Casual and Temporary Teacher Programs

Teacher Relief Scheme Guidelines

The Teacher Relief Scheme (TRS) is an initiative of the Casual School Teacher Plan to assist schools which are experiencing difficulty in attracting and engaging suitable relief teachers. Schools may be provided with temporary teachers or in some cases permanent TRS teachers, to assist them with their relief needs.

Request to Participate

Schools seeking to participate can submit a TRS Request to Participate form (Attachment 1) by fax on 02 9836 9259, by email to teacher.relief@det.nsw.edu.au or telephone Sue Ripley, Manager, Casual and Temporary Teacher Programs on 1300 367 338.

If approved to participate in the TRS, your school will meet the salary costs of the teacher including proportionate vacation costs, when the teacher is covering short term relief. It may be necessary to share the teacher and the cost of the teacher with another school to ensure that the teacher is fully engaged against short term, long term relief or program funded relief.

Schools seeking to participate as a group to share one or more teachers will be considered under the Local Area Relief or Rural Area Relief initiatives.

Filling the Position

After consultation with the principal about the nature of the position, and the staffing codes, the TRS will locate a suitable (full-time or part-time) teacher or a school can recommend their preferred temporary teacher.

The TRS will offer an engagement as a temporary teacher and negotiate the entry on duty date in consultation with the school and the teacher.

The TRS may decide to appoint a permanent teacher in difficult to staff positions to fill the TRS position.

Teachers will be entitled to either the conditions of employment for temporary teachers or permanent teachers in relation to relief, and duties such as playground duty.

Temporary Teachers

A Temporary Teacher Engagement Notice (Attachment 2) will be prepared by the TRS and emailed to the school to be completed by the temporary teacher and the Principal then faxed back to the TRS on 02 9836 9259. The TRS will then inform Payroll Services of the engagement.

TRS will send a letter confirming the engagement to the teacher and a copy to the school.

Part-time temporary teachers may only be engaged for two or more terms in accordance with the Conditions of Employment for Temporary School Teachers.

TRS temporary teachers may not be assigned a teaching load and other duties which would exceed those of a substantive classroom teacher.

If a temporary teacher wishes to cease their engagement or if the school is seeking to terminate a temporary engagement, please contact the TRS for advice on the Conditions of Employment for Temporary School Teachers. The Early Cessation of Temporary Teacher Engagement form (Attachment 3) must be completed by the Principal and faxed to the TRS on 02 9836 9259 to avoid a salary overpayment.
Permanent Teachers

Permanent teachers will receive a written offer of their TRS appointment, followed by an Appointment Notice. Employee Services will then place the teacher on the permanent payroll.

TRS will send a letter confirming the appointment to the teacher and a copy to the school.

TRS permanent teachers may not be assigned a teaching load and other duties which would exceed those of a substantive classroom teacher.

TRS permanent teachers will continue to provide relief until the school circumstances or curriculum needs change. Teachers will then have nominated transfer status until transferred to a suitable vacancy in accordance with the Promotion and Transfer Procedures for School Teachers 2005.

Role of Teachers

Teachers employed under the TRS will be assigned duties consistent with the terms of their engagement or appointment. Essentially, this will be to provide short term and long term relief for teachers, including teachers participating in programs for which the school has received funding. If the teacher is not required for relief in the participating school they may be allocated to other teaching duties or placed in another school seeking short term relief.

The TRS teacher may not be assigned a teaching load and other duties which would exceed those of a substantive classroom teacher.

Provision of Release from Face to Face

Classroom teachers employed in primary schools are entitled to Release from Face to Face (RFF) in accordance with the revised RFF memorandum issued November 1987.

TRS teachers in primary schools accrue 24 minutes RFF entitlement for each day worked on classroom teaching duties or the equivalent of two hours per week. TRS teachers are to be granted their RFF entitlement from the entitlement for the absent classroom teacher.

Leave Entitlements

All TRS teachers have the same leave entitlements and conditions as other temporary or permanent teachers.

Allocation of Payment Form

Schools will submit the TRS Allocation of Payment form (Attachment 4) fortnightly or once a term for long term engagements for temporary teachers and permanent teachers, to indicate the TRS codes (Attachment 5) against which each working day of the fortnight should be allocated for the teacher employed under the scheme.

On days when there is no need for the school to cover a short term or long term relief vacancy, priority should be given for the use of the temporary or permanent mobile teacher against program funds or the teacher may provide relief in another suitable school. If none of these reasons exist on a particular day, the 152 or 252 TRS code may be used.

Allocation of Payment forms and TRS expenses for the teacher will be closely monitored. Days on which the teacher is not used for relief (152 or 252 code) will be considered and may lead to the relocation of the teacher to an alternative placement or a sharing of the arrangement between schools.
Payment of Salary Costs

The TRS Allocation of Payment form will determine whether the salary costs are to be met by the Department or the school.

Your school will meet the salary costs of permanent and temporary TRS teachers, including proportionate vacation costs, when the teacher is covering short term relief. This relief includes the first ten days of sick leave, or relief for teachers participating in school funded programs.

Schools will be invoiced on a monthly basis for the direct salary costs, including an appropriate proportion of vacation salary costs, of the teacher employed under the TRS. This includes the first ten days of sick leave, or periods of relief for teachers deployed to participate in programs for which your school has received funding. This cost will not include time allocated against periods of long term relief or those very few agreed days that the teacher is not used for relief eg: School Development days.

If the fortnightly TRS Allocation of Payment form is not received by the TRS, the full costs of the teacher for that period will be charged to the school.

The TRS Payment Variation form (Attachment 6) must be completed and returned by fax to the TRS on 02 9836 9259 to amend incorrect advice on school billing by TRS.

Accountability under the TRS

Schools are not to employ other casual relief on any day on which the TRS teacher is not providing relief, but could do so.

Principals will be accountable for the maintenance of accurate records detailing the allocation of teachers employed under the TRS to specific forms of relief.

Fortnightly returns for all schools will be monitored to ensure compliance with the scheme and an ongoing need for the TRS teacher.

All schools will be audited on a regular basis to ensure full compliance with the scheme. This audit will include a comparison of TRS returns with leave and CEPS records for the school.

Records of the scheme will also be subject to the scrutiny of the regular school audit process.

Where it is determined that a participating school has not complied with these guidelines, the full cost of the teacher appointed under the TRS may be invoiced to the school.
### Section 1

**SCHOOL DETAILS**

<table>
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<tr>
<th>School Name:</th>
<th>School Code:</th>
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<th>Area:</th>
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### Section 2

**REQUEST DETAILS**

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<tr>
<th>Is this request to assist with short term relief needs? (Eg. Day to day)</th>
<th>Yes ☐ No ☐</th>
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</thead>
<tbody>
<tr>
<td>Enter the start date for the request: / /</td>
<td>Enter the end date for the request: / /</td>
</tr>
<tr>
<td>If this request is to assist with long term relief needs, who is being replaced?</td>
<td></td>
</tr>
<tr>
<td>Teacher’s Name and ID</td>
<td>(Eg. Paul Jones, 1234567)</td>
</tr>
<tr>
<td>Reason for relief</td>
<td>(Eg. LWOP)</td>
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Please list up to three subjects required for the relief teacher as described by staffing codes (in the Promotion and Transfer Procedures booklet):

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<th>(Eg. MTH)</th>
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If a part time teacher is required please select the days of week:  Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐

If you would like to request a specific relief teacher, please enter their name and ID:

<table>
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<th>(Eg. John Smith, 1234567)</th>
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</thead>
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I have seen this teacher’s approval to teach with the Department of Education and Training and verify that the approval is valid for the duration of the engagement.  Yes ☐ No ☐

The teacher has agreed to the terms and conditions of this temporary engagement: Yes ☐ No ☐

### Section 3

**PRINCIPAL’S CERTIFICATION**

I understand the Teacher Relief Scheme guidelines and agree to meet the direct salary costs of the teacher, where the teacher was used to provide short term and program relief.

<table>
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<th>Principal’s Name</th>
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<tr>
<th>Principal’s Signature</th>
<th>Date: / /</th>
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<th>Telephone:</th>
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<tr>
<th>Fax:</th>
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PAYROLL ADVICE

TEMPORARY TEACHER’S DETAILS

Surname: Other name(s):
Address:
Suburb Post Code: Tel No.(h):
Casual Payroll No: Permanent Payroll ID (if known)
Teaching Approval No:
Is this your first temporary engagement? Yes ☐ No ☐

Name on account for salary payment:
Financial Institution: BSB No:
Account No:
See over for tax file information

SCHOOL AND TEMPORARY ENGAGEMENT DETAILS

School Name: School Code:
This temporary teaching engagement is for the period until inclusive.
Is this an extension of an extension of an existing temporary engagement? Yes ☐ No ☐

<table>
<thead>
<tr>
<th>FTE*</th>
<th>Name of teacher replaced (if applicable)</th>
<th>Account code(s)</th>
<th>Allowances code(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td></td>
<td>151 / 251</td>
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<td>151 / 251</td>
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<tr>
<td>Fri</td>
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<td>151 / 251</td>
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</tbody>
</table>

* 1 full day equals 0.2 FTE

If employment patterns vary week to week due to cyclic timetables, please attach a separate document showing the different days and FTE worked over the fortnight.

I certify the correctness of the above details in terms of sections 12 and 13 of the Public Finance and Audit Act 1983

I certify that I have seen this teacher’s approval to teach with the Department of Education and Training and verify that the approval is valid for the duration of this engagement. I have undertaken all required checks. Details of the teacher’s employee number and expiry date follow:

Teaching Approval Number: …………………………. Expiry Date (if applicable):…………………………..

Principal/Nominee: (Name) (Signature) Date:

School Phone: School Fax:

When completed this form must be faxed or Casual & Temporary Teacher Programs on 02 9836 9259. A signed copy must be held at the school with the copy of the teacher’s approval to teach which is valid for the duration of the current engagement.

CTTP OFFICE USE ONLY

CTTP Database Noted: Date:

PERMANENT Payroll ID: OFFICE USE ONLY
Salary Status Step:
TERMS OF ENGAGEMENT:

1. This notice confirms my offer and your acceptance of your engagement as a temporary teacher.
2. This engagement notice is only for the period specified on page 1.
3. If the circumstances warranting the temporary engagement no longer pertain, you shall be given as much notice as is reasonably possible. The minimum notice period shall be four calendar weeks, providing there is at least four weeks remaining until the expiration of the temporary engagement.
4. Acceptance of this offer does not constitute a permanent appointment to a position.

PAYMENT AND TAXATION DETAILS:

1. You should not submit casual teacher claim forms for work relating to this temporary engagement. Payment will be deposited to your nominated account each fortnight.
2. Payment for engagements other than those stated on this notice will be made separately.
3. If this is your first temporary teaching engagement please submit a completed Tax File Number Declaration form to Employee Services. If any taxation rebate is to be applied to a temporary teaching engagement, a Withholding Declaration must be supplied.
4. Timely payments and correct taxation deductions are dependent on receipt of all relevant forms, supporting documents and information requested, prior to the commencement of the engagement.
5. Enquires about payments or salary rates and allowances can be directed to Employee Services, Newcastle on 1300 338 001 (Northern Regions) or Wollongong on 1300 338 002 (Southern Regions)

PRINCIPAL’S CERTIFICATION

I have discussed the terms of this engagement and temporary teaching conditions with the teacher prior to his/her acceptance of the offer.

Principals/Nominee: ___________________________ Date: ____________
(Print name)                             (Signature)

TEMPORARY TEACHER CERTIFICATION

I have previously worked as a casual teacher with the Department of Education and Training

Yes [ ]
No [ ]

If NO, please fax a copy of your teaching approval to Employee Services, Newcastle or Wollongong and mail the following documents to the postal address shown below:

1. A completed Tax File Number Declaration (original)
2. A completed Withholding Declaration, if required for taxation purposes (original)
3. A Copy of a completed Prohibited Employment Declaration (if not already completed)

I have read and understood the Terms of Engagement above and accept this offer of temporary engagement for the period specified in this notice.

Temporary Teacher:.......................................................... Date: ____________
(Signature)

The addresses for correspondence on temporary teacher matters are as follows:

Newcastle:  (for schools in Hunter & Central Coast, New England, North Coast, Northern Sydney, Western Sydney Regions)
Email to:    employee.services.newcastle@det.nsw.edu.au
Fax to:     1300 338 121
Post to:    Employee Services Newcastle, Department of Education & Training, Locked Bag 6, Hamilton Centre, HAMILTON 2303

Wollongong:  (for schools in Illawarra & South Coast, Riverina, South Western Sydney, Sydney, Western NSW Regions)
Email to:    employee.services.wollongong@det.nsw.edu.au
Fax to:     1300 338 122
Post to:    Employee Services Wollongong, Department of Education & Training, Locked Bag 12, WOLLONGONG EAST 2520

Casual and Temporary Teacher Programs:  (for enquiries relating to Teacher Relief Scheme)
Email to: Teacher.Relief@det.nsw.edu.au
Fax to:    02 9836 9259
Post to:  Casual and Temporary Teacher Programs, Locked Bag 3003, BLACKTOWN NSW 2148

Casual claim forms must not be submitted for temporary engagements
Casual and Temporary Teacher Programs
Teacher Relief Scheme

URGENT ADVICE TO TEACHER RELIEF SCHEME
EARLY CESSATION OF TEMPORARY Teacher ENGAGEMENT

Please note: To avoid overpayment, this form must be completed and forwarded to the Teacher Relief Scheme one full pay period prior to the termination of the temporary engagement.

Teacher’s Name: 
Permanent Payroll ID: 

School Name: School Code: 

Original period of temporary engagement from: / / until / /
Early cessation date: / / 

Please state the reason for the early termination of temporary engagement: 

Name of Principal (or delegate):

Signed: ......................................................... Date: / /
Name: .........................................................

OFFICE USE ONLY
TRS Database Noted: Date: / /

OFFICE USE ONLY
Permanent Payroll ID: Date Received: / /
Action Completed: / /

When completed, please ensure this form is returned to
Casual and Temporary Teacher Programs by fax on (02) 9836 9259
Casual and Temporary Teacher Programs
Teacher Relief Scheme

ALLOCATION OF PAYMENT FORM
For Temporary and Permanent Teachers

Teacher’s Name: ___________________________ Teacher’s ID: ___________________________
School Name: ___________________________ School Code: ___________________________

Complete this section if the relief teacher is undertaking *Day To Day* relief duties:

Fortnight Ending: ___________________________ - ___________________________ - ___________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Full day or half day (please circle)</th>
<th>Teacher Relief Scheme Code</th>
<th>School Code (where teacher shared)</th>
<th>Reason for Relief</th>
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Or complete this section if the relief teacher is undertaking *Long Term* relief exceeding one fortnight:

Note that advice is required if there is a change in circumstances or when leave is taken by the relief teacher.

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<th>Date From</th>
<th>Date To</th>
<th>TRS Code</th>
<th>Reason for Relief</th>
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Only the following codes should be used for the Teacher Relief Scheme:

- 101 - Short Term Relief - Primary
- 151 - Long Term Relief - Primary
- 152 - Teacher is not utilised for relief - Primary
- 153 - Program relief - Primary
- 201 - Short Term Relief - Secondary
- 251 - Long Term Relief - Secondary
- 252 - Teacher is not utilised for relief - Secondary
- 253 - Program relief - Secondary

The codes listed below can only be used by Incentive Schools:

- 128 - Personal Leave - Incentive Schools - Primary
- 228 - Personal Leave - Incentive Schools - Secondary

Codes listed below **should only be used if an authority** to employ casual relief has been received from the Board of Studies or Teachers Federation. Please attach a copy of the authority to your completed fortnightly return.

- 304 - Board of Studies - Curriculum
- 305 - Teachers Federation - Other
- 307 - Teachers Federation - Trade Union Training
- 308 - Board of Studies - Assessment/Test Development
- 309 - Board of Studies - School Certificate Marking/Other
- 310 - Board of Studies - HSC Daytime Marking
- 311 - Board of Studies - HSC Itinerant Marking
- 312 - Board of Studies - HSC Other Marking

I confirm that the above codes are accurate and agree to meet the direct salary costs of the teacher, where the teacher was used to provide short term and program relief.

Signature of Principal (or delegate): ___________________________

Completed by: ___________________________ Date: / /

(Please Print)

Position: ___________________________ Telephone: ___________________________

*When completed, please ensure this form is returned to Casual and Temporary Teacher Programs by fax on (02) 9836 9259*
Casual and Temporary Teacher Programs

Teacher Relief Scheme Codes

The codes listed below should only be used on Allocation of Payment forms for teachers approved and employed by the Teacher Relief Scheme:

**Primary School codes:**

101  Short term relief under the Teacher Relief Scheme
151  Long term relief under the Teacher Relief Scheme
152  Days on which the teacher is not used for relief
153  Program relief under the Teacher Relief Scheme
128  Personal leave (Incentive Schools)

**Secondary Schools codes:**

201  Short term relief under the Teacher Relief Scheme
251  Long term relief under the Teacher Relief Scheme
252  Days on which the teacher is not used for relief
253  Program relief under the Teacher Relief Scheme
228  Personal leave (Incentive Schools)

**Board of Studies and Teachers Federation codes:**

Codes listed below should only be used if an authority to employ casual relief has been received from the Board of Studies or Teachers Federation. A copy of the authority must be attached to your completed fortnightly return.

304  Board of Studies - Curriculum
305  Teachers Federation - Other
307  Teachers Federation - Trade Union Training
308  Board of Studies - Assessment/Test Development
309  Board of Studies - School Certificate Marking/Other
310  Board of Studies - HSC Daytime Marking
311  Board of Studies - HSC Itinerant Marking
312  Board of Studies - HSC Other Marking

**Other account codes not listed above:**

Advice should be sought from Casual & Temporary Teacher Programs before using a TRS teacher against any relief requiring the use of account codes not listed above.

**Teacher Relief Scheme teacher absences:**

When completing the Allocation of Payment form the “TRS Code” column must be left blank and the “Reason for Relief” column must include the TRS teacher’s name and type of leave.

Leave applications must be submitted to Employee Services for all TRS teacher absences.
Casual and Temporary Teacher Programs

Teacher Relief Scheme

PAYMENT OF TEACHER SALARY – SCHOOL COMPONENT
PAYMENT VARIATION FORM

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Date worked</th>
<th>Invoiced CEPS code</th>
<th>Revised CEPS code</th>
<th>Reason for variation</th>
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</table>

Signature of Principal (or delegate): 
Completed by: 
(Please Print)

Position: 
Date: / / 
Telephone: 
Fax: 

When completed, please return to Casual and Temporary Teacher Programs at Locked Bag 3003, Blacktown 2148 or Fax to (02) 9836 9259