

APPENDIX 5 – DEPARTMENT OF EDUCATION AND TRAINING

PART 1 - EMERGENCY AND SECURITY MANAGEMENT

This **Part 1** applies to Victorian Public Service (VPS) Employees who are employed in the Department of Education and Training's Emergency and Security Management Unit and whose duties involve the monitoring and coordination of the response to school security systems.

For the purpose of the clauses in this **Part 1**:

“Employee” means a person employed by the Department of Education and Training within the VPS career structure as Incidence Response Officers employed within the Emergency and Security Management Unit.

“work cycle” means a 28 calendar day period in which Employees are rostered to work.

“shift or shifts” means the number of hours an Employee is rostered to work in any single continuous period that is part of the normal rostered hours of duty.

“overtime” means time worked by an Employee that is additional to the hours of work determined under **clause 1 of this Appendix 5**.

“commuted overtime allowance” means a payment for the hours an Employee works that are in excess of the hours determined under **clause 1 of this Appendix 5**, and which is in lieu of any entitlement to shift and overtime penalties or any other allowances that may apply to overtime under this Agreement, subject to the application of **clause 3 of this Appendix 5**.

1 HOURS OF WORK

1.1 An Employee may be required to work an average of 152 hours within a work cycle.

1.2 During the work cycle an Employee may be rostered to work at any time and day of the week, provided:

1.2.1 the number of shifts does not exceed 20, unless otherwise agreed between the Employer and Employee;

1.2.2 the duration of a shift be not less than two (2) hours or greater than twelve (12) hours, unless otherwise agreed between the Employer and Employee; and

1.2.3 work may not exceed a continuous period of five (5) hours without a meal break (unpaid) of at least thirty minutes being provided.

2 REMUNERATION FOR SHIFT WORK

2.1 In recognition that shift penalty payments are built into the annual salary of an Employee, payment of such salary shall be not less than the base of VPS Grade 2, Value Range 1 plus 18.88%.

2.2 An Employee is not entitled to shift allowances provided for under this Agreement.

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3 OVERTIME

An Employee shall be paid a commuted overtime allowance equivalent to 8% of his/her substantive salary, subject to:

- 3.1 the requirement to work overtime being a condition of employment;
- 3.2 the amount of overtime worked not exceeding 100 hours during a 12 month period;
- 3.3 the minimum amount of time credited to an Employee for each period of overtime being 3 hours, except where the period of overtime ceases immediately prior to the commencement of a shift or commences immediately following the completion of a shift;
- 3.4 an Employee rostered to work on a public holiday, as part of his/her shift cycle, determined in accordance with **clause 1 of this Appendix 5**, shall have the period of that shift credited as overtime; and
- 3.5 overtime in excess of the amount specified in **clause 3.2**, that is directed by the Employer, shall be subject to the overtime provisions in **clause 35, Section I of this Agreement**.

PART 2 - STAND-BY

For the purpose of this **Part 2**:

“**Employee**” means an Employee of the Department of Education and Training.

“**stand-by**” is where an Employee, during a period he/she is not required to be on duty as part of his/her normal hours of employment, is directed to be available, without notice, to return to work to undertake overtime.

“**overtime**” means the arrangements provided for in **clause 35, Section I of this Agreement**.

4 STANDBY ALLOWANCE

4.1 An employee on stand-by shall receive an allowance as follows:

- 4.1.1 where the period of stand-by occurs on a Monday to Friday:
- | | |
|---------------------|-------------------|
| From 1 March 2006 | \$20.30 per night |
| From 1 October 2006 | \$20.90 per night |
| From 1 October 2007 | \$21.50 per night |
| From 1 October 2008 | \$22.10 per night |

or

4.1.2 where the period of stand-by occurs on a weekend or public holiday:

From 1 March 2006	\$40.60 per day
From 1 October 2006	\$41.80 per day
From 1 October 2007	\$43.10 per day
From 1 October 2008	\$44.40 per day

or

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4.1.3 where employed by the Victorian Curriculum and Assessment Authority (VCAA) to undertake information technology work that directly relates to the Victorian Certificate of Education (VCE) examinations or the Achievement Improvement Monitor (AIM) tests, and is undertaken during the periods in which VCE examinations and AIM tests are conducted, the following rates shall apply:

4.1.3(a) where stand-by occurs on a Monday to Friday:

From 1 March 2006	\$60.10 per night
From 1 October 2006	\$61.90 per night
From 1 October 2007	\$63.80 per night
From 1 October 2008	\$65.70 per night

or

4.1.3(b) where stand-by occurs on a weekend or a public holiday:

From 1 March 2006	\$79.77 per day
From 1 October 2006	\$82.20 per day
From 1 October 2007	\$84.70 per day
From 1 October 2008	\$87.20 per day

4.2 The allowances payable under this **clause 5** constitute total compensation for work undertaken as a result of being on stand-by, provided that:

4.2.1 the total amount of time worked does not exceed 1 hour; and

4.2.2 any time worked that exceeds 1 hour is compensated in accordance with the overtime provisions at **clause 35, Section I of this Agreement**, other than Employees who are subject to the conditions of **Part 1 of this Appendix**.