

# STAFFING PROCEDURES

**Note:** The Public Sector Management Act 1994 and the Standards which apply across the whole of the ACT Government Service may make it necessary for some of the following procedures and policies to be amended to remain consistent with Government legislation and regulations. Queries should be directed to the Union Office.

## 1. Promotions Procedures

### Departmental Policy for Filling Vacancies at Promotions Levels

Vacant positions are advertised in the Schools Bulletin and Government Gazette or occasionally by circular minute.

Prior to the preparation of applications, officers should obtain a copy of the approved duty statement[s] and selection criteria for the position[s] and are advised to contact Principals or Section Heads with regard to specific information about the position[s].

#### A. Substantive Vacancies

Substantive promotion positions which have been notified as vacancies in the normal way, can be filled either by promotion or transfer.

- A.1 All known substantive vacancies to be filled by merit selection are notified in the Schools Bulletin. Vacancies are filled either by transfer or promotion of suitably qualified officers. Pending that action, the positions may be filled on a temporary basis.
- A.2 Application for Transfer and Promotion [Levels 2, 3, 4, 5]  
Level 2 promotions and transfers are filled usually in Semester 2 for the following Semester 1. Principals' and Deputy Principals' positions are filled as they arise.

All applications for promotion positions must include the general application form, a curriculum vitae and a supporting statement written to the selection criteria or capabilities. Advice on writing applications for promotional positions is available on InDECS website.

A separate application is to be made for each position. Applicants are urged to make contact with the school or schools of their choice prior to completing applications.

A Level 2 Transfer/Placement Round is usually conducted for Level 2 officers who are identified as compulsory transferees. Level 2 officers are able to select voluntary transfer. Applications in this Round are made on special forms which are distributed to all schools prior to the Round. Remaining vacancies were advertised for merit selection and all permanent officers are eligible to apply. In accordance with Clause 36 - Mobility of the Certified Agreement [see EBA page on the Union's website], all teachers who are promoted or transferred to Level 2 and Level 3 positions will spend a maximum period of six years in one school. Those teachers must seek transfer to alternative schools in their fifth year and their applications will be considered in isolation. If members have any queries please contact the Union Office or Workforce Management in the Department.

- A.3 Special Consideration [any level]
  - 1. Officers who wish to argue special circumstances in relation to placement through the Transfer Round may do so by lodging an application for special consideration. Members are advised to discuss their application with the Union Office, and to provide a copy of their application so that AEU Officers can discuss their situation with the Staffing Section. Following consideration of applications for special consideration, applicants are determined to have special case status or not. This decision is made by Workforce Management.
  - 2. Officers requesting special consideration are considered along with other applicants in each Round.
  - 3. The panels assess all applicants in terms of suitability for the position. Special consideration is given to officers who applications have been accepted.
- A.4 Priority Transfer Status
  - 1. Officers holding priority transfer status are considered along with other applicants in each Round.
  - 2. The panels assess all applicants in terms of suitability for position.
  - 3. The panels are expected to take into account the needs of each school as outlined in the duty statement and are expected to ensure that officers holding priority transfer status are placed, if

suitable, where possible in substantive vacancies, before recommending a promotion. Panels endeavour to take into account preferences expressed by officers holding priority transfer status.

#### A.5 Appeals

The Public Sector Management Act [1994] provides for Joint Selection Committees of Union and Department representatives. Where Joint Selection Committees are involved there is no appeal. Where Joint Selection Committees are not involved positions are open to appeal only on the grounds of **deficient process**. Provisional promotions are published in the ACT Gazette.

#### A.6 School Based Selection - Joint Selection Committees

For a Joint Selection Committee to be valid, it is required that the AEU and the Department approve the composition of the panel prior to it convening.

For the Union to give this approval, it is necessary that the relevant AEU Sub-Branch endorse the proposed AEU nominee. In giving the endorsement, the Sub-Branch President should take into account the views of the teaching staff and, if considered necessary, conduct a Sub-Branch meeting to confirm the approval.

In order to streamline the approval process, it is necessary that:

1. Principals discuss the AEU nominees with the Sub-Branch President.
2. When agreement is reached, the Sub-Branch President signs the "Nomination for Joint Selection Committee" form and the principal faxes it to the AEU Office on 62731828.
3. If there are any specific issues concerning the composition of the panel, the AEU Office will contact the school. Otherwise, the AEU Office will endorse the form and fax it back to the school.
4. The principal will then fax the form to the Manager, Workforce Planning and Management Section on 62059265 for Departmental approval.

If the above process is followed, it should ensure that the necessary approvals are gained in the shortest possible time.

### B. Temporary Vacancies in Promotion Positions

Temporary promotion level vacancies may arise from the temporary transfer of the substantive occupant, secondment of the substantive occupant to special duties for a specified period, or as a consequence of unexpected leave. Such vacancies are filled on a temporary basis. Some substantive vacancies may be filled temporarily, eg while action is being taken to fill the position substantively [see Higher Duties policy in this Section, under Workplace Issues].

## 2. Recruitment Procedures

### A. Casual Relief

[i] Qualified teachers seeking casual employment in the ACT must seek registration with the Department. This requires:

- completion of application forms.
- presentation of original qualification documents or certified copies.
- presentation of personal papers, eg Birth Certificate, Naturalisation Certificate, Marriage Certificate.
- presentation of names and addresses of referees.
- satisfactory performance in an interview.
- since the commencement of 1996, all teachers seeking registration as relief teachers have been required to undergo a police character check, paid for by the government.

[ii] To obtain casual relief work, registered teachers should introduce themselves to the principals or staffing officers of schools where they would like to teach. Their names are then put onto a list of available relief teachers and they are contacted when appropriate vacancies arise. From time to time the Schools Bulletin also lists available relief teachers. Teachers are sometimes needed for short term or long term contracts. Members seeking contracts should liaise with the relevant Staffing Officer in the Department. In 2003 schools began to use *Relief Teachers Online* [www.reliefteachers.com.au] as a way of providing positions for casual relief teachers.

### B. Short Term & Long Term Contracts

Clause 30 - Temporary Employment Arrangements of the ACT Department of Education and Community Services [Teaching Service] Certified Agreement 2000-2003 creates two forms of temporary contracts:

- Short Term - applies whenever a Level 1 teacher, part time or full time, is needed for more than 20 days but less than a school term in the same position.

- Long Term - applies whenever a Level 1 teacher, part time or full time is needed for a school term and up to 12 months.

Different conditions apply to the two forms of temporary contracts.

### **C. Permanent Appointment**

- [i] Teachers seeking permanent appointment will need to be eligible for registration as outlined above. However, to be eligible for appointment the Department's policy requires Category A [4 year trained] status. Category B [3 year trained] teachers may be offered fixed term contracts. Each year [usually May/June] the Department advertises nationally for teachers. This is known as the Level 1 Merit Selection Round. Teachers are ranked according to the selection criteria stated on the form. Depending on the needs of the system, teachers are selected [in rank order] from the merit list.
- [ii] A twelve month period of probation and a probationary assessment usually occur before confirmation of permanency. An offer of permanency in the Teaching Service does not mean that a teacher is being offered the position they are filling on a permanent basis.
- [iii] Staffing Reserve positions are available to permanent teachers who wish to fill temporary vacancies of a long term nature such as those created by other officers taking study leave, maternity leave and long service leave. Most new recruits to the Service may become members of the Staffing Reserve if they join the Service to fill a long term vacancy. Teachers are placed in substantive vacancies on a compulsory transfer basis after two years in the Staffing Reserve.

### **3. Transfers from other Agencies**

Officers with teaching qualifications are able to apply for advertised teaching positions. While such transfers will generally be via the merit selection process, some officers may apply for transfers as excess officers. The classification at which transfer may be sought is determined by the maximum salary of the classification. If the maximum salary of the officer's substantive classification is lower than that of the position being sought, the position must be won on merit. Similar arrangements apply for teachers wishing to access administrative positions in the ACT Public Service.