

## School Learning Support Officers bulletin

The members of the Special Education Working Group met today to discuss issues of significance to School Learning Support Officers (SLSOs). The Special Education Working Group reminds members of their rights at work. This bulletin summarises some of the key employment conditions for SLSOs.

### Training and development

Members are reminded they can't be directed to undertake mandatory training on their own time. As required by the award, all training, including mandatory training, is to be paid. Members have the right under the award to choose to be paid at the appropriate rates which may include overtime pay or time off in lieu.

### New payroll/HR system

Members are reminded that as the Department progressively moves schools onto the new payroll/HR system they should take screenshots of their current accumulated leave balances and entitlements.

While the Department has advised it is taking all reasonable measures to migrate data from the old system to the new, glitches may occur. If members have a screenshot of their leave balances from ESS if issues arise once your school moves onto the new system, a screenshot will assist in making sure you receive your entitlements.

### Employment definition

“Long-term temporary employee” means a member of the School Administrative and Support Staff employed by the Director-General on a

temporary basis, either full-time or part-time, under section 21 of the Act, for a period in excess of one school term.

“Short-term temporary employee” means a member of the School Administrative and Support Staff employed by the Director-General on a temporary basis, either full-time or part-time, under section 21 of the Act, for a period of one school term or less.

Members are encouraged to contact the PSA if they have any concerns about their employment. The PSA's contact details are at the end of bulletin.

### Leave without pay

The Secretary may grant leave without pay to a permanent or long-term temporary employee if good and sufficient reason is shown.

Leave without pay may be granted on a full-time or part-time basis.

For leave up to, and including, a period of 12 months, a permanent employee has a right of return to the same school at their same classification. For periods in excess of 12 months and up to and including three years, a permanent employee has a right of return to the nearest suitable vacancy to their previous school.

Leave without pay may be granted to long-term temporary employees, provided it does not extend beyond the end of the school year in which it is taken.



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### Use of private vehicles

SLSOs cannot be directed to use their own cars to perform any school tasks. This includes the transportation of students. 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.

### 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.

### 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 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 you have the written 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.

### Supervision of students – not your job

SAS staff are not responsible for the supervision of students. Being responsible for students is not in any SAS staff duty statement. SLSOs should always be under the direction and supervision of a teacher.

### Epi pens or anapens

SAS staff are not solely responsible for looking after or administering Epi pens. The Epi pen should be wherever the student is and is a whole-school responsibility.

### First aid allowance

A first aid allowance is payable to School Administrative and Support Staff who hold a current St John Ambulance First Aid Certificate or its equivalent, and VOLUNTEER to undertake first aid duties.

### Health care procedures allowance

A health care procedures allowance is payable to those SLSOs who VOLUNTEER to perform health care procedures in accordance with agreed PSA and Department guidelines and who have completed appropriate training. The allowance is paid only on days worked.

### 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



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paid only on days worked. If no SAS staff member VOLUNTEERS to undertake this role, then it becomes the Principal's responsibility.

### Swimming costume allowance

The allowance is payable for supply of swimming costume(s) to those SLSOs who regularly work with students undertaking hydrotherapy programs.

### Travel training

SLSOs should not be directed or asked to 'travel train' students without a teacher being present. The SLSO 'statement of duties clearly states, "under the supervision and direction of a teacher".

### The use of hoists

Hoists are routinely used in schools to move students who are unable to move themselves because of physical impairment. SLSOs who are required to hoist students must receive the appropriate training from qualified professionals and have risk assessments in place.

### Seizure management

SAS staff are not solely responsible for looking after students who may have seizures.

Seizure management is a whole-school responsibility.

### Diabetes

SAS Staff are not responsible for administering "pin prick" tests to check blood glucose levels of students or for injecting insulin, as these are invasive procedures which may require some clinical assessment prior to administering.

### Attending school camps

Attendance at school camps is voluntary. Should you choose to volunteer to attend a camp approval must be obtained from your Principal and the Director PRIOR to your attendance at camp. Please note that salaries will also need to be notified if approval is given. Overtime will be paid in accordance with the Crown Employees (School Administrative and Support Staff) Award, for time worked outside of normal school hours.

You will be required to keep a time sheet and detailed itinerary.

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