

August 2017

## Victorian Early Childhood Teachers and Educators Agreement 2016 (VECTEA)

### Activity Group Leaders (AGLs), Diploma Qualified Educators and Certificate III Educators

The rates and conditions outlined in this bulletin are binding only on the employers who are named as respondents to this agreement.

Payable from the first full pay period commencing on or after **1 August 2017**.

| Educators  | Annual   | Weekly   | 46/52 Rates |
|--|----------|----------|-------------|
| Level 1.5  | \$41,587 | \$796.99 | \$20.97     |
| Level 1.4  | \$40,804 | \$781.99 | \$20.58     |
| Assistants must complete Certificate III in Children's Services to access Levels 1.4 and 1.5 |          |          |             |
| Level 1.3  | \$40,020 | \$766.96 | \$20.18     |
| Level 1.2  | \$39,237 | \$751.95 | \$19.79     |
| Level 1.1  | \$38,454 | \$736.95 | \$19.39     |
| Diploma Qualified Educators  | Annual   | Weekly   | 46/52 Rates |
| Level 2.1  | \$42,371 | \$812.02 | \$21.37     |
| Activity Group Leader  | Annual   | Weekly   | 46/52 Rates |
| Level 3  | \$45,483 | \$871.72 | \$22.94     |
| Level 2  | \$44,814 | \$858.80 | \$22.60     |
| Level 1  | \$44,141 | \$845.88 | \$22.26     |

### Definitions

**Early childhood educator** means an employee who is engaged as such to work under the general direction and supervision of an Early Childhood Teacher, a Diploma qualified Early Childhood Educator or an Activity Group Leader in any program, and who is required to hold or be working towards a Certificate III in Children's Services as required by the Regulator, or has been granted specific exemption. Employees who are employed in a program that is operated in a long day care centre are excluded except where they are employed exclusively in conjunction with an early childhood teacher in the delivery of the preschool education program.

**Diploma Qualified Early Childhood Educator** means an employee engaged as such who is required to hold a diploma qualification approved by the Regulator for the purposes of the National Law and published in accordance with Regulation 137(1)(b) of the Education and Care Services National Regulations 2011. Employees who are employed in a program that is operated in a long day care centre are excluded.

**Activity Group Leader** means a suitably qualified employee appointed by the employer to be responsible for the planning and implementation of an early childhood program other than a funded preschool/kindergarten program. Employees who are employed in a program that is operated in a long day care centre are excluded.

## Arrangement of hours

The total hours of employment for an **early childhood educator**, including **diploma qualified** early childhood educators consist of:

- Contact time and
- Non-contact time shall be allocated at a minimum of 15 minutes for each contact hour with a weekly minimum allocation of one hour for each child attendance session. (VECTEA clause 56.1)
- An allocation of non-contact time is **not** required for hours where an employee is engaged and performs duties as an additional educator, surplus to regulated staff ratios, or to cover other employees taking a break. (VECTEA clause 56.2)

The total hours of employment for an **activity group leader** consist of:

- Contact time and
- Non-contact time shall be allocated at a minimum of 20 minutes for each contact hour. (VECTEA clause 56.5)

There are no minimum daily hours for ongoing educators and activity group leaders.

### Casual employees – VECTEA clause 17.5

Casual employees are paid at their classification with a 25% loading. The minimum engagement period for casual employees is two hours on each day.

*Please note that the appropriate pay rates for casual educators under VECTEA are currently being considered by the Fair Work Commission. Further advice will be provided when a decision is reached.*

## Allowances

### Protective clothing - VECTEA clause 28.2

An allowance of \$1.90 per day is paid to an employee where uniform or protective clothing is **not** provided by the employer. The allowance is only paid on days actually worked.

### Meal allowance – VECTEA clause 28.4

Where an employer requires an employee to undertake work in excess of 9 hours in any one day Monday to Friday or more than four hours on a Saturday, the employer will provide a meal allowance of \$11.76 or a meal to the employee.

### Vehicle allowance - VECTEA clause 28.1

An employee who is authorised by the employer to use his/ her own motor vehicle in the course of his/ her duties shall be paid an allowance of \$0.66 per

kilometre. (This rate is prescribed from time to time by the Australian Taxation Office.)

### Toilet cleaning - VECTEA clause 58.2

An allowance of \$1.54 per day is paid where cleaning of toilets is included in the employee's regular daily routine.

### First aid - VECTEA clause 58.1

An allowance of \$1.10 per day is paid to an employee who has a current first aid qualification and is appointed by the employer to be responsible for first aid to children within the employee's care.

## Superannuation – VECTEA clause 23.4

Employers are required to contribute 9.5% for all employees who are paid more than \$450 in a calendar month. Contributions are calculated on ordinary time earnings.

All new staff must be provided with a standard superannuation choice form within 28 days of commencement of employment. New employees may choose one of the four funds named in the agreement, AustralianSuper, HESTA, Vision Super, and VicSuper. Employees who have made a superannuation choice cannot alter that choice within 12 months of making the choice. If existing employee's contributions are being paid to a different compliant fund, then this can continue.

## Leave

### School holidays – VECTEA clauses 36, 37, 38

Under the 46/52 model, employees are entitled to ten weeks leave to be taken during non-term weeks. This period consists of four weeks annual leave and six weeks additional leave. Public holidays that occur during non-term weeks are paid but not included as leave. Leave loading is paid on four weeks leave at Christmas each year. Employees who have not worked for the full year are entitled to pro-rata leave and loading upon termination.

### Personal/carers – VECTEA clause 29

Employees are entitled to 10 days personal/carers leave per year. (This is an annual entitlement of double normal weekly hours). Unused leave accumulates from year to year.

## Overtime – VECTEA clause 54

An employee will be paid overtime for all authorised additional work performed outside the ordinary spread of hours (Monday – Friday 7.00am – 6.00pm) or in excess of 38 hours per week as follows:

Diploma Qualified Educators are classified as Level 2.1 and are not subject to incremental increases.

| Time worked   | Overtime rate   |
|---|---|
| Monday–Friday   | Time and a half at the ordinary time rate of pay for the first 2 hours and double time of the ordinary time rate of pay after that. |
| Saturday  | Time and a half at the ordinary time rate of pay for the first 2 hours and double time at the ordinary time rate of pay after that. |
| Sunday  | Double time at the ordinary time rate of pay.   |
| Public holidays   | Double time at the ordinary time rate of pay.   |
| A minimum period of engagement on Saturdays and Sundays will be 3.25 hours. |   |

## Additional hours (Part time staff) – VECTEA clause 17.3

Part-time employees who are required to work extra hours, between 7:00 am and 6:00 pm Monday to Friday, in addition to their normal roster are paid at their normal rate (46/52 rate) plus 25%. If this results in the employee working in excess of 38 hours in a week then overtime rates apply to any hours in excess of 38 in the week.

## Higher Duties (Part time staff) – VECTEA clause 57)

Part-time employees (AGLs, Diploma Qualified educators and Cert III educators) who step up or do additional hours in a higher role are paid at the entry level for that role. If the employee works additional hours in the higher role a 25% loading is added in lieu of leave entitlements..

## Probationary period – VECTEA clause 18

A probation period of 12 weeks wholly within term time applies to all new educators. By agreement the probation period can be extended to a maximum of six months in total.

## Increments – VECTEA clause 52

Educators commence at level 1.1 and proceed by annual increments up to level 1.5. Employees without Certificate III can only proceed up to level 1.3. Activity Group Leaders commence at level 1 and proceed by annual increments up to level 3.