

# Salary Determination for Classroom Teachers

## Information Guide

### INTRODUCTION

This information guide is written for classroom teachers in regards to the determination of salary in line with Standards Based Remuneration. This information guide should be read in conjunction with the Standards Based Teacher Salary Procedure.

For internal staff, please click on this link: [https://education.nsw.gov.au/human-resources/media/documents/pay-leave-and-benefits/DOC16-1249032-Standards-Based-Teacher-Salary-Procedure-26\\_05\\_2017.pdf](https://education.nsw.gov.au/human-resources/media/documents/pay-leave-and-benefits/DOC16-1249032-Standards-Based-Teacher-Salary-Procedure-26_05_2017.pdf)

For external applicants, please click on this link: [http://www.teach.nsw.edu.au/documents/hr/salary/DOC16-1249032-Standards-Based-Teacher-Salary-Procedure-26\\_05\\_2017.pdf](http://www.teach.nsw.edu.au/documents/hr/salary/DOC16-1249032-Standards-Based-Teacher-Salary-Procedure-26_05_2017.pdf)

*Exclusions:* School counsellors, education paraprofessionals, executives, principals and non-school based teaching staff are not eligible under the procedure.

### SALARY DETERMINATION

How salary is determined for classroom teachers in the NSW Department of Education (the department) differs depending on the teacher type.

#### Determining salary by default

The department will determine a default salary for classroom teachers based on teacher type, as defined below.

Teacher type	Teacher definition	Process
New teachers to the department	Teachers who have not previously worked with the department in any capacity	<p>Will have their default salary determined based on their level of professional accreditation as determined by the NSW Education Standards Authority (NESA).</p> <p>Band 1.0</p> <ul style="list-style-type: none"> <li>• Conditional Accreditation</li> <li>• Provisional Accreditation</li> </ul> <p>Band 2.0 salary</p> <ul style="list-style-type: none"> <li>• Proficient Accreditation</li> <li>• Highly Accomplished</li> <li>• Lead Accreditation</li> </ul>
Returning teachers to the department	Teachers who have previously worked with the department but have had a break in service of more than 5 years	<p>Will have their default salary determined based on their level of professional accreditation as determined by the NSW Education Standards Authority (NESA), as above.</p> <p>If they receive Proficient accreditation (i.e. Band 2 in the Standards Based Remuneration), their last recorded department salary will be considered when determining the increment at which they will be paid within Band 2.</p>
Existing teachers with the department	a. Teachers who have been employed as a teacher with the department before 1	Will be subject to the transitional provisions of the Award. Their transition to Standard Based Remuneration will be determined based on their last recorded department salary

Teacher type	Teacher definition	Process
	January 2016, and b. had a break of employment as a teacher with the department of no more than 5 years	on the transition scale.

For permanent appointments, casual and temporary teaching experience with the department (as recorded in the department's HR system) will be combined and recognised in salary determination.

In addition, the department recognises service toward incremental progression for all paid in-service leave (including parental and military leave), and approved unpaid parental leave (maternity, paternity, and adoption) for departmental teachers.

### Determining salary by application

In conjunction with the default salary determination process, eligible teachers may wish to submit an application for salary determination to have: (a) relevant teaching experience, (b) pre-service caring for a child, and/or (c) salary matching (where applicable) considered.

#### a. Relevant teaching experience

Relevant teaching experience is defined as cumulative experience in full year/s (i.e. blocks of 203 days) across interstate, intrastate and international settings as defined in Table 1.

Part-years of service (i.e. blocks of less than 203 days) will not be credited for salary determination, nor will any part-years of service previously considered but not counted, be carried forward for consideration in any subsequent salary determination.

*For example: if a teacher submits an application for a salary determination to be recognised for 208 days of service, they will be credited with 203 days of service (one year), and the residual 5 days will not be considered. The residual 5 days will also not be eligible for consideration in any subsequent salary determination.*

#### b. Pre-service caring for a child

A teacher whose entry or re-entry into the teaching profession is delayed as a result of caring for a child who is under school age may receive credit for incremental salary progression purposes.

The following conditions must be met for consideration for eligibility of pre-service care:

- The care period immediately precedes employment as a teacher, being the period between completing a teacher qualification and commencing employment with the department, or a period following previous employment as a teacher;
- The teacher has not engaged in any paid employment during the care period;
- The teacher has not been on any form of paid leave from an employer during the care period;
- The teacher has not been on any form of unpaid leave which has already been recognised for incremental progression (as described below as "in-service" leave); and
- The entry on duty directly follows the care period.

The following rules apply to teachers eligible for recognition of pre-service care:

- A minimum of three years of pre-service care are required for recognition (however they do not have to be successive);
- 203 days of teaching service will be credited for each 3 year full-time care period, up to a maximum of 812 days (i.e. equivalent to 12 year carer period);
- Service recognition is only credited once Proficient accreditation status with NESAs is attained, to a maximum of Band 2.3.

**c. Salary matching**

Salary matching informs the increment at which teachers are paid within Band 2. Salary matching applies to both intrastate and interstate teachers (as defined in Table 1) and is considered to be a suitable proxy for experience, and efficient method of recognising experience.

The department will, where possible, match the salary actually paid to the teacher by their former employing authority for accredited (proficient) school teaching service within the last five years. Salary matching will be at the base annual salary paid by that employing authority, excluding any allowances and/or loading paid (e.g. loadings in respect of leave or other incidents of employment paid to casual employees).

If the salary paid by the former employing authority does not match an increment on the department’s Proficient level salary Band 2 (i.e. Band 2.0, 2.1, 2.2 or 2.3), the teacher will be eligible for appointment at the next higher increment on the department’s Proficient level salary band, up to a maximum of Band 2.3 salary. A teacher must be accredited by NESAs at the Highly Accomplished or Lead level to be eligible for appointment at Band 3.0 salary.

**Proficient (Pending) status**

If a teacher gains Provisional Accreditation through NESAs they may be entitled to attain *Proficient (Pending)* status with the department and paid *within* Band 2.0 of the Standards Based Remuneration scale. *Proficient (Pending)* status is intended to recognise experienced intrastate, interstate and international teachers for their relevant teaching experience, for a defined period of time whilst they seek formal Proficient accreditation from NESAs. In order to be considered for *Proficient (Pending)* status, the teacher must have Provisional Accreditation through NESAs, and they must submit a salary determination application within the required timeframes.

Eligibility criteria to attain *Proficient (Pending)* status depend on the type of relevant teaching experience, as defined in Table 1.

**SALARY DETERMINATION POINTS**

There are three prescribed ‘salary determination points’ at which a teacher may submit an application for a revised salary determination (from the default) under this procedure. The determinations will consider relevant teaching experience, pre-service caring for a child, and/or salary matching (where applicable) that falls into the relevant eligible service period. The prescribed salary determination points are captured below.

Salary determination point	Timeframe for application
In establishing salary as part of the approval to teach process to ensure all teaching candidates have a clear understanding of the salary that they will be paid, and the basis on which it was determined, on commencing employment with the department	Must be lodged within six months of approval to teach application  <i>(Please note: Requests or supporting documentation received outside of this timeframe will not be accepted)</i>
At permanent employment where the commencing salary rate will form part of the offer of appointment and permanent employment contract	Must be lodged within six months of accepting permanent employment  <i>(Please note: Requests or supporting documentation received outside of this timeframe will not be accepted)</i>
Where an in-service temporary or casual teacher has relevant teaching experience equivalent to full year/s (comprised of continuous one school term blocks), which have been completed since approval to teach was granted or their last engagement with the department	Must be in-service  <i>(Please note: Requests or supporting documentation received from teachers non in-service / employed with the department will not be accepted)</i>

An application for *Salary Determination* is available online and must be lodged, with supporting evidence, as an online application.

For internal staff, please click on this link: <https://education.nsw.gov.au/human-resources/media/documents/pay-leave-and-benefits/DOC17-514905-Salary-Determination-for-Classroom-Teachers-application-form.pdf>

For external applications, please click on this link: <http://www.teach.nsw.edu.au/documents/hr/salary/DOC17-514905-Salary-Determination-for-Classroom-Teachers-application-form.pdf>

**Once complete, please send the form and any accompanying documentation to [salarydetermination@det.nsw.edu.au](mailto:salarydetermination@det.nsw.edu.au)**

For all salary determination applications:

- It is the responsibility of the applicant to ensure accurate and full completion of the documentation required.
- Any incomplete documentation will not be accepted.
- Determination will be made on the information provided at the time of application.
- In the absence of a salary determination application, or in the case of an incomplete salary determination application, salary will be set to the default band/level determined by the department.

Any salary adjustments to be made following a salary determination (for all prescribed salary review points) will apply from the first pay period commencing on or after the date that the salary determination application was received by the department.

## **PROCESSING OF APPLICATIONS FOR TEACHERS ENGAGED IN 2016 OR IN TERM 1 OF 2017**

### **Teachers appointed in 2016 or in Term 1 of 2017**

Teachers permanently appointed or engaged as a casual or temporary teacher from Term 1 2016 up to and including Term 1 2017 will have a period of 6 months from publication of the procedure to make a request for a salary determination. Their application will be assessed under the procedure.

Any salary adjustments to be made following a salary determination will apply from the first pay period commencing on or after the date that the salary determination application was received by the department.

Where the department can confirm that the teacher had previously submitted a salary review request under the Interim Salary Review Procedure any salary adjustment to be made will apply from the first pay period commencing on or after the date of that original salary review request.

If the salary determination is *Proficient (Pending)* status, teachers who are confirmed to have previously submitted a salary review request under the Interim Salary Review Procedure will be given the option of having *Proficient (Pending)* salary (within Band 2) paid:

- retrospective to their entry on duty for a period of up to 203 days (after which salary will be reduced until Proficient level accreditation is attained); or
- effective from the date of the salary application determination allowing a prospective 12 month period in which to attain Proficient level accreditation.

For all other teachers who receive a *Proficient (Pending)* determination, their salary increase will be applied from the date of their salary determination application, and the defined period of 203 days of service (as defined in the procedure) will commence from that point.

## **PROCESSING OF APPLICATIONS FOR TEACHERS ENGAGED PRIOR TO 2016**

### **Temporary or casual teachers first engaged or re-engaged prior to 2016**

Teachers who commenced casual or temporary employment prior to the 2016 school year will have a period of 6 months from publication of the procedure to make a request for a salary determination.

For any salary determination applications received after this time, the department will only consider applications pertaining to relevant teaching experience gained from 1 January 2016.

Applications will be assessed under the procedure, including the principle that any salary adjustment will apply from the first pay period commencing on or after the date the salary determination application is received by the department.

### **Permanent teachers first engaged or re-engaged prior to 2016**

Teachers who commenced permanent employment prior to the 2016 school year had their salary determined under the previous salary scale and salary review process (prior to the Interim Salary Procedure). As such, salary determination applications will not be accepted for permanent appointments made prior to the 2016 school year.

#### **For more information contact**

EDConnect 1300 32 32 32

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**Table 1. Quick Reference - Salary Determination for Classroom Teachers**

Type of appointment	Teacher definition	Initial determination - accreditation	Initial determination - salary	Definition of relevant teaching experience <sup>1</sup>	Eligible for Proficient (Pending) status	Proficient (Pending) status	Proficient, Highly Accomplished or Lead Accreditation
<b>Intrastate</b>	Those teachers currently accredited by the NSW Education Standards Authority (NESA), including those who have been or are currently employed as a teacher in a Government or non-Government school in NSW (as defined by the Education Act NSW 1990), or are beginning teachers in NSW.	<ul style="list-style-type: none"> <li>• Conditional</li> <li>• Provisional</li> <li>• Proficient</li> <li>• Highly Accomplished</li> <li>• Lead Accreditation</li> </ul>	In Band 1.0, or Band 2.0 at an increment based on salary matching or relevant teaching experience, whichever is the greater.	All cumulative casual, temporary, and permanent employment whilst delivering courses of study that are designed to implement the school curriculum under the Education Act 1990 (NSW).	<p>a. They have previously attained Proficient accreditation with NESA, or</p> <p>b. They were employed as a teacher in NSW before October 2004 and have a minimum of 406 days of service (casual, temporary or permanent).</p>	<p>They will be paid within Band 2 of the new Standards Based Remuneration salary structure at the appropriate increment for a maximum of 203 days of service (one year full-time equivalent).</p> <p>During this 203 day period, the teacher will be required to attain Proficient accreditation with NESA.</p>	Should the teacher have Highly Accomplished or Lead accreditation, they will only be eligible to move to Band 3.0 in the new Standards Based Remuneration salary structure subject to gaining accreditation at that level, after one year of teaching service equivalent to Band 2.3.
<b>Interstate</b>	Those teachers who are currently registered to teach in other states and territories within Australia (other than NSW), and have received accreditation from NESA to teach in NSW.	<ul style="list-style-type: none"> <li>• Conditional</li> <li>• Provisional</li> <li>• Proficient (via mutual recognition)</li> </ul>	In Band 1.0, or Band 2.0 at an increment based on salary matching or relevant teaching experience, whichever is the greater.	All cumulative casual, temporary and permanent employment whilst delivering courses recognised by the teacher registration authority in another Australian state or territory.	They have attained full registration with a relevant interstate teacher registration authority and are eligible for mutual recognition of Proficient accreditation. Eligibility is based on evidence that they held full teacher registration in another Australian state or territory.	<p>They will be paid within Band 2 of the new Standards Based Remuneration salary structure at the appropriate increment for a maximum of 50 days of service (three months full-time equivalent).</p> <p>During this 50 day period, the teacher will be required to attain Proficient accreditation through mutual recognition with NESA.</p>	N/A
<b>International</b>	Those teachers who are/have been registered to teach overseas, and have received accreditation from NESA to teach in NSW.	<ul style="list-style-type: none"> <li>• Conditional</li> <li>• Provisional</li> <li>• Proficient</li> </ul>	In Band 1.0, or Band 2.0 at an increment based on relevant teaching experience.	All cumulative casual, temporary and permanent qualified teaching employment in a recognised primary or high school (have taught students aged 5 to 18 years).	Minimum of 406 days of relevant overseas teaching experience	<p>They will be paid within Band 2 of the new Standards Based Remuneration salary structure at the appropriate increment for a maximum of 203 days of service (one year full-time equivalent).</p> <p>During this 203 day period, the teacher will be required to attain Proficient accreditation with NESA.</p>	N/A

<sup>1</sup> Comprised of continuous one school term blocks.