

## **CONDITIONS OF EMPLOYMENT OF THE CATHOLIC EDUCATION OFFICE, WESTERN AUSTRALIA**

The Catholic Education Office is committed to serving Catholic communities by:

- promoting Catholic education;
- providing schools with support;
- encouraging Catholic leadership.

The Catholic Education Office is more than an educational institution and a place of employment; it is part of the Church and an essential element in the Church's mission. In seeking to achieve the mission of the Catholic Education Office, staff are more than employees; they minister in the name of the Church, undertaking functions and activities which, when effective, provide benefits to themselves, the Office, the Church, the educational community and the wider society. Staff are guided in their mission by the *Bishops' Mandate*, *Living the Vision*, *Code of Ethical Conduct* and *Strategic Action Plan*.

The distinguishing virtues are to be promoted by staff by:

- caring for and respecting each other and all those being served;
- being honest and trustworthy in work practices and relationships;
- practising stewardship of resources;
- exercising subsidiarity and collaboration in decision-making and action; and
- bringing a visionary perspective to all.

### **The following principles are applied to employment in the Catholic Education Office:**

- *The purpose of work*: work exists for the person, not the person for the work. Work must serve each person's humanity and dignity; it is the way in which people share in God's creative work as co-creators.
- *A fair go all round*: employees have the right to a just wage and employers have the right to expect a fair day's work.
- *The common good*: all individual rights must be exercised within the context of the promotion of the common good of the Mission and Goals of the Catholic Education Office.
- *Solidarity*: we belong to one human family. As such we have mutual obligations to promote the rights and the development of all.
- *Subsidiarity*: responsibilities and decisions should be attended to as close as possible to the level of the individual's accountability.
- *Participation*: participation in decision making is based on each individual respecting the dignity and liberty of all participants and acknowledging the appropriate level of subsidiarity.
- *Equity*: all substantive positions shall be determined by merit selection, consistent with legislative requirements.
- *Option for the poor*: preferential treatment should be afforded to the marginalised and disadvantaged.

### **1. THE EMPLOYING AUTHORITY**

All staff members are employed by the Director of Catholic Education in WA who, in turn, is answerable to the Bishops of Western Australia.

## **2. THE EMPLOYER'S RESPONSIBILITIES**

The employer undertakes to manage the workplace so that employees are able to carry out the Mission of the Catholic Education Office in an environment that is supportive of the distinguishing virtues that characterise their work. In particular, the employer will:

- 2.1 provide an induction program that allows adequate opportunities for new members of staff to become familiar with the Mission, Virtues, Goals and cultural context of the Catholic Education Office;
- 2.2 develop, implement and promote appropriate human resource management strategies;
- 2.3 encourage subsidiarity and collaboration in decision-making;
- 2.4 provide a safe, supportive environment;
- 2.5 provide fair remuneration within a transparent structure;
- 2.6 provide a duty statement for all positions and review performance in the context of the Mission, Virtues, Goals and Objectives of the Office;
- 2.7 provide access to appropriate professional development; and
- 2.8 act in accordance with the Code of Ethical Conduct.

## **3. THE EMPLOYEE'S RESPONSIBILITIES**

Staff of the Catholic Education Office must be fully supportive of the objectives and ethos of Catholic Education. Employees are required to:

- 3.1 contribute actively to the maintenance and development of the Catholic ethos of the Office through a manner of life and stated beliefs which are in keeping with the teachings of the Catholic Church;
- 3.2 be conversant with and support and promote the policies and procedures of the Catholic Education Commission of Western Australia, and of the Catholic Education Office;
- 3.3 maintain the professional standards of the Catholic Education Office;
- 3.4 maintain appropriate levels of confidentiality of information and materials to which they have access;
- 3.5 support efforts to achieve the Mission, Virtues and Goals of the Catholic Education Office;
- 3.6 act in accordance with the Code of Ethical Conduct;
- 3.7 take adequate measures to ensure the safety and well being of themselves and others;

- 3.8 keep abreast of developments in professional theory and practice in areas immediately relevant to their fields of responsibility;
- 3.9 take part in conferences and inservices related to their duties and responsibilities as required;
- 3.10 promote the optimum use of resources and to take proper care of Catholic Education Office/ Regional Office property;
- 3.11 attend staff and team meetings;
- 3.12 competently perform the duties detailed in their job description and assigned to them; and
- 3.13 participate fully and co-operatively in the annual performance management process.

#### **4. TERMS OF EMPLOYMENT**

Staff members of the CEO are employed under the following terms:

##### **4.1 Contracts**

Staff members will be employed by a written Contract of Employment that sets out salary and conditions for the position. Contracts for staff may be ongoing or for a fixed term. Fixed term contracts will finish automatically at the end of the specified period. A new contract for a further fixed term may or may not be offered.

##### **4.2 Probation**

Contracts offered to new staff will be subject to a probationary period of six months duration. The employee will be appraised prior to the end of their probationary period so as to confirm ongoing employment.

##### **4.3 Accreditation**

It is a mandatory requirement for all staff to complete appropriate Accreditation during their first period of employment (see Attachment One).

##### **4.4 Secondment**

Appointment may also be made by way of secondment from a substantive position; this method of appointment will usually apply to educational positions. Because of the need to maintain strong links with the day-to-day operation of schools, secondments from schools for a period of two years are encouraged as is the movement between schools and the Office.

##### **4.5 Commencement Date**

This is by agreement between the Director and staff member.

##### **4.6 Salary**

Salary levels for each position are published in the Catholic Education Office of Western Australia Salary Scales. The salary scales are reviewed annually. New employees will generally commence on the lowest salary step for the position and will increment annually until the top step for their position is reached. Any staff member taking Leave Without Pay (LWOP) for three calendar months or more will have any salary increments delayed by the period

of LWOP. Part-time staff will need to work the Full-Time Equivalent (FTE) of one year before each increment on the salary scale.

#### **4.7 Stipend**

The approved Stipend for Religious is paid to the Congregation.

#### **4.8 Hours of Work**

The Catholic Education Office operates on a 38 hour week. Office hours are generally worked between 8.00am and 5.30pm, with specific hours being negotiated with the Team Leader. Some duties may be required to be performed outside these hours.

In recognition of the extra hours worked when staff are required to travel intra or inter state on office business, the Office closes for four days over the Christmas period which staff are not required to work (see paragraph 4.11.2 Annual Leave of this document).

#### **4.9 Other Employment**

A full-time staff member is not permitted to engage in any other employment without the approval of the Director.

#### **4.10 Superannuation**

The Australian Catholic Superannuation and Retirement Fund (ACSRF) is the employer-sponsored fund for Catholic Education in WA and provides universal insurance cover for Death, Total and Permanent Disability, and Income Protection. Superannuation is paid in accordance with legislative requirements. Staff of the Catholic Education Office are permitted to make personal contributions by salary sacrifice (i.e. pre tax) to the ACSRf.

#### **4.11 Leave**

##### **4.11.1 Applying for Leave**

Applications for Annual Leave, Sick/Family Leave, Special Leave and Leave Without Pay should be made by the staff member via Web Self Service. Annual Leave and Sick/Family Leave are approved by the person designated to approve the staff member's leave (normally their Team Leader). Special Leave and Leave Without Pay must be recommended for approval by the person designated to approve the staff member's leave and then escalated to their member of Executive for final approval.

Long Service Leave and Parental Leave applications cannot be made via Web Self Service. In order to apply for Long Service Leave or Parental Leave the appropriate application form must be completed by the staff member and approved by the person designated to approve the staff member's leave (normally their Team Leader) and their member of Executive. Electronic copies of the Application for Long Service Leave/Parental Leave are available on the share drive T:\Templates\CEO Form Templates.

##### **4.11.2 Annual Leave**

Annual leave accrues at the rate of 20 working days per calendar year (33 working days per calendar year for psychologists paid at Levels 1 to 3 of the CEO Salary Scales for Psychologists) and should be taken by February of the following year. In addition, the Catholic Education Office

closes for four extra days over the Christmas period which staff are not required to work. The Catholic Education Office does not pay holiday leave loading.

#### **4.11.3 Sick Leave**

##### **4.11.3.1 Sick leave entitlement**

1. Sick leave accumulates at the rate of 12.5 working days per calendar year and is portable within the Catholic education system in WA. Sick leave accrues pro rata on a weekly basis.
2. Up to 65 accrued days sick leave may be taken in any one calendar year.
3. If a staff member has exhausted their sick leave entitlement requires further sick leave, they may apply for sick leave without pay (see 4.11.6.1 below).

##### **4.11.3.2 Medical certificates**

A medical certificate is required after three consecutive days absence. Employees taking more than five days of unsupported sick leave per annum shall be required to provide evidence of illness each time they take sick leave for the balance of a 12 month period.

#### **4.11.4 Family Leave**

A staff member is entitled to use ten days of sick leave in any one year as family leave to care for a sick family or household member. Family leave is not cumulative.

#### **4.11.5 Special Leave (Paid)**

##### **4.11.5.1 Bereavement Leave**

In the event of the death of an immediate family member, up to three days bereavement leave may be taken.

##### **4.11.5.2 Examination Leave**

One day is available to take each examination.

##### **4.11.5.3 Other special leave**

Applications for any other leave should be discussed with the relevant member of Executive.

#### **4.11.6 Leave Without Pay**

##### **4.11.6.1 Sick Leave**

Employees who have a zero balance in sick leave must apply for sick leave as per usual and, provided that medical certificates are provided, it will be approved as sick leave without pay.

##### **4.11.6.2 Other Leave Without Pay**

1. A staff member may apply for leave without pay, stating the period of leave sought and the reason for the leave being sought.
2. Extended leave without pay will only be considered after two years of service.
3. The maximum period for which leave without pay is granted under this clause shall be one year.

#### **4.11.6.3 Effect of Leave Without Pay on Contract of Employment**

Absence on leave without pay for a period of more than two weeks shall not break the continuity of service of a staff member but shall not be taken into account in calculating the period of service for any purpose.

#### **4.11.7 Long Service Leave (LSL)**

1. LSL for each year of service accrues at the following rates:
  - (a) up to 10 years continuous service, 1.3 calendar weeks for each year of service;
  - (b) for each subsequent year, 1.86 calendar weeks for each year of service.
2. For part-time staff, payment for the period of leave will be based on the average part-time percentage worked for the period during which the leave is accrued.
3. LSL entitlements for pre 1995 service are as prescribed under the Conditions of Employment of the Catholic Education Office in Western Australia 1988 (revised 1992).
4. A staff member of the Catholic Education Office is entitled to take LSL when 10 weeks has accrued and should in any event take leave when 13 weeks have accrued. Permission to extend beyond two years is possible in exceptional circumstances with the approval of the Assistant Director, People and Organisational Services.
5. The length of time it takes a full-time employee to accrue 10 weeks long service leave must be completed to access any subsequent periods of long service leave i.e. 6 years service for the second entitlement and 5.4 years service for the third entitlement.
6. LSL shall normally be taken in one continuous period.
7. The minimum period of LSL that can be taken is one week (7 days).
8. Any public holiday which occurs during the period a staff member is on long service leave shall be treated as part of the long service leave and extra days in lieu are not granted.
9. Notice of intention to take long service leave must be lodged with the person designated to approve the staff member's leave (normally their Team Leader) by October of the previous year.
10. LSL accruals are portable within the Catholic education system in Western Australia and those schools/organisations subject to the Catholic Schools Long Service Leave Interstate Portability Agreement.
11. Where an employee has completed at least 7 years of continuous employment and the employment is terminated for any reason other than serious misconduct, a sum equivalent to the amount which would have been payable in respect of the period of leave to which he/she is entitled or deemed to have been entitled and which would have been taken but for such termination will be paid.. Such payment shall be deemed to have satisfied the obligation of the employer in respect of leave hereunder.

#### **4.11.8 Parental Leave**

1. Following 12 months continuous service, a staff member is entitled to unpaid parental leave totalling 104 weeks to care for their newborn/newly adopted child.
2. A staff member who has an entitlement to parental leave as outlined in the preceding paragraph and who is identified as the

mother of a child or the primary care giver of the child in the case of an adoption, and who has completed 24 months continuous service in Catholic Education in Western Australia shall be entitled, upon application for a minimum of three months Parental leave, to a Parental Payment equivalent to 14 weeks salary. The rate of salary to be applied shall be the staff member's weekly rate of salary at the time of making application for leave.

3. A further period of parental leave may be taken for a subsequent pregnancy without a return to work for a period of up to 12 months. This further period of parental leave does not attract a parental payment.
4. Except for a period of one week at the time of the birth or adoption, the staff member and spouse must take parental leave at different times.
5. A staff member may take other leave (for example, annual leave) in conjunction with parental leave, but this will reduce the amount of parental leave he or she may take.
6. A staff member who takes parental leave is, in most circumstances, entitled to return to the position that he/she held before the leave was taken.
7. Parental leave does not break a staff member's continuity of service but shall not be taken into account in calculating the period of service for any purpose.
8. The staff member shall give not less than 10 working weeks notice in writing of the date they propose to commence paid or unpaid parental leave stating the period of leave to be taken. This shall be done by completing the Application for Parental Leave form available on the Share drive T:\Templates\CEO Form Templates and giving it to the person designated to approve the staff member's leave. The first and last days of the period of leave requested should be stated in the application, which should be accompanied by:
  - (i) a medical certificate that confirms the pregnancy and specifies the estimated date of birth, or
  - (ii) evidence of the birth of a living child confirming the date of birth or
  - (iii) evidence of the adoption of a child confirming the child's date of arrival.
9. A staff member who is pregnant and has given notice of her intention to take parental leave is to start the leave six weeks before the expected date of birth unless in respect of any period closer to the expected date of birth a medical practitioner has certified that the employee is fit to work.
10. Should a staff member wish to extend the period of parental leave they must make their request in writing at least four weeks prior to the date of their return to work.
11. Should a staff member wish to request that the employer permit the employee, on finishing parental leave, to work on a modified basis (i.e. reduced FTE) this request would need to be made in writing at least seven weeks prior to the date of their return to work.

#### **4.11.9 Professional Renewal Leave (PRL)**

1. Team Leaders, Principal Schools Advisors and members of Executive accrue one week of PRL for each year of service.

2. A staff member is entitled to make an application when they have accrued 5 weeks of PRL.
3. Staff members must have attained the appropriate level of Accreditation before they are entitled to apply for PRL.

#### **4.11 Salary Packaging**

Salary Packaging in compliance with the Catholic Education Commission of Western Australia's policy statement is available for employees of the Catholic Education Office. Please be advised that staff who wish to salary package must receive independent financial advice prior to proceeding with packaging. For more information on salary packaging please contact Selectus on 1300 651 117.

#### **4.12 Deferred Salary Scheme**

Catholic Education Office staff can take part in the Deferred Salary Scheme, as outlined in The Roman Catholic Archbishop of Perth Teachers Enterprise Bargaining Agreement 2009, Clause 15.

### **5. STAFFING**

#### **5.1 Personnel Files**

Personnel records that cover the legal requirements of record keeping will be maintained for each employee. An employee may view his or her file on request.

#### **5.2 Screening**

Prospective employees must undergo the appropriate screening protocols established by the Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEECDYA) as part of their *National Strategy in Schooling to Prevent Paedophilia* and/or provide current CrimTrac 100 point check Police Clearance. Those staff required to work with children will also need to provide a Working with Children Check card.

#### **5.3 Performance Management and Development**

The performance management and development process shall be carried out over a twelve month review cycle and shall provide guidance and feedback on an ongoing basis throughout the year (ref: CEOWA *Performance Management and Development Policy*).

#### **5.4 Management of Unsatisfactory Performance**

Where a performance problem is identified by a supervisor or is brought to their attention, they shall follow the process detailed in the CEOWA *Management of Unsatisfactory Performance Policy*.

#### **5.5 Professional Development**

Professional development needs are discussed during the performance management and development process, and should be articulated in the staff member's Individual Contribution Agreement. Staff members wishing to take advantage of particular professional development opportunities should discuss them with their Team Leader. Team Leaders will discuss their professional development requirements with the member of Executive who they are responsible to. If approved the Individual Professional Development Application Form should be completed and signed by the appropriate person.

## **5.6 Termination of contract**

As much notice as possible should be given with respect to resignation. The termination of the service of a staff member on CEO Salary Scale L or above shall require ten weeks' notice by either party. The termination of the service of all other staff shall require a minimum of four weeks' notice by either party. Requests for less than the specified notice should be negotiated with the Director.

## **6. EMPLOYEE PROGRAMS**

### **6.1 Conflict Resolution**

The Catholic Education Office has developed policies to assist staff in resolving any workplace conflict which may arise, namely, the *Grievance Resolution* Policy and the *Harassment, Discrimination and Bullying* Policy and Procedures. The names and contact details of Contact Officers who can provide staff with advice and information are published in the CEO Staff Handbook, which is available on the Share (T:) drive.

### **6.2 Employee Assistance Program**

The Catholic Education Office provides access to qualified counsellors for Catholic Education Office staff and their immediate families to help staff and their families resolve problems or difficulties. The main features of the Employee Assistance Program are:

- The appointment is made directly by the Catholic Education Office staff or family member.
- Counselling occurs outside of the workplace, preferably outside of work hours.
- No feedback is provided to the employer.
- No information is provided to the employer without your written permission.
- The only report provided to the Catholic Education Office by the counselling agency shows the total number of staff who have accessed the program.
- There is no cost to staff or their immediate family members who access the program.

The Catholic Education Office currently has a contract for the Employee Assistance Program with Access - telephone 1300 667 700.

**CATHOLIC EDUCATION OFFICE OF WESTERN AUSTRALIA  
ACCREDITATION REQUIREMENTS FOR ALL STAFF**

**Accreditation to Work in Catholic Education (GENERAL)**

This level of Accreditation is required of all administrative and clerical staff and all psychologists and shall be completed within three (3) years of appointment. This level of Accreditation correlates to “Accreditation to Work in a Catholic School”. The program includes:

- CEOWA Staff Induction
- Faith Story and Witness
- Orientation for Staff new to Catholic Education in WA
- Completion of three (3) one day Accreditation modules

Renewal – Fifteen (15) hours of ongoing renewal comprised of knowledge and/or faith formation every five (5) years.

**Accreditation to Work in Catholic Education (SCHOOLS)**

This level of Accreditation is required of all Consultants and members of the Executive and Team Leaders who do not have a teaching qualification as part of their position requirements. It shall be completed within three (3) years of appointment. This level of Accreditation correlates to “Accreditation to Teach in a Catholic School”. The program includes:

- CEOWA Staff Induction
- Faith Story and Witness
- Orientation for Staff new to Catholic Education in WA
- Completion of six (6) two day Accreditation to Teach Courses or three (3) approved tertiary units.

Renewal – Thirty (30) hours of ongoing renewal which includes a minimum of fifteen (15) hours of knowledge content every five (5) years.

**Accreditation for Leadership**

This level of Accreditation is required of all Principal School Advisors as well as members of the Executive and Team Leaders for whom a teaching qualification is a requirement of their position. This level of Accreditation correlates to “Accreditation for Leadership of the Religious Education Learning Area”. It shall be completed within five (5) years of appointment. The program includes:

- CEOWA Staff Induction
- Faith Story and Witness
- Orientation for Staff new to Catholic Education in WA
- Completion of six (6) approved tertiary units (two of which are to be at level 5)
- An eighteen (18) hour in-service component
- The General Directory for Catechesis workshop

Renewal – Thirty (30) hours of ongoing renewal which includes a minimum of fifteen (15) hours of knowledge content every five (5) years.