



PART TIME CASUAL TEACHERS COORDINATORS & COUNSELLORS

KNOW YOUR AWARD RIGHTS AND YOUR WORKING CONDITIONS

Conditions for TAFE Part Time Casual Teachers, Coordinators and Counsellors (PTCs) are contained in Clause 34 of the *Crown Employees (Teachers in TAFE and Related Employees) Salaries and Conditions Award, 2009*.

Copies of the Award are available from Head Teachers, College Libraries, Institute Human Resource Managers and Federation Representatives. When gazetted the Award will be available with the related Federation Advice in the Members' Area of the Federation website www.nswtf.org.au, and on the Department's website www.det.nsw.edu.au.

Important related policies include:

- TAFE NSW Part Time Casual Teachers – Conditions of Employment - Procedures
- TAFE NSW Part Time Casual Counsellors – Conditions of Employment - Procedures
- TAFE Temporary Teachers – Conditions of Employment – Procedures
[The above Procedures are available on the DET/TAFE internet or intranet]
- TAFE NSW Temporary Counsellors – Conditions of Employment Policy – published in the TAFE Gazette No. 36 of 5 November 2003 supplement

TAFE PART TIME CASUAL TEACHERS, COORDINATORS AND COUNSELLORS PAY RATES PER HOUR (\$)

	1.1.2009*	1.1.2010*	1.1.2011*
Increase	2.5%	2.5%	2.5%
Teaching Duties	66.48	68.14	69.84
Coordination/ Consultancy Duties	62.50	64.06	65.66
Duties Other than Teaching (DOTT)	52.49	53.80	55.15
Part Time Casual Counsellors	53.49	54.83	56.20
*Note: All new rates apply from the beginning of the first pay period to commence on or after the specified dates			

PAYMENT FOR RELATED DUTIES
Subclause 34.7

Part time casual teachers teaching 10 or more hours in a week in any one institute (and across institutes from 2007) shall be entitled to payment for related duties, provided that they attend to perform the related duties. Such related duties shall be paid at the teaching duties rate according to the following table:

Teaching Duties Hours	Related Duties Hours
19 hours or more per week	6 hours 20 minutes
18 hours	6 hours
17 hours	5 hours 40 minutes
16 hours	5 hours 20 minutes
15 hours	5 hours
12 to less than 15 hours	3 hours
10 to less than 12 hours	1 hour

Payment for related duties paid to part time casual teachers teaching 10 hours or more a week are for duties associated with part time casual teacher's teaching section as well as for duties related to the part time casual teacher's direct teaching activities set out in Award subclause 34.7.

The apportionment of the related duties to be undertaken and the required attendance shall be by agreement between the part time casual teacher and their supervisor/s and become part of the teacher's approved program. Where practical, attendance is to be arranged so that the teacher can attend staff meetings, professional development and other related duties on the day/s the teacher is programmed to teach. Split shifts are not to be included as part of a part time casual teacher's approved program unless requested by the part time casual teacher.

In the allocation of related duties, part time casual teachers are to be treated no differently to full time teachers (except to acknowledge that part time casual teachers will have less related duties time).

Related Duties payment will apply to the total teaching hours worked each week including any relief teaching hours.

TEMPORARY APPOINTMENT OPPORTUNITIES - Subclause 34.19

Part time casual teachers, counsellors and co-ordinators are eligible to apply for temporary appointment to positions advertised within the TAFE Gazette, (but not permanent teaching and promotional teaching positions unless these are advertised externally).

PART TIME CASUAL COUNSELLORS
Subclause 34.18

Part time casual counsellors are linked to the full time counsellors salary rates and will continue to receive the same percentage salary increases as full time counsellors.

QUALIFICATIONS
Clause 27

The minimum qualifications are as specified in clause 27 and in subclause 8.4 of the TAFE Gazette 13, 2005.

TRAINING AND DEVELOPMENT
Subclause 34.8

PTCs attending approved staff development activities, which coincide with normal duties, will be paid for the hours they are programmed and at the rate applicable to their duty program.

Allowances and reimbursement of out-of-pocket expenses are paid in certain circumstances.

Attendance at any compulsory training or development such as that for Child Protection purposes is to be paid for at the applicable rate.

SICK/BEREAVEMENT/PERSONAL/CARER'S LEAVE
Subclause 34.5, 34.14.3, 34.14.4

PTCs other than PTC counsellors will continue to be entitled to sick leave after having worked 468 hours in a calendar year. The maximum leave that can be accrued in any one year is 60 hours. Sick leave entitlements can be used for personal/carer's and bereavement leave (subclause 34.5.2).

EMERGENCY AND JURY LEAVE
Subclause 34.14.1, 34.14.2

There is paid leave for jury duty and for volunteer work in declared emergencies where the absence coincides with TAFE duties.

HARD TO FILL LOCATIONS
Subclause 34.6

Where local recruitment has been unsuccessful, travel and subsistence allowances will be paid to PTCs who are requested to teach in a remote location other than the one at which they are usually employed.

CORRECTIONAL CENTRE ALLOWANCE
Subclause 34.3

Part time casual teachers who teach within a correctional centre shall be entitled to an environmental allowances of an additional amount per hour as set out in Schedule 2 on the rates contained in Schedule 7 for each hour taught within the correctional centre.

CANCELLED CLASSES
Subclause 34.9

Payment for cancelled classes is at the teaching rate unless at least 2 hours notice of cancellation has been given. Payment should also be made if the PTC teacher reports for duty on the day without prior knowledge of the class cancellation.

INDUCTION
Subclause 34.17

Payment is at the DOTT rate for attendance at formal induction programs for new PTCs.

STAFF MEETING ATTENDANCE
Subclause 34.10

Payment at the DOTT rate for a minimum of one hour for attending approved meetings. Payment for meetings in excess of 2 hours may be negotiated and approved by the officer at the level above the PTC's Supervisor.

Payment for attendance for PTCs with more than 10 hours per week may be paid according to the individual circumstances e.g. time of meeting and number of related duties hours of the PTC.

PAYMENT FOR INTERVIEW EXPENSES
Subclause 34.12

When called for interview for a full time or temporary TAFE position, TAFE will meet the applicant's reasonable expenses for travel and subsistence. (Reference: Interview Expenses policy, TAFE Commission Gazette No. 31 of 1994).

The payment of expenses shall be a matter for discussion and agreement prior to interview. Travel arrangements shall be discussed when interviews are arranged.

PUBLIC HOLIDAY PAY
Subclause 34.11

Payment for Public Holidays when the PTC would otherwise be working. For details see Industrial Relations Circular 05/05 in TAFE Gazette 7, 2005.

STATEMENT OF SERVICE
Subclause 34.16

TAFE shall maintain a record of service detailing hours paid during the period of engagement of all part time casuals.

The record of service prior to the introduction of the Lattice Human Resources Management system shall be established from TAFE records supplemented by part time casuals submitting records/statutory declarations of service.

A statement of service will be updated and made available on request of a part time casual or on termination of the part time casual employment.

ACCESS TO FACILITIES
Subclause 34.15

Institutes shall ensure facilities are equally available to all PTCs. Teaching materials, working areas and equipment, resource and reference materials and technical and administrative staff will be readily accessible before, during and following scheduled duty periods.

MATERNITY/PARENTAL/ADOPTION LEAVE

Regular PTC employees are entitled to up to 52 weeks unpaid adoption, maternity and parental leave. The full policy is available on TAFE's Intranet.

LONG SERVICE LEAVE

Members should refer to the Supplement to the TAFE Commission Gazette No. 43, 11 December 2002 "*Long Service Leave Guidelines*" for PTCs, and seek advice from the Federation as necessary for interpretation.

WORKERS COMPENSATION

PTCs are covered by workers compensation. You can claim workers compensation if:

- you are injured at work
- you are injured on the way to or from work
- you contract an illness from students or other staff members
- an existing illness or injury is aggravated at or by your work

SUPERANNUATION

PTCs are entitled to superannuation under the Federal Government Superannuation Guarantee, currently at 9% of salary. The benefit is payable, upon retirement. However, provision is made for payment at an earlier age for the following reasons:

- The person no longer resides in Australia.
- Upon resignation, if the benefit is less than \$500
- Upon resignation, where the benefit is to be rolled over to an approved deposit fund.
- Upon death, where the benefit will be paid to the surviving spouse or the estate of the deceased.
- Upon a permanent breakdown in health.
- In cases of extreme financial hardship.

For further information on State Super, contact the Superannuation Administration Corporation on:

9238-5555 or 1800 451 112

NSW TEACHERS FEDERATION

Part time casual members have the same rights to Federation assistance as full time members including Welfare, Legal Services, Teachers Credit Union, Teachers Federation Health, Taxforce, Federation Library, the Teachers Club and Trade Union Training.

- ❖ The Federation's TAFE contacts are the four TAFE Organisers and the Assistant General Secretary (Post School Education), who can be contacted on 9217-2309 or 1300 654 369. Routine and urgent enquiries are responded to by the TAFE Duty Officer.
- ❖ For individual welfare matters, you should contact one of the Federation Welfare Officers on 1300 654 367.
- ❖ Advice at the college/campus level can be obtained from your Federation Representative. She or he should be contacted to ensure that you are kept informed of Federation policies and TAFE Teachers Association activities, including local Branch/Region meetings and TAFE TA Council meetings. You should ask to be put on the Federation Representative's email group.
- ❖ There is also a Federation TAFE Part Time Casual Teachers Special Interest Group, which all PTCs can join by contacting Federation and requesting membership of the Group. Country members can be corresponding members of the Special Interest Group, which meets in Sydney.
- ❖ As TAFE members, you are part of the TAFE Teachers Association. If you wish to participate in TAFE TA Council or other Association activities, you should contact the TAFE TA Secretary on 9217 2310.
- ❖ An email can also be sent to tafe@nswtf.org.au

***For further information contact
Federation on the above phone numbers.***