

**ANGLICAN SCHOOLS COMMISSION SUPPORT STAFF ENTERPRISE
AGREEMENT 2015**

WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

PARTIES THE INDEPENDENT EDUCATION UNION OF WESTERN
AUSTRALIA, UNION OF EMPLOYEES
THE ANGLICAN SCHOOLS COMMISSION
UNITED VOICE WA

APPLICANTS

-v-

(NOT APPLICABLE)

RESPONDENT


CORAM COMMISSIONER T EMMANUEL
DATE TUESDAY, 21 MARCH 2017
FILE NO/S AG 42 OF 2016
CITATION NO. 2017 WAIRC 00163

Result Agreement registered

Order

HAVING heard Ms M Cook (as agent) on behalf of the Independent Education Union of Western Australia, Union of Employees, Mr M Jensen (of counsel) on behalf of the Anglican Schools Commission and Mr J Robb (as agent) on behalf of United Voice WA, the Commission, pursuant to the powers conferred on it under the *Industrial Relations Act 1979* (WA), hereby orders –

THAT the agreement made between the parties filed in the Commission on 8 August 2016 entitled the Anglican Schools Commission Support Staff Enterprise Agreement 2015 as amended by the parties on 21 March 2017 attached hereto be registered as an industrial agreement.

 (Sgd.) T. EMMANUEL

COMMISSIONER T EMMANUEL

THE ANGLICAN SCHOOLS COMMISSION SUPPORT
STAFF ENTERPRISE AGREEMENT 2015

1 - TITLE

This Agreement shall be known as the Anglican Schools Commission Support Staff Enterprise Agreement 2015.

2 - ARRANGEMENT

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3 - PARTIES TO THE AGREEMENT

This Agreement is made between The Anglican Schools Commission (the ASC) the Independent Education Union of Western Australia, Union of Employees (the IEUWA) and United Voice WA.

4 - SCOPE OF AGREEMENT

- (1) This Agreement shall apply to those employees employed by the ASC in Western Australia in the classifications referred to in clause 17 – Salary Rates who are members or are eligible to be members of the Unions party to this agreement.
- (2) This Agreement shall be read in conjunction with the following Awards and where there is any inconsistency between this Agreement and the relevant awards, the Agreement will prevail to the extent of the inconsistency;
 - (a) Independent Schools Administrative and Technical Officers Award 1993;
 - (b) Independent Schools (Boarding House) Supervisory Staff Member Award
 - (c) School Employees (Independent Day & Boarding Schools) Award 1980;
 - (d) Teachers' Aides' (Independent Schools) Award 1988;
 - (e) Child Care (Out of School Care – Play leaders) WA Award 2003
 - (f) Children's Services (Private) Award 2006
 - (g) Independent Schools Psychologists and Social Workers Award
- (3) The number of employees covered by this Agreement is 600

5 - DATE AND DURATION OF AGREEMENT

This Agreement shall come into effect on the date on which it is registered in the Western Australian Industrial Relations Commission and shall expire 3 years from the date of registration. The parties agree to meet in the first term after the expiry of the Agreement, or such other date as they agree, to review the Agreement.

6 - EXPIRATION OF AGREEMENT

On expiration of this Agreement and in the absence of the registration of a subsequent enterprise agreement, the provisions of this Agreement shall continue to apply until such time as a new Agreement is registered and takes effect.

7. – OBJECTIVES OF THE AGREEMENT

The objectives of this Agreement are to document and record the over award terms and conditions of employment currently provided to the Support Staff members.

8. – DEFINITIONS

- (1) "Support Staff member" shall mean any employee not covered by The Anglican Schools Commission Enterprise Agreement 2012.
- (2) "Continuous Service" shall include full-time, part-time and temporary service, paid leave and unpaid leave of less than two (2) consecutive weeks, within ASC Schools in Western Australia.
- (3) "Part time" shall mean a staff member who works less than the full time hours as determined in the staff members relevant Award. For the purpose of calculating leave entitlements in this Agreement a staff member who works all term weeks or a minimum 40 weeks in a school year will accrue a full entitlement to 4 weeks' annual leave at the rate proportional to their salary.
- (4) "Immediate family" of the Support Staff member shall mean:
 - (a) the spouse or defacto spouse of a Support Staff member;
 - (b) the child, grandchild or step-child of a Support Staff member;
 - (c) the parent, step-parent, grandparent or parent-in-law of a Support Staff member;
 - (d) the brother or sister of a Support Staff member or the brother or sister of the Support Staff member's spouse or the brother or sister of the defacto spouse of a Support Staff member.
- (5) An Anglican Schools Commission school, shall mean Esperance Anglican Community School, Frederick Irwin Anglican School, Georgiana Molloy Anglican School, John Septimus Roe Anglican Community School, John Wollaston Anglican Community School, Peter Carnley Anglican Community School, Peter Moyes Anglican Community School, St George's Anglican Grammar School, St James' Anglican School, St Mark's Anglican Community School, Swan Valley Anglican Community School and any additional school which is administered by the ASC in WA (the Schools).

9. - CONTRACT OF SERVICE

- (1) (a) A Support Staff member shall, upon engagement, be given a letter of appointment which identifies which Award their employment is covered by the general conditions and the special conditions (if any) of his/her appointment. A copy of that letter shall be retained by the school and signed by the Support Staff member within one week of commencing work. This subclause shall not apply to a relief Support Staff member.

- (b) The conditions stated in the letter of appointment shall, while the employment continues, be observed by the parties and shall not be subject to any alteration of significance without the consent of the Support Staff member.
 - (c) Paragraph (a) of this subclause does not authorise the inclusion in a letter of appointment of any provision which is inconsistent with or contrary to any provision of this Agreement.
- (2) The termination of the service of a Support Staff member shall require the minimum notice in accordance with the relevant Award. Failure to give the required notice shall make that party liable to forfeiture of or payment to the other party of an amount equivalent to that period of notice not given or served.

Provided that the requirements of this subclause may be waived in part or whole by mutual agreement between the Support Staff member and the employer.

- (3) A part-time Support Staff member shall receive payment for personal leave, long service leave and vacation leave on a pro-rata basis in the proportion that his/her hours of work bear to the hours of a full-time Support Staff member.
- (4) Upon termination a statement of service and a separate reference when requested by the Support Staff member shall be provided to the Support Staff member by the employer.
- (5) Nothing within this clause detracts from the employer's right to dismiss summarily any Support Staff member for serious misconduct in which case salary shall be paid up to the time of dismissal only.

10. – PERSONAL LEAVE

- (1) (a) A Support Staff member who is unable to attend or remain at the place of employment during the normal hours of duty by reason of personal ill health or injury, or they are absent because they are providing care or support to a member of their immediate family or a member of his/her household due to an illness or unexpected emergency affecting that person, shall be entitled to payment during such absence in accordance with the following provisions.
 - (b) A Full time Support Staff member's entitlement to payment shall be twelve and one half (12.5) day's pay for each completed year of service. Such leave will accrue on a weekly basis.
 - (c) (i) A Support Staff member who claims an entitlement under this clause due to ill health or injury shall provide to the employer evidence that would satisfy a reasonable person of the entitlement.

- (ii) A Support Staff member shall, wherever practicable, give the employer notice prior to the absence, of the intention to take leave due to an illness or unexpected emergency affecting a member of his/her immediate family or of his/her household, the name of the person requiring care and his/her relationship to the Support Staff member, the reasons for taking such leave and the estimated length of absence. If it is not practicable for the Support Staff member to give prior notice of absence, the Support Staff member shall notify the employer by telephone of such absence at the first opportunity on the day of absence.

- (d) If in the first of successive years of service with the employer, a Support Staff member is absent on personal leave for a period longer than his/her entitlement to paid personal leave, payment may be adjusted at the end of that year of service, or at the time the Support Staff member's services terminate, if before the end of that year of service, to the extent that the Support Staff member has become entitled to further paid personal leave during that year of service.

- (2)
 - (a) The unused portions of the entitlement to paid personal leave in any one year shall accumulate from year to year and subject to this subclause may be claimed by the Support Staff member if the absence on personal leave exceeds the period for which entitlement has accrued during that year at the time of the absence. Provided that a Support Staff member shall not be entitled to claim payment for any period exceeding thirteen weeks in any one year of service.

 - (b) Where a Support Staff member has no entitlement to paid personal leave a Support Staff member shall be entitled to unpaid personal leave, for the purposes of providing the care or support referred to above.

- (3) A Support Staff member on paid leave shall accrue an entitlement to payment under this clause.

- (4) Where a Support Staff member has no entitlement to paid personal leave a Support Staff member shall be entitled to two (2) unpaid days for the purposes of carer's leave.

- (5) Accrued personal leave entitlements are portable between ASC schools.

- (6) The provisions of this subclause with respect to payment do not apply to a Support Staff member who is entitled to payment under the Workers' Compensation and Rehabilitation Act 1981 nor to a Support Staff member whose injury or illness is the result of the Support Staff member's own misconduct.

- (7) Such leave shall not prejudice a Support Staff member's rights to Special Leave in accordance with the provisions of Clause 16. - Special Leave of this agreement.

11. – LEAVE WITHOUT PAY

- (1) While a Support Staff member has the right to apply for leave without pay the granting of such leave is at the discretion of the employer.
- (2) A Support Staff member applying for leave under this clause must state the period of such leave and the reason for which the leave is being sought.
- (3) Leave without pay does not involve loss of continuity of service for salary, personal leave and long service leave purposes. Any period exceeding two weeks during which the Support Staff member is absent on leave without pay shall not be taken into account in calculating the period of service for any purposes of this Agreement. In the case of leave without pay, which exceeds eight weeks in a continuous period, the entire period of that leave is excised in full.
- (4) If a Support Staff member is granted leave without pay the question of the Support Staff member's specific duties on return to work should be considered before the granting of such leave and any arrangements made documented. If no prior arrangement is made a Support Staff member upon return to service shall be entitled to a position commensurate with the position held immediately prior to the commencement of such leave.
- (5) The maximum period for which leave is granted under this clause shall be one year.

12 - HOLIDAY AND VACATION LEAVE

- (1) A Support Staff member shall be allowed holidays in accordance with their relevant Award.
- (2) A Support Staff member on approved paid leave, shall accrue an entitlement to payment under this clause.
- (3) A Support Staff member who is justifiably dismissed for serious misconduct shall not be entitled to the benefits of the provisions of this clause.
- (4)
 - (a) A leave loading equivalent to 17.5 per cent of four weeks' salary shall be paid to a Support Staff member, including a part-time and temporary Support Staff member, who has completed twelve months' continuous service with the employer or who has been employed for all four terms in a calendar year.
 - (b) If the service of a Support Staff member commences after the beginning of first term in a calendar year then by agreement between the employer and the Support Staff member, the leave

loading may be paid, proportionate to the length of service in that year, in December of that year.

13. - LONG SERVICE LEAVE

- (1) As from 1 January 2007, a Support Staff member's entitlement to paid long service leave for each year of service within Anglican Schools Commission schools, will accrue at the rate of 1.43 weeks' per year of service.
- (2) Subject to sub clause (5) of this clause, a Support Staff member who has completed 7 years continuous service shall be entitled to take such leave.
- (3) For any service prior to the 1st January 2007, the provisions of long service leave shall be that which is prescribed under the terms of the relevant Award.
- (4) The process required for the taking of long service leave shall be as follows:
 - (a) the employer shall advise the Support Staff member of his/her impending entitlement to take long service leave prior to the completion of term three in the year preceding the entitlement becoming due;
 - (b) the Support Staff member shall advise the employer no later than the commencement of term four of the preceding year of their intention or otherwise to take leave;
 - (c) where an agreement has been reached for the taking of long service leave and circumstances arise that necessitates an adjustment of such leave, then any request for the adjustment shall not be unreasonably withheld.
- (5) Where the continuous service of a Support Staff member during the period of accrual contains any period which is less than full time then that Support Staff member's entitlement shall be calculated as follows:
 - (a) the number of weeks accrued shall be in accordance with subclause (1) above; and
 - (b) payment for the period accrued shall be the average that the Support Staff member's hours bears to that of a full time Support Staff member over the accrual period.
- (6) The Support Staff member continues to accrue long service leave entitlement for any period during which the Support Staff member is absent on full pay from his/her duties; long service leave does not accrue for any period exceeding two weeks during which the Support Staff member is absent on unpaid leave.
- (7) Any public holiday which occurs during the period a Support Staff member is on long service leave shall not be treated as part of the long service leave and extra days in lieu thereof shall be granted.

- (8) Where a Support Staff member has become entitled to a period of long service leave in accordance with this clause, the Support Staff member shall commence such leave within two (2) years of the entitlement accruing, unless mutually agreeable arrangements have been made between the Support Staff member and the Principal by one of the following options:
- (a) as a ten (10) week continuous period of leave with the excess entitlement being retained as unused accrued long service leave; or
 - (b) as a longer period, with approved leave without pay for that portion which exceeds the fully accrued long service leave entitlement; or
 - (c) with the agreement of the employer, as a ten (10) week period of leave with the excess entitlement being paid in lieu; or
 - (d) with the agreement of the employer, a lesser period may be taken than that prescribed in this subclause.

Where a period of leave of less than 2 weeks is being requested the requirements of sub clause (4)(b) of this clause do not apply.

- (9) Having made reasonable attempts to organise mutually agreeable arrangements without success, the Support Staff member may at the discretion of the employer be instructed to take the leave during the following year. Such discretion will not be exercised harshly or unfairly.
- (10) Payment for long service leave shall be made in full before the Support Staff member goes on leave, or by agreement between the Support Staff member and the employer at the same time as the Support Staff member's salary would have been paid if the Support Staff member had remained at work.
- (11) Where a Support Staff member has completed at least 5 continuous years of service and the employment is terminated –
- (a) by the Support Staff member's death; or
 - (b) in any circumstances, other than serious misconduct
- the amount of leave shall be such as has accrued under the provisions of subclause (1) of this clause.
- (12) In the case to which subclause (11) of this clause applies, and in any case in which the employment of the Support Staff member who has become entitled to leave hereunder is terminated before such leave is taken or fully taken, the employer shall :
- (a) upon termination of employment otherwise than by death, pay to the Support Staff member; or
 - (b) upon termination of employment by death, pay to the authorised representative of the Support Staff member,

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.

Such payment shall be deemed to have satisfied the obligation of the employer in respect of leave hereunder.

- (13) Accrued Long Service Leave entitlements are portable between ASC schools.
- (14)
 - (a) Where a Support Staff member is ill during a period of long service leave and produces at the time, or as soon as practicable thereafter, medical evidence that would satisfy a reasonable person that as a result of illness or injury the Support Staff member was confined to their place of residence or a medical facility for a period of at least (14) consecutive calendar days, the employer shall grant personal leave for the period during which the Support Staff member was so confined and reinstate long service leave equivalent to the period of confinement.
 - (b) The period of reinstated leave will not change the return date or extend the current period of long service leave.

14. - BEREAVEMENT LEAVE

Entitlement to Bereavement Leave

- (1) Subject to subclause (4) of this clause, on the death of:
 - (a) the spouse or defacto spouse of a Support Staff member;
 - (b) the child, grandchild or step-child of a Support Staff member;
 - (c) the parent, step-parent, grandparent or parent-in-law of a Support Staff member;
 - (d) brother or sister of a Support Staff member or the brother or sister of the Support Staff member's spouse or defacto spouse;
 - (e) any person who, immediately before that person's death, lived with the Support Staff member as a of the Support Staff member's family;

the Support Staff member is entitled to paid bereavement leave of up to two days.

- (2) The two (2) days need not be consecutive.
- (3) Bereavement Leave is not to be taken during a period of any other leave.

- (4) A Support Staff member who claims to be entitled to paid leave under this section is to provide to the employer, if so requested by the employer, evidence that would satisfy a reasonable person as to:
- (a) the death that is the subject of the leave sought; and
 - (b) the relationship of the Support Staff member to the deceased person.

15. - PARENTAL LEAVE

(1) Eligibility for Parental Leave

A Support Staff member shall become entitled to take up to 52 consecutive weeks of unpaid leave in respect of:

- (a) the birth of a child to the Support Staff member or the Support Staff member's spouse; or
- (b) the placement of a child with the Support Staff member with a view to the adoption of the child by the Support Staff member.
- (c) an additional period of unpaid leave of up to 52 consecutive weeks can be taken on request (up to a total of 104 consecutive weeks of Parental Leave)

(2) A Support Staff member is entitled to take parental leave if he or she:

- (a) has had at least 12 months' continuous service with that employer immediately preceding the date upon which the Support Staff member proceeds upon such leave; and
- (b) has given the employer at least 10 weeks' written notice of his/her intention to take such leave, and the start and finish dates of such leave.
- (c) a Support Staff member is not entitled to take parental leave at the same time as the Support Staff member's spouse but this subclause does not apply to one week's parental leave:
 - (i) taken by the male parent immediately after the birth of the child; or
 - (ii) taken by the Support Staff member and the Support Staff member's spouse immediately after a child has been placed with them with a view to their adoption of the child.
- (d) a Support Staff member shall not be in breach of this clause as a consequence of failure to give the stipulated period of notice in accordance with this subclause, if such failure is occasioned by the confinement occurring earlier than the presumed date.

(3) Paid Parental Leave

- (a) From 1 January 2012, an employee with at least two (2) years continuous service in ASC schools in WA,
- (i) who gives birth to a child, or
 - (ii) is the primary carer for an adopted child who is not the natural child or the step-child of the employee or the employee's partner, is under the age of five (5) and has not lived continuously with the employee for six (6) months or longer.

and who makes application to take parental leave shall be entitled to 14 weeks paid parental leave as follows.

- (b) Paid parental leave as provided in this Agreement will count as qualifying service for the purposes of calculating a Support Staff member's annual leave, personal leave and long service leave entitlement under this Agreement. The annual leave accrued during the period of paid parental leave will be paid as a lump sum at the conclusion of the period of paid parental leave.
- (c) The rate of salary to be applied shall be the Support Staff members' weekly rate at the time parental leave commenced.

(4) Parental Leave to start 6 weeks before the birth

Subject to subclauses (5), (6) and (8) of this clause, the period of parental leave for a female Support Staff member shall be for an unbroken period of up to 52 weeks and shall include up to six weeks' leave to be taken immediately before the presumed date of confinement, unless in respect of any period closer to the expected date of birth a medical practitioner has certified that the Support Staff member is fit to work.

(5) Transfer to a Safe Job

Where in the opinion of a duly qualified medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the Support Staff member make it inadvisable for the Support Staff member to continue at her present work, the Support Staff member shall, if the employer deems it practicable, be transferred to a safe job at the rate and on the conditions attached to that job until the commencement of parental leave. If the transfer to a safe job is not practicable, the Support Staff member may, or the employer may require the Support Staff member to, take leave for such period as is certified necessary by a duly qualified medical practitioner. Such leave shall be treated as parental leave for the purposes of subclauses (9), (10), (11) and (12) of this clause.

(6) Variation of Period of Parental Leave

- (a) The period of parental leave may be lengthened by agreement between the Support Staff member and the employer in accordance with the provisions of Clause 11. - Leave Without Pay of this Agreement.

- (b) The period of parental leave may be shortened by agreement between the Support Staff member and the employer.
 - (c) A request to vary the period of parental leave must be in writing and provided to the employer not less than six (6) weeks before it is to take effect.
- (7) Cancellation of Parental Leave
- (a) Parental leave, applied for but not commenced, shall be cancelled when the pregnancy of a Support Staff member terminates other than by the birth of a living child.
 - (b) Subject to paragraph (c) of this subclause, where the pregnancy of a Support Staff member then on parental leave terminates other than by the birth of a living child, it shall be the right of the Support Staff member or Support Staff member's spouse to resume work at a time nominated by the employer which shall not exceed four (4) weeks from the date of notice in writing by the Support Staff member to the employer that he or she desires to resume work.
 - (c) A Support Staff member's right to resume work within the period specified in paragraph (b) of this subclause shall be subject to the practicality of enabling the Support Staff member to resume within that period, but in any case that limitation shall not be invoked to extend the period of leave beyond the date originally agreed to.
 - (d) Where the Support Staff member's resumption is delayed, he or she may undertake temporary employment with another employer without affecting his or her contract of service with the school from which he or she took parental leave.
- (8) Special Parental Leave and Parental Leave
- (a) Where the pregnancy of a Support Staff member or a Support Staff member's spouse not then on parental leave terminates after twenty-eight weeks other than by the birth of a living child then:
 - (i) the Support Staff member shall be entitled to such period of unpaid leave (to be known as special parental leave) as a duly qualified medical practitioner certifies as necessary before the Support Staff member's return to work; or
 - (ii) for illness other than the normal consequences of confinement the Support Staff member shall be entitled, either instead of or in addition to special parental leave, to such paid personal leave as to which the Support Staff member is then entitled and which a duly qualified medical practitioner certifies as necessary before the Support Staff member returns to work.

- (b) Where a Support Staff member not then on parental leave suffers illness related to the Support Staff member's pregnancy, the Support Staff member may take such paid personal leave as to which the Support Staff member is then entitled and such further unpaid leave (to be known as special parental leave) as a duly qualified medical practitioner certifies as necessary before the Support Staff member returns to work.
- (c) For the purposes of subclauses (10), (11) and (12) of this clause, parental leave shall include special parental leave.
- (d) A Support Staff member returning to work after the completion of a period of leave taken pursuant to this subclause shall be entitled to the position which the Support Staff member held immediately before proceeding on such leave or, in the case of a Support Staff member who was transferred to a safe job pursuant to subclause (5) of this clause, to the position the Support Staff member held immediately before such transfer.

Where such position no longer exists but there are other positions available, for which the Support Staff member is qualified and the duties of which the Support Staff member is capable of performing, the Support Staff member shall be entitled to a position as nearly comparable in status and salary or wage to that of the Support Staff member's former position.

(9) Parental Leave and Other Leave Entitlements

- (a) A Support Staff member may take, in conjunction with or in addition to parental leave, any annual leave or long service leave or any part thereof to which the Support Staff member is then entitled.
- (b) Paid personal leave or other paid authorised absences (excluding annual leave or long service leave), shall not be available to a Support Staff member during the Support Staff member's absence on parental leave.

(10) Effect of Parental Leave on Employment

- (a) Notwithstanding any provision to the contrary, absence on parental leave shall not break the continuity of service of a Support Staff member but shall not be taken into account in calculating the period of service for any purpose of this Agreement. Except that a Support Staff member will accrue annual leave, personal leave and long service leave entitlement during the period of paid parental leave as provided in clause (3).

(11) Termination of Employment

- (a) A Support Staff member on parental leave may terminate his or her employment at any time during the period of leave by notice given in accordance with the relevant Award.

- (b) An employer shall not terminate the employment of a Support Staff member on the grounds of the Support Staff member's pregnancy or of the Support Staff member's absence on parental leave, but otherwise the rights of an employer in relation to termination of employment are not hereby affected.

(12) Return to Work

- (a) A Support Staff member shall confirm their intention to return to work in writing to the employer not less than six (6) term weeks prior to the expiration of parental leave. Provided that if a Support Staff member returning to work requests to return in a capacity other than that which he/she held prior to going on parental leave, then this request must be received in writing and discussed with the employer at least one full term before the expected date of return.
- (b) Provided the requirements of subclause (a) above have been met, a Support Staff member shall be entitled to a position commensurate with the Support Staff member's qualifications, experience, status and previous classification.
- (c) By agreement between the Support Staff member and the Principal a Support Staff member may work part-time in one or more periods any time after the completion of the period of paid Parental Leave until the commencement of the year following the child's fifth birthday, provided that the employer may refuse the request for part time work on reasonable grounds. The employer will provide a written response to any request for part time work and in the case of a refusal will provide reasons for the refusal.
- (d) Before commencing a period of part-time employment under this sub clause the employer and the Support Staff member shall agree in writing:
 - (i) that the Support Staff member may work part-time;
 - (ii) the hours to be worked by the Support Staff member, the days upon which they will be worked and the commencing and finishing times for the work;
 - (iii) the period of part-time employment.
- (e) Where a Support Staff member seeks to return to work part time after a period of parental leave, their employment status shall remain ongoing and their written contract will reflect this. A Support Staff member shall remain entitled to return to their substantive ongoing position until the commencement of the year following the child's fifth birthday.
- (f) The decision to offer part time work is at the sole discretion of the employer and is subject to the availability of a part-time position within the school. The provision of part time work will be on an interim basis and will cease no later than the end of the school year in which the child turns five.

(13) Replacement Support Staff members

- (a) A replacement Support Staff member is a Support Staff member specifically engaged as a result of a Support Staff member proceeding on parental leave.
- (b) Before an employer engages a replacement Support Staff member under this subclause, the employer shall inform that person of the temporary nature of the employment and of the rights of the Support Staff member who is being replaced.
- (c) Before an employer engages a person to replace a Support Staff member temporarily promoted or transferred in order to replace a Support Staff member exercising his or her rights under this clause, the employer shall inform that person of the temporary nature of the promotion or transfer and of the rights of the Support Staff member who is being replaced.
- (d) Nothing in this subclause shall be construed as requiring the employer to engage a replacement Support Staff member.
- (e) A replacement Support Staff member shall not be entitled to any of the rights conferred by this clause except where his/her employment continues beyond the twelve months' qualifying period.

16. – SPECIAL LEAVE

- (1) The employer will upon sufficient cause being shown, grant an employee special leave on full pay not exceeding three (3) working days in any one (1) calendar year, subject to the following provisions.
- (2) Special leave can only be taken for matters:
 - (a) of a personal and pressing nature; and
 - (b) which arise with little or no notice; and
 - (c) which require immediate attention; and
 - (d) that cannot reasonably be conducted outside normal business hours.
- (3) An employee can take more than one (1) day at any one time of special leave, subject to the discretion of the employer and taking the circumstances of the employee into consideration.
- (4) Notification of a request for special leave is to be made as soon as is practicable.

- (5) An employee may be required by the employer to provide an explanation of the reasons for taking special leave.
- (6) Failure to notify the employer as soon as is practicable will result in this leave being treated as absent without leave.
- (7) Special leave entitlements do not accrue from year to year
- (8) The Principal's discretion is not to be harshly or unfairly exercised.

17 . - SALARY RATES

- (1)
 - (a) Salaries for the various classifications are contained in schedule 1 of this Agreement. Salaries and wage rates are reviewed annually and any increases are applied from 1 July of that year.
 - (b) On application by the Support Staff member and by agreement with the employer, salary may be deemed to include an amount which is paid on behalf of the Support Staff member into an approved Superannuation fund nominated in accordance with the provision of Clause 23. - Superannuation of this Agreement, and not being an employer contribution to superannuation paid in accordance with Superannuation Guarantee (Administration) Act 1992, Federal legislation or an employer's contributory superannuation fund.
 - (c) A copy of any agreement reached in accordance with paragraph (b) of this subclause shall be attached to the salary record of the Support Staff member concerned.
 - (d) For the purposes of determining weekly or fortnightly salary, the annual salaries as prescribed in this subclause, shall be divided by 52.16 or 26.08 respectively or by 12 if monthly.
- (2) The Anglican Schools Commission will continue its practice of reviewing support staff salaries in June each year and applying any increases to the salaries from 1 July of that year.

18 . – TRAINEES AND APPRENTICES

- (1) The Anglican Schools Commission Inc. may engage trainees and apprentices either:
 - (a) as school-based students enrolled in a training programme operated by the ASC; or
 - (b) as a trainee or apprentice who is not enrolled in an ASC training programme
- (2) The salary levels for school based trainees and apprentices shall be subject to the terms and conditions of the relevant Training Contract.

- (a) For school based trainees and apprentices in Hospitality and Catering, the rate as specified in the Educational Services (Schools) General Staff Award 2010 as amended from time to time. For 2015 the rate shall be:

Hourly wage for year of schooling:

Year 11: \$9.71 per hour

Year 12: \$10.70 per hour

The above rates take into account the following:

(i) A reduction of the above rates by 20% because the part-time traineeship is undertaken solely on-the-job and partly off-the-job.

(ii) A loading of 25% instead of paid annual leave, paid personal/carer/s leave and paid absence on public holidays.

(For the avoidance of confusion the minimum wage specified in the Education Services (Schools) General Staff Award 2010 is the only clause that applies to ASC staff employed under the terms of this Agreement).

- (b) Unless otherwise specified in the Agreement, trainees and apprentices who are not enrolled in an ASC training programme shall be paid the minimum wage for full-time traineeships as specified in the Educational Services (Schools) General Staff Award 2010.

(3) Hours of Employment

- (a) School based trainees shall work 8 hours per week to a maximum of:

37 weeks for Year 11

32 weeks for Year 12

- (b) Any over-time and work on weekends and public holidays shall be paid as additional hourly work and will need the prior approval of the relevant Manager of the school based trainee.

(4) Deductions

ASC may not deduct from the wages of a school based trainee or apprentice amounts for training costs.

19. - RIGHT OF ENTRY

- (1) An authorised representative of the Union may enter, during working hours, any premises where Support Staff members work, for the purposes of holding discussions at the premises with those Support Staff members.

- (2) The authorised representative will provide the employer/principal with prior notification of entry.
- (3) The meeting will not disrupt the Support Staff member's performance of his/her duties.

20. - PROTECTIVE CLOTHING

- (1) Where a school requires that a Support Staff member wear protective clothing in the course of his or her duties, other than with respect to sporting activity, such clothing shall be supplied by the school.
- (2) Protective clothing so issued shall remain the property of the school and be maintained in good order and condition by the Support Staff member, fair wear and tear excepted.

21. - TRAVELLING ALLOWANCES

- (1) Where a Support Staff member is required by the employer to work away from the Support Staff member's usual place of employment the employer shall pay the Support Staff member any reasonable travelling expenses incurred except where an allowance is paid in accordance with subclause (2) hereof.
- (2) Where a Support Staff member is required and authorised to use his/her own motor vehicle in the course of duty, the Support Staff member shall be paid an allowance of not less than that provided for taxation purposes by the Australian Taxation Office, unless otherwise agreed by the Support Staff member.

22. - SALARY RECORDS

- (1) The employer shall keep or cause to be kept, records containing the following particulars:
 - (a) Full name and residential address of each Support Staff member.
 - (b) The full time or part time percentage, and the number of weeks worked per year, exclusive of Holiday and Vacation leave.
 - (c) The salary paid each pay period, and their deductions.
 - (d) The employer shall provide a salary advice slip showing gross salary and any deductions made for such pay period.
- (2) (a) Salaries shall be paid at least monthly, except in the case of a relief Support Staff member who shall be paid as soon as possible on completion of the engagement.

- (b) Salaries paid monthly shall be paid to the employee on the 15th of each month or on the business day preceding if the 15th is a weekend or public holiday.

23. – INSPECTION OF RECORDS

- (1) An authorised representative of the Union may enter, during work hours, any premises where relevant Support Staff members work, for the purpose of investigating any suspected breach of the Industrial Relations Act 1979, the Long Service Leave Act 1958, the Minimum Conditions of Employment Act 1993, the Occupational Safety and Health Act 1984 or an award, order, industrial agreement or employer-employee agreement that applies to any such Support Staff member.
- (2) For the purpose of investigating any such suspected breach, the authorised representative may:
 - (a) subject to the provisions of the relevant Act, Award, Order, Industrial Agreement or Employer-Employee Agreement require the employer to produce for the representative's inspection, during working hours at the employer's premises or at any mutually convenient time and place, any employment records or other documents kept by the employer that are related to the suspected breach;
 - (b) make copies of the entries in the employment records or documents related to the suspected breach; and
 - (c) during working hours, inspect or view any work, material, machinery, or appliance, that is relevant to the suspected breach.
- (3) The authorised representative will provide written notice of at least:
 - (a) 24 hours if the records and documents are kept on the employer's premises; or
 - (b) 48 hours if the records are kept elsewhere.

24. - SUPERANNUATION

- (1) The superannuation provisions contained in this Agreement shall operate subject to the requirements and regulations of relevant State and Commonwealth Legislation and the relevant Awards.
- (2) Notwithstanding this;
 - (a) the employee is permitted to nominate a complying superannuation fund into which superannuation contributions will be made; and
 - (b) the employer will notify the employee of the entitlement to nominate a complying superannuation fund into which superannuation contributions will be made; and
 - (c) until the employee nominates an alternative complying superannuation fund the employer is required to:
 - (i) make contributions to the complying superannuation fund as identified in the relevant Award(s); or
 - (ii) if the relevant Award(s) does not specify a complying superannuation fund the employer will make contributions to a complying superannuation fund nominated by the employer.

- (d) the employee and employer will be bound by the nomination of the employee unless the employee and employer agree to change the complying superannuation fund to which contributions are to be made; and
 - (e) the employer shall not unreasonably refuse to agree to a change of complying superannuation fund requested by an employee.
- (3) On application by the employee and by agreement with the employer, salary may be deemed to include an amount which is paid on behalf of the employee into an approved Superannuation fund.
 - (4) Notwithstanding sub clause (1) above, contributions to the approved superannuation fund shall be paid at least monthly for each week of service that the eligible Support Staff member completes with the employer.

25 - REDUNDANCY

- (1) It is agreed that redundancy is a termination of services because a position in the management and operation of the school is no longer required and that subject to an appraisal process agreed to between the school and the Support Staff member, it is clear that the Support Staff member does not have the training or experience to meet the requirements of any new position or existing position in the School.
- (2) Should the School determine that a position is to be declared redundant, it will:
 - (a) Assess the needs and skills of the individual Support Staff member affected to ascertain whether any existing alternative appointment is possible.
 - (b) Assess whether long service requirements or other staffing issues may create an alternative appointment.
 - (c) Investigate whether a placement for the Support Staff member affected can be found in another ASC school.
 - (d) Permit paid leave to the individual to attend job interviews within the notice period.
 - (e) Permit the Support Staff member to leave immediately in order to accept a firm offer of appointment if that offer is made within the notice period.
 - (f) Give notice to the Support Staff member as per relevant award.

The following severance pay scale will apply to redundancy.

Not more than 1 year	Nil
• At least 1 year but less than 2 years	4 week's pay
• At least 2 years but less than 3 years	6 week's pay
• At least 3 years but less than 4 years	7 week's pay

- At least 4 years 2 week's pay per year of service to a maximum of 16 weeks

26 – SALARY PACKAGING

(1) Salary Packaging

The ASC will allow salary packaging by Support Staff member on condition that participating employees:

- (a) meet the full cost of the services of an ASC approved remuneration consultant;
- (b) obtain independent financial advice on the implications of salary packaging for the employee;
- (c) agree that the employer is not liable for the effect of any change to taxation law or rulings concerning salary packaging;
- (d) will reimburse the School for any Fringe Benefits Tax paid by the School on the Support Staff member's behalf under the terms of this clause.

(2) For the purposes of this clause:

- (a) "Benefits" means the benefits nominated and received by the Support Staff member.
- (b) "Benefit Value" means the amount specified by the School as the cost to the School of the benefit provided including Fringe Benefit Tax, if any. The School must advise the Support Staff member in writing of the Benefit Value.
- (c) "Fringe Benefit Tax" means tax imposed by the Fringe Benefits Tax Act 1986 as amended.
- (d) The School may offer to provide and the Support Staff member may agree in writing to accept a salary equal to the difference between the Benefit Value and the salary which would have applied to the Support Staff member under subclause (3)(a) of this clause, had salary packaging not been accepted.

(3) Conditions of Employment

- (a) Except as provided by this clause, Support Staff member must be employed at a salary based on a rate of pay, and on terms and conditions, not less than those prescribed by the Agreement.
- (b) For all purposes of the Agreement, salary shall be deemed to include the value of any benefits provided under this clause.

- (4) During the currency of an Agreement under this clause:
- (a) Any Support Staff member who takes paid leave on full pay shall receive the Benefits and salary referred to in paragraphs (a) and (d) of subclause (2) of this clause.
 - (b) If a Support Staff member takes leave without pay the Support Staff member will not be entitled to any Benefits during the period of leave.
 - (c) If a Support Staff member takes paid leave on less than full pay he or she shall receive:
 - (i) the Benefits; and
 - (ii) any balance of salary as agreed between the School and the Support Staff member.

27 - DISPUTE RESOLUTION PROCEDURE

A dispute is defined as any question, dispute or difficulty arising out of this Agreement.

The following procedure shall apply to the resolution of any dispute:

- (1) The parties to the dispute shall make reasonable attempts to resolve the matter by mutual discussion and determination.
- (2) If the parties are unable to resolve the dispute, the matter, at the request of either party, shall be referred to a meeting between the parties to the Agreement together with any additional representatives as may be agreed by the parties;
- (3) If the matter is not then resolved it may be referred to the Western Australian Industrial Relations Commission.

28 - NO FURTHER CLAIMS

It is a condition of this Agreement that the parties will not make any further claims with respect to salaries and conditions during the period of this Agreement unless they are consistent with the State Wage Case Principles or within the review period specified in Clause 5. - Date and Duration of Agreement of this Agreement.

29 - NO PRECEDENT

It is a condition of this Agreement that the parties will not seek to use the terms contained herein as a precedent for other enterprise Agreements, whether they involve the ASC or not.

30 - SIGNATORIES


.....
(Signature)

...PETER LAURENCE.....
(Name of signatory in block letters)
Anglican Schools Commission


.....
(Signature)

...ANGELA BRIANT.....
(Name of signatory in block letters)
The Independent Education Union of
Western Australia, Union of Employees


.....
(Signature)

....CAROLYN SMITH

(Name of signatory in block letters)
United Voice WA

Appendix 1 - Support Staff Salary Scales and Classifications

Staff Employed under the Independent Schools' Administrative and Technical Officers' Award, 1993		
Salary Rates Effective from 1 July 2015		
Levels	Award Rates (\$ per annum) From 1 July 2015	ASC Rates (\$ per annum) From 1 July 2015
LEVEL 1		
1.1	37,078	44,042
1.2	37,341	44,602
1.3	37,605	45,162
1.4	37,869	45,719
1.5	38,133	46,276
1.6	38,397	46,834
LEVEL 2		
2.1	39,189	48,502
2.2	39,717	49,623
2.3	40,245	50,734
2.4	40,883	51,848
2.5	41,411	52,963
2.6	41,939	54,081
LEVEL 3		
3.1	42,994	56,309
3.2	43,518	57,648
3.3	44,151	58,988
3.4	44,785	60,324
3.5	45,418	61,658
3.6	45,942	62,997
LEVEL 4		
4.1	44,469	59,653
4.2	45,524	61,885
4.3	46,580	64,115
4.4	47,636	66,347
4.5	48,691	68,571
4.6	49,747	70,804

Staff Employed under the Independent Schools' Administrative and Technical Officers' Award, 1993	
ASC Job Classifications Effective from 1 July 2014	
Level 1	The officer at this level requires no prior experience or formal qualifications in the performance of the job and works under direct supervision
Examples	General administrative assistant; Office Junior; Receptionist; Art Technician; Food Technician; ICT Helpdesk attendant
Level 2	The officer at this level performs duties under general supervision, may have acquired some relevant qualifications and is competent in the performance of tasks associated within Level 1 position.
Examples	Library Assistant; Laboratory Assistant; Administrative Assistant; Accounts Officer; Receptionist; Student Services Assistant; Archivist/Records Clerk, Uniform Shop Assistant
Level 3	The officer at this level works as a competent skilled autonomous officer and has knowledge, skills and demonstrated capacity to undertake complex tasks. The officer is likely to have TAFE/TERTIARY or equivalent qualifications.
Examples	AV/IT/Library/Laboratory/Workshop technician; Accounts Officer; Student Services Officer; Administrative Assistant; Uniform Shop/Canteen Manager
Level 4	The officer at this level, through formal qualification or job responsibility, is fully competent in the performance of the job function. The officer at their level would have a high degree of autonomy, initiative and discretion in the work program and would be responsible for the supervision of other administrative and/or technical officers.
Examples	Assistant Business Manager; Registrar; Administration Office Manager; PA to Principal

Staff Employed under the Independent Schools' Administrative and Technical Officers' Award, 1993 - Salary Ranges Above ATO Award Levels 1 to 4			
Salary Ranges Effective from 1 July 2015			
			Excluding Super and Leave Loading
School Category	Student Numbers	Role Classification	Min
9/8	> 1251	ICT Manager/Systems Administrator	93,327
		Facilities Manager	82,348
		Assistant Business Manager	76,857
		IT Network Engineer	74,661
		PA to Principal	74,661
		PR/Community Relations/Marketing	74,661
		Senior Maintenance/Grounds Officer	68,074
7/6	601 - 1250	ICT Manager *	87,837
		Facilities Manager	76,857
		Assistant Business Manager	71,368
		IT Support Staff	69,173
		PA to Principal	69,173
		PR/Community Relations/Marketing	69,173
		Senior Maintenance/Grounds Officer	62,585
5/4	301 - 600	ICT Manager	82,348
		Facilities Manager	71,368
		Assistant Business Manager	68,074
		IT Support Staff	63,682
		PA to Principal	63,682
		PR/Community Relations/Marketing	63,682
		Senior Maintenance/Grounds Officer	

* Equivalent to HOD Level 4

Note: Staff members employed in these roles in schools with fewer than 300 enrolled students are accommodated in the ATO Scales Levels 1 to 4 set out on page 25.

Staff Employed under the Independent Schools' Psychologists and Social Workers' Award.	
Salary Ranges Effective from 1 July 2015	
Levels	Award Rates (\$ per annum) From 1 July 2015
Step 1	48,527
Step 2	50,279
Step 3	52,109
Step 4	54,533
Step 5	58,292
Step 6	60,743
Step 7	62,982
Step 8	65,321

- (1) On appointment a psychologist or social worker shall be placed at the appropriate salary level in accordance with the Independent Schools' Psychologists and Social Workers' Award.
- (a) A social worker as defined shall commence at Step 1 and proceed by annual increments to and including Step 6
 - (b) A provisional psychologist shall commence at Step 1 and proceed by annual increments to and including Step 2
 - (c) A psychologist who attain full registrations status with the Psychologists Board of Western Australia shall commence at Step 4 and proceed at annual increments to and including Step 8
 - (d) The years of experience are indicated by the number of steps from the commencement level of each classification
- (2) Part-time psychologists or social workers shall be paid in accordance with the following formula:
- $$\frac{\text{Hours worked}}{37.5} \times \text{Full time weekly rate of pay}$$
- (3) (a) A relief social worker shall be paid according to the following formula:
- (i) Half day = 0.1 x Weekly rate for Step 5
 - (ii) Full day = 0.2 x Weekly rate for Step 5
- (b) A relief psychologist shall be paid according to the following formula:
- (i) Half day = 0.1 x Weekly rate for Step 6
 - (ii) Full day = 0.2 x Weekly rate for Step 6

Note: a half day is up to 3.75 hours and a full day is up to 7.5 hours.

**Staff Employed under the Teachers' Aides
(Independent Schools) Award, 1993**

Salary Rates Effective from 1 July 2015

Steps	Award Rates From 1 July 2015		ASC Rates From 1 July 2015	
	(\$ per hour)	(\$ per annum)	(\$ per hour)	(\$ per annum)

Step 1 is an entry point for unqualified employees. No unqualified employee may progress beyond Step 7. All Teachers' Aides are encouraged to complete qualifications in childcare.

Step 1	19.61	33,243	22.07	37,417
Step 2	19.81	33,582	22.49	38,124
Step 3	20.02	33,938	22.93	38,871
Step 4	20.28	34,379	23.46	39,769
Step 5	20.58	34,887	24.09	40,845
Step 6	20.97	35,548	24.91	42,226
Step 7	21.30	36,108	25.59	43,381

Step 8 is an entry point for employees qualified to Certificate III / Certificate IV in Education Support

Step 8*	21.04	35,667	25.75	43,643
Step 9	21.37	36,226	26.43	44,799
Step 10	21.70	36,786	27.09	45,917
Step 11	22.01	37,311	27.50	46,621

Employees qualified to Certificate IV in Education Support may progress to Step 12

Step 12	22.22	37,667	27.81	47,142
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Step 13 applies only to those employees qualified to Certificate IV in Education Support who work with recognised Special Needs Students

Step 13	22.36	37,905	29.14	49,394
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For existing employees incorrectly paid at Step 13, their rate of pay will be frozen until the rate of pay at Step 12 has caught up.

*** Step 8 is an entry point; its Award hourly/annual rate is lower than Step 7**

The above rates are based on the Award provisions of 32.5 hours per week, 52 weeks per year. To calculate the annual rate, multiply the hourly rate by 32.5 and then by 52.16.

Note: Because of rounding, the hourly rate will not yield the annual rate. The annual rate is to be used to reconcile the salary payable.

Staff Employed under the School Employees (Independent Schools) Award, 1993				
Salary Rates Effective from 1 July 2015				
Level	Award Classification (Summary)	Award Rates From 1 July 2015	ASC Rates From 1 July 2015	
		\$ per week	\$ per week	\$ per annum
1	Cleaner	721.30	854.29	44,560
2	Canteen Assistants	728.40	869.01	45,328
3	Cooks	732.80	878.25	45,810

Staff Employed under the School Employees (Independent Schools) Award, 1993 Maintenance/ Gardeners and Grounds				
Salary Rates Effective from 1 July 2015				
Level	Award Classification (Summary)	Award Rates From 1 July 2015	ASC Rates From 1 July 2015	
			\$ per week	\$ per annum
Grade 1	Maintenance/Grounds Attendant (Grade 1)	741.60	896.58	46,766
Grade 2	Maintenance/Grounds Attendant (Grade 2)	n/a	938.68	48,962
Grade 3	Maintenance/Grounds Attendant (Grade 3)	750.40	980.77	51,157
Grade 4	Maintenance/Grounds Attendant (Grade 4)	n/a	1,022.89	53,354
Grade 5	Senior Grounds/(Maintenance (Grade 1)	759.20	1,064.97	55,549
Grade 6	Senior Maintenance/Grounds Attendant (Grade 2)	n/a	1,120.93	58,468
Grade 7	Head Maintenance/Grounds Attendant	864.90	1,199.86	62,585

Note: Because of rounding, the hourly rate will not yield the annual rate. The annual rate is to be used to reconcile the salary payable.

Award rates are shown for comparison although there is no longer a clear correlation since the ASC restructure of 1 July 2013.

Staff Employed under the School Employees (Independent Schools) Award, 1993 Maintenance		
ASC Job Classifications Effective from 1 July 2013		
Grade 1	Level 1	The person at this level works under direct supervision in buildings maintenance
Grade 2	Level 2	The person at this level performs duties under general supervision, and may be required to operate machinery on an infrequent basis
Grade 3	Level 3	The person at this level works as a competent skilled autonomous person and will be required to operate machinery routinely.
Grade 4	Level 4	The person at this level would be in charge of maintenance for a small school or deputise for head of maintenance. The person may have responsibility for at least one other full time equivalent maintenance person.
Grade 5	Level 1	The person at this level would be in charge of maintenance for a small school or deputise for head of maintenance. The person would have trades qualifications and substantial relevant experience within the role. The person may have responsibility for at least one other full time equivalent maintenance person.
Grade 6	Level 2	The person at this level would be in charge of the maintenance of a large school and be responsible for the supervision of staff. The person would have trades qualifications and substantial relevant experience within the role. The person would not be responsible for the supervision of building works and external contractors.
Grade 7	Head	The person at this level would be in charge of maintenance for a large school and responsible for the supervision of staff. The person would have trades qualifications and substantial relevant experience within the role. The person would not be responsible for supervision of contractors but would report directly to the Bursar/Business Manager/Facilities Manager

Staff Employed under the School Employees (Independent Schools) Award, 1993 Gardeners and Grounds		
ASC Job Classifications Effective from 1 July 2014		
Grade 1	Gardener/Groundsperson Level 1	The person at this level works under direct supervision in gardens or grounds maintenance
Grade 2	Gardener/Groundsperson Level 2	The person at this level performs duties under general supervision, and may be required to operate ride-on mowers, tractors and/or similar equipment on an infrequent basis
Grade 3	Gardener/Groundsperson Level 3	The person at this level works as a competent skilled autonomous person and will be required to operate large ride-on mowers, tractors and/or similar equipment routinely.
Grade 4	Gardener/Groundsperson Level 4	The person at this level would be in charge of the grounds for a small school or deputise for head of grounds. The person may have responsibility for at least one other full time equivalent grounds/maintenance person.
Grade 5	Senior Gardener/ Groundsperson Level 1	The person at this level would be in charge of the grounds of a small school or deputise for head of grounds. The person would have trades or horticultural qualifications and substantial relevant experience within the role. The person may have responsibility for at least one other full time equivalent grounds/maintenance person.
Grade 6	Senior Gardener/ Groundsperson Level 2	The person at this level would be in charge of the grounds of a large school and be responsible for the supervision of staff. The person would have trades or horticultural qualifications and substantial relevant experience within the role. The person would not be responsible for the supervision of building works and external contractors.
Grade 7	Head Gardener/ Groundsperson	The person at this level would be in charge of the grounds for a large school and responsible for the supervision of staff. The person would have trades or horticultural qualifications and substantial relevant experience within the role. The person would not be responsible for supervision of contractors but would report directly to the Bursar/Business Manager/Facilities Manager

Appendix 2 - Support Staff Salaries – Annual Review Policy

The ASC's practice is to maintain support staff salary rates at levels which are competitive when compared with those of employees in comparable positions. Salary rates are reviewed on 1 July each year.

Market conditions and economic forecasts are reviewed annually in May/June by the CFO and Business Managers' group drawn from all ASC schools. A recommendation is then put forward to the ASC Finance Committee for their consideration.

Once approved, salary tables are amended and distributed to schools for implementation in the July pay run.