2 February 2016

SASS Bulletin Penrith, Hawkesbury & Hoxton area

For members who still aren't aware my name is Marisa Bosco and I am your PSA Schools Organiser and representative for your area.

Last year, I visited schools in the Western and South Western Sydney area. Unfortunately, I do not always get the opportunity to meet all School Administrative and Support Staff individually.

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.

This year there will be many changes and challenges, including;

- the deployment of Learning Management Business Reform, Local Schools Local Decisions for all NSW Primary Schools
- implementation of the Performance Development Framework for all SASS.

If you would like to learn more, please contact the PSA Member Support Centre on 1300 772 679 or email **mbosco@psa.asn.au** to organise a day and time that is convenient for a meeting.

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

Last year, many schools in the area held PSA meetings. Below are some common queries that where raised.

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 condition 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 **HERE**.

(http://psa.asn.au/agencies/dec/)

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.

Definition short-term temporary/long-term temporary

"Short-term temporary employee" means a member of the School Administrative and Support Staff employed on a temporary basis, either full-time or part-time, for a period of one school term or less. Short-term employees will accrue extended leave only.

"Long-term temporary" means a member of the

School Administrative and Support Staff employed either full-time or part-time, for a period great than one school term. Long-term temporary employees accrue entitlements, such as sick leave, stand-down pay, annual leave, leave loading and extended leave.

Overtime

Before you work overtime, ensure you have the Principal's approval. This is to ensure you are 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.

Training

Training for SAS staff must be provided within working hours or under the provision for overtime or time in lieu, negotiated in accordance with the award.

Supervision of students

School Administrative and Support Staff are not responsible for the supervision of students. Being responsible for students is not in any School Administrative and 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 and allows all staff to be treated with dignity and respect.

Do you want to know more?

If you would like to learn more or book a meeting, please contact the PSA Member Support Centre on 1300 772 679 or email **mbosco@psa.asn.au** to organise a day and time that is convenient.

Do you want to be involved?

School Administrative & Support Staff Reference Groups (SRG) – Expression of Interest

The PSA would like to invite members to express an 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 committee on the development and delivery of training for all classifications of School Administrative and Support Staff. Another 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. The form can 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 **aattwater@psa.asn.au** by COB **Friday 19 February 2016**

PSA training

Click **HERE** to see courses 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 or call the Members Support Centre.

http://psa.asn.au/training/

For further information please email **schools@psa.asn.au.** Talk to your colleagues about the PSA. Invite them to join and give them a copy of the bulletin!

Join the PSA

membership.psa.asn.au/join

Authorised by Anne Gardiner, General Secretary,
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