

## **APPENDIX 16 – DEPARTMENT OF EDUCATION**

The provisions of the Tasmanian State Service Award apply to employees covered by this Appendix except as otherwise specified below.

Appendix 16, Clause 1 Communicable Diseases Leave applies to employees classified as School Support Staff, VET Student Assistants, Participation Assistants and Allied Health Professionals working within schools within the Department of Education.

Appendix 16, Clause 2 applies to employees classified as Teacher Assistants within the Department of Education.

Appendix 16, Clauses 3, 4 and 5 apply to employees classified as School Support Staff, VET Student Assistants and Participation Assistants within the Department of Education who are not paid to work during school term breaks. These employees include teacher assistants, school administration, library technicians.

### **1. COMMUNICABLE DISEASES LEAVE**

- (a) In addition to the provisions of Part VIII – Leave and Holidays with Pay, Clause 3 Personal Leave of this Award where an employee has contracted a specified communicable disease, the employee is to be absent from duty for such period as the employer may determine pursuant to sub-clause (b).
- (b) The employer may, after consultation with the Department of Health , by notice in writing:
  - i. specifying a communicable disease for the purposes of sub-clause (a); and
  - ii. determine the period for which an employee who has contracted such a disease is required to be absent from duty.
- (c) An employee who is required under sub-clause (a) to be absent from duty is to, on the production of a medical certificate issued by a registered medical practitioner certifying that the employee has contracted a specified communicable disease, be granted leave of absence for the period for which the employee is so required to be absent from duty.
- (d) For the purposes of this clause, “specified communicable disease” means a communicable disease specified by the employer pursuant to sub-clause (b).

### **2. TOILETING ALLOWANCE**

- (a) Teacher Assistants who are required to regularly undertake toileting and/or showering duties with high needs students, including changing of nappies and cleaning up of vomit, are to be paid an allowance of \$15.00 per week.
- (b) Teachers Assistants, employed within a ‘designated school’ referenced in (c), who are required to regularly undertake toileting and/or showering duties with high needs students, including changing of nappies and cleaning up of vomit, are to be paid an allowance of \$17.00 per week.
- (c) For the purpose of clause (b) above the following are ‘designated schools’:
  - (i) School of Special Education North West

- (ii) Southern Support School
- (iii) Northern Support School

### **3. ANNUALISED SALARY**

An employee, by agreement in writing with the employer may elect to annualise their salary over a 52 week period.

### **4. BANKING OF HOURS**

By agreement in writing between the employer and employee, employees may 'bank' extra hours required by the employer and worked in excess of scheduled hours or other hours as agreed and take payment for these hours at the ordinary time equivalent during the Christmas holiday period or at a time mutually agreed between the employer and employee.

### **5. HOLIDAYS WITH PAY**

- (a) School Support Staff are paid to work during school terms only and are not paid to work during school term breaks. These employees have the option to work an additional two weeks at a time or times mutually agreed between the Principal and the employee. Employment is for a maximum of 42 weeks per year inclusive of the additional two weeks where applicable.
- (b) In addition to the two weeks described in sub clause (a), School Support Staff have the option to work one additional week of hours during term time only. The additional week of hours is worked at a time or times mutually agreed between the Principal and the employee.
- (c) Where a Holiday with Pay falls during a school term these employees are entitled to be absent from work without loss of pay for the day where the Holiday with Pay falls if it is a day the employee would normally work.
- (d) Where Holidays with Pay fall during school holiday periods these employees will accrue one day Time off in Lieu (TOIL) for that Holiday with Pay where the Holiday with Pay falls on a day the employee would normally work.
- (e) TOIL which accrues in a particular year is to be taken on a student free day or at another time agreed between the Principal and the employee and is to be taken by no later than the end of that year.
- (f) The maximum number of Holidays with Pay an employee can receive through a combination of (c), (d), and (g) of this clause, will be no more than nine days in total in any calendar year.

School Support Staff employed for school terms only will be paid for Christmas Day, Boxing Day and New Year's Day Holidays with Pay if these Holidays with Pay fall on days that are days on which the employee would normally be required to work