNTEER** to undertake first aid duties. If no SAS staff member **VOLUNTEERS** to undertake this role then it becomes the Principal's responsibility.

Leave without pay

Permanent staff members may be granted leave without pay for any period if good and sufficient reasons are applicable. Long-term temporary staff may be granted leave without pay provided it does not extend beyond the end of the school year in which the leave is taken. Principals must take into account the needs of the school when considering applications for leave without pay.

A total of more than five days' leave without pay in any school year will result in a reduction of vacation leave and recreation leave (if applicable) on a pro rata basis.

School Administrative & Support Staff Reference Groups (SRG) – expression of interest

The PSA would like to invite members to

express interest in being the PSA representatives on the 2016-2017 SRGs. Each SRG has a PSA representative whose role is to advise and work collaboratively with the SRG Committee on the development and delivery of training for all classifications of School Administrative and Support Staff. Another key function of the PSA SRG representative is to provide regular updates to PSA staff and Departmental Committee delegates. All schools and members in schools will be emailed an expression of interest form.

Forms can also be located **HERE**
(<http://psa.asn.au/wp-content/uploads/2016/01/Expression-of-interest-form-PDF-version-for-website1.pdf>)

The PSA strongly encourages interested members to complete the form and return to Ann Attwater at aattwater@psa.asn.au by COB Friday 19 February 2016

Interested in learning more about your union?

Click **HERE** for PSA Training Courses.
(<http://psa.asn.au/training/>)

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.

For further information please 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

Authorised by Anne Gardiner, General Secretary,
Public Service Association of NSW 160 Clarence Street Sydney



**DEFENDING
PUBLIC SERVICES**

by protecting jobs and workplace rights