

PUBLIC SERVICE ASSOCIATION OF NEW SOUTH WALES

General Secretary: John Cahill ♦ President: Sue Walsh
160 Clarence Street, Sydney
☒ GPO Box 3365, Sydney, NSW 2001

Telephone: 02 9290 1555
Facsimile: 02 9262 1623
E-mail: psa@psa.asn.au
Internet: <http://www.psa.labor.net.au>

ABN: 83 717 214 309



In reply please quote:
6 March 2008

The Principal,

Dear Principal,

Re: Overtime on Excursions

Many of our members have contacted the Public Service Association of NSW to advise us that they are being asked to accompany students on excursions but are not being paid overtime. As you would be aware excursions, especially overnight excursions, often require staff to work outside their normal hours. School Administrative and Support Staff are entitled to be paid overtime for any work undertaken outside of their normal hours.

Failure to pay overtime to any School Administrative and Support (SAS) Staff, including Teachers Aides (Special) is a breach of the Crown Employees (School Administrative and Support Staff) Award. Clause 18 of the award entitles SAS Staff (except Aboriginal Education Assistants) to overtime.

Enclosed is the departmental policy relating to *Teacher's Aides and the Payment for Time Worked Outside Hours While Engaged on Excursions*. This document spells out very clearly our member's entitlements.

Should you wish a Teachers Aides (Special) to accompany students and teachers on an excursion could you please ensure that their overtime is approved, prior to their departure, to enable them to claim their legislated entitlements. The Association realises that school excursions can provide educational advantages to students and our members are, in most cases, happy to participate in these excursions. They should not, however, be disadvantaged by doing so.

Should you have any questions about the award entitlements of SAS Staff we feel sure they can be answered by the Industrial Relations or Payroll staff of the Department of Education and Training. Should you wish to discuss this matter with the PSA please do not hesitate to contact Kris Cruden on 9220 0983.

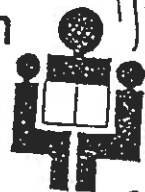
Yours faithfully

A handwritten signature in black ink, appearing to read 'Kris Cruden', written in a cursive style.

KRIS CRUDEN
For: **JOHN CAHILL**
GENERAL SECRETARY

cc School Administrative Manager

Department of Education



11/5817

ALL REGIONAL DIRECTORS

35 Bridge Street, Sydney

Please address all communications to
N.S.W. Department of Education
Box 33, G.P.O., Sydney, N.S.W. 2001

Our reference: 83/32141 PC:DL

Your reference:

Telephone: 2 0584 Ex8361
Telegrams: "Schools Sydney"
Telex: 24420

TEACHERS AIDES - PAYMENT FOR TIME WORKED OUTSIDE HOURS WHILE ENGAGED ON EXCURSIONS

22.4.86

Following an examination of the circumstances whereby Teachers Aides (including Teachers Aides Special, Aboriginal, Ethnic and Pre-school) work outside of school hours when engaged on excursions, the policy set out below has been approved.

Where a school proposes to conduct an excursion which necessitates the attendance of Teachers Aides, an approach should be made to the Regional Director, for approval. Approval should only be given where the Regional Director is convinced that the attendance of the Teachers aide is essential to the proper and safe conduct of the excursion. If approved, the Aides will be paid overtime for time worked outside their normal school hours in accordance with the Crown Employees (Overtime) Award.

The prime responsibility for the supervision of children on an excursion rests with the teachers. Teachers Aides are there to provide assistance. Accordingly the following provisions apply in respect to overtime:

- * overtime will be paid, in accordance with the Crown Employees (Overtime) Award, for time worked outside of normal school hours where the Teachers Aides are being supervised and are directly engaged in assisting the children;
- * in general, overtime will not be paid for periods when the children are at rest;
- * Teachers Aides are not to be regarded as being on call for the duration of the excursion. If they are called out by the teacher, however, during a rest period they are to be paid overtime for the actual period they are required to perform the specific supervised task. Where such call out occurs on a Saturday, Sunday or Public Holiday, the minimum call out provisions of the Crown Employees (Overtime) Award apply i.e. payment at the appropriate rate as for a minimum of three hours work.

You are reminded of the need for Teachers Aides to take meal breaks when on an excursion. These breaks, of a minimum of 30 minutes duration, are to be taken after a maximum of five hours work and do not attract payment.

Should the Regional Director not approve the attendance of Teachers Aides at an excursion, or their attendance is otherwise not considered necessary, it is the responsibility of the Principal to determine how else the excursion is to be undertaken.

Please ensure that your staff and appropriate schools are aware of this policy. Any overtime claims lodged by Teachers Aides which are awaiting processing are to be dealt with in accordance with this policy.

Should you require further information, please contact the Ancillary Staffing Section of Staff Services Division.



V. Delany,
Assistant Director-General (Administration).