

HR/Industrial Relations advice?

Contact ELAA's Member Solutions Team

Email us: membersolutions@elaa.org.au.

Phone us: (03) 9489 3500 (Press 2), 10 am – 3 pm,
Monday – Friday.

Request a consultancy from our consultancy partners:
<https://elaa.org.au/resources/consultancy-services/>

Supporting EC employers manage staffing issues

ELAA preferred consultancy partner, EC Workplace, provides ELAA members with the following tailored consultancy services at a discounted rate:

- Workplace investigations into allegations of bullying and/or harassment
- Reportable Conduct Investigations
- Workplace Mediation
- Workcover support
- Complaints management

If you require any of the above services tailored to the needs of your service, please submit a consultancy request via <https://elaa.org.au/resources/consultancy-services/>.

1 July 2022 - Fair Work Commission VECTEA/Award wage increases

The Fair Work Commission's 21/22 Annual Wage Review will increase wages and allowances for all Modern Awards by 4.6 per cent at the commencement

of Term 3. Updated wages and allowances will take effect in the **first full pay period on or after 1 July 2022**.

ELAA July Wages Bulletin updates

ELAA will be publishing Wage Bulletins for the following Awards in the week of 4 July:

- *Children's Services Award 2010 (CSA)* [MA000120]
- *Educational Services (Teachers) Award 2020* [MA000077]
- *Clerks – Private Sector Award 2020* [MA000002]
- VECTEA 2020 Educator salaries (46/52 rates) and (52/52 rates) – **Out-of-cycle increase for Certificate III Educator Levels 1.1 to 1.3 only.**

Please note: ELAA is no longer publishing wages updates to the *Health Professionals and Support Services Award 2020* [MA000027]. Members who require wages updates for this award are advised to contact Member Solutions.

VECTEA employers

Members are advised that the 4.6 per cent increase is expected to affect a small number of classifications under the VECTEA 2020 (specifically Certificate III Educator Levels 1.1 – 1.3).

This increase from the Fair Work Commission is now confirmed to result in a minor corrective out-of-cycle VECTEA increase to align with the *Children's Services Award*. Other VECTEA classifications will not change until the regularly scheduled increase on 1 October 2022.

ADP clients

ADP clients are advised that award wages and allowances must be manually updated based on ELAA Wage Bulletin rates. Due to this out-of-cycle increase, ADP will automatically update wages for VECTEA Certificate III Educator Levels 1.1 to 1.3.

Please note that ADP does not update casual or above-award pay rates in its Payline system.

Effective wage increase dates (first full pay period on or after 1 July):

- **In Arrears:** Wednesday, 6 July (pay period ending 19 July). Employees will receive this increase on Wednesday, 27 July.
- **In Advance:** Monday, 11 July (pay period ending 24 July). Employees will receive this increase on Thursday, 21 July.

Should you have any queries, please contact our Workplace Relations Advisors at membersolutions@elaa.org.au.

Updated ELAA contract templates (ECMM)

How to access

Members can now download our updated contracts of employment as part of your purchase of ELAA's Early Childhood Management Manual (ECMM) v.3 under their File Downloads ([link](#)).

Services may also consider purchasing ELAA's Early Childhood Management Manual v.3 (\$250.00 for members/ \$950.00 for non-members) and receive these new contract updates (click [here](#) to view further information on how to purchase).

Attachments to download

The updated part-time and full-time employment contracts are contained in the following ECMM attachments:

- **Attachment 45:** Letter of variation – Letter confirming hours and/or employment arrangements for the following year.
- **Attachment 48:** Letter of employment – Early Childhood Teachers
- **Attachment 49:** Letter of employment – Educators (Diploma/Certificate III) or Activity Group Leaders (AGL)
- **Attachment 50:** Letter of employment – Generic (used for administrative and other employees)
- **Attachment 51:** Letter of employment – Fixed-term appointment – Early Childhood Teachers
- **Attachment 52:** Letter of employment – Fixed-term appointment – Educators (Diploma/Certificate III) or Activity Group Leaders (AGL)

Summary of updates

- References to the *Victorian Early Childhood Teachers and Educators Agreement 2020 (VECTEA)* updated to replace the VECTEA 2016
- Introduction of specific optional clauses for Modern Awards (non-VECTEA) covered employers
- Attachments 49 and 52: Diploma and Certificate III Educators - the *Children's Services Award 2010 (CSA)*
- Attachments 48 and 51: Early Childhood Teachers – the *Educational Services (Teachers) Award 2020 (ESTA)*
- Introduction of an optional COVID-19 mandatory vaccination clause
- Two days of professional development (pro-rata for part-time) for Educators
- Clarity for short-term redeployment work arrangements under the VECTEA
- Reference to compliance with the Child Safe Standards
- Temporary employment has been replaced with fixed-term employment to reflect the requirements in clause 15.5 of the VECTEA 2020, and

- Inclusion of best practice employment-specific clauses.

Changes to COVID-19 mandatory vaccination requirements in early childhood

Following advice from the Acting Chief Health Officer, the Minister for Health has announced changes to the COVID-19 workplace vaccine mandates in Victoria.

From Saturday 25 June, staff in early childhood services are no longer required to be vaccinated against COVID-19 to attend work onsite.

While no longer mandated, individual services will continue to have the choice to require their staff to be vaccinated. This is a decision that can be made at a service level based on the requirements of each service (click [here](#) for additional information).

Implementing a mandatory vaccination policy

For services intending to implement a mandatory vaccination policy, ELAA held an Information session on Monday 6 June. Slides and a session recording are now available from the ELAA MyMembership Portal [here](#).

A *Mandatory COVID-19 Vaccination Policy* can be now accessed in your PolicyWorks Catalogue (Quality Area 7 – QA7). This Policy and many of ELAA's new and updated policies are available to PolicyWorks Catalogue subscribers only.

However, if you log in to PolicyWorks File Downloads and see the heading "PolicyWorks Catalogue files to download", you will have access to all policies. For interested members, please click [here](#) to purchase your PolicyWorks Catalogue subscription.

For ELAA members who are not subscribed to PolicyWorks (or have an earlier version), please contact Member Solutions at membersolutions@elaa.org.au for a copy of your *COVID-19 Mandatory Vaccination Policy*.

Changes to ELAA leave and work history calculation requests

ELAA will be transitioning to online calculation request forms for ADP users from 1 July 2022. Online forms are now available on the ELAA's membership portal: HR/IR > Calculation Requests.

See: <https://elaa.org.au/account/calculations/>

We have also published a new employer guide to assist ADP clients with classifying educator levels under the VECTEA 2020. This is available for download from your MyMembership portal [here](#).

For any queries, please contact Member Solutions at membersolutions@elaa.org.au.
