



Government of Western Australia
Department of Education

Your ref :
Our ref : D17/0262100
Enquiries :

Ms Toni Walkington
General Secretary
Community and Public Sector Union
Civil Service Association of WA Inc
GPO Box X2252
PERTH WA 6847

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Dear Ms Walkington

I refer to your letter dated 16 March 2017 with regard to the Community and Public Sector Union/Civil Service Association's ("CSA") claim for a replacement *School Support Officers (Government) General Agreement* ("Agreement").

Consistent with the Government's *Public Sector Wages Policy Statement 2017*, I provide the following responses to the CSA's claim:

Purchased leave

1. Introducing an entitlement to four weeks' purchased leave (48/52 arrangement) consistent with the draft clause at **Attachment B**.

Inductions

2. An Industrial Relations Advice, to be released by ed-email, advising Principals of the right of CSA officials and delegates to induct new employees.
3. Providing a list of new employees covered by this Agreement including start dates, at the commencement of each school term so that the union is able to identify employees who require induction.

Following discussions on claim items in our meeting on 16 June 2017 the Department of Education's response to each claim, and further information in relation to the above proposals, is detailed at **Attachment A**.

Please indicate your acceptance of this proposal by no later than 24 July 2017. If you have any enquiries please contact Keith Dodd, Director Employee Relations on 9264 4728.

Yours sincerely

CLIFF GILLAM
EXECUTIVE DIRECTOR
WORKFORCE

06 JUL 2017

ATTACHMENT A

Department response to CSA claim

CSA claim	Department response
Purchased Leave: new clause	Ten week (42/52) arrangement not supported. Introduce an entitlement to 48/52 - Refer to proposal as detailed at Attachment B .
Long Service Leave: clause 18 EDMOSAC Award	Not supported.
Inductions: clause 40 (sic)	Insertion of clause 10 from the <i>Education Assistants' (Government) General Agreement 2016</i> is not supported.
Remote and Isolated Locations: amend clause 35	Withdrawn by CSA.
Administrative Support: new clause	Not supported.

ATTACHMENT B

X. PURCHASED LEAVE – 48/52 ARRANGEMENT

- X.1 The employer and the employee may agree to enter into an arrangement whereby the employee can purchase up to four weeks additional leave.
- X.2 The employer will assess each application for a 48/52 salary arrangement on its merits and give consideration to the personal circumstances of the employee seeking the arrangement.
- X.3 In order to access approved purchased leave, an employee must satisfy the employer's accrued leave management policy.
- X.4 An agreement to take a reduced salary spread over the 52 weeks of the year will yield the following amounts of purchased leave.

Number of weeks salary spread over 52 weeks	Number of weeks purchased leave
48	4
49	3
50	2
51	1

- X.5 (a) Purchased leave is not able to be accrued. The employee is entitled to pay in lieu of any purchased leave not taken. In the event that the employee is unable to take such purchased leave, their salary will be adjusted in the last pay period in February to take account of the fact that time worked during the previous year was not included in their salary.
- (b) Untaken purchased leave will be paid out at the rate at which it was purchased.
- X.6 (a) Where an employee who is in receipt of an allowance provided for in clause 14 – Higher Duties Allowance of the Award or clause 31 – Higher Duties Allowance of this General Agreement proceeds on any period of purchased leave, the employee shall not be entitled to receive payment of the allowance for any period of purchased leave.
- (b) Other than when an employee is on a period of purchased leave, the higher duties allowance component of an employee's salary shall not be affected by an agreement to reduce the employee's salary for purchased leave purposes.
- X.7 Overtime is paid at the ordinary rate of salary and not the reduced rate. This will also apply where overtime is referred to as a percentage of salary.
- X.8 In the event that a part time employee's ordinary working hours are varied during the year, the salary paid for such leave will be adjusted in the last pay in February to take account of any variations to the employee's ordinary working hours during the previous year.