

## Classification Specific - Comparison table

### BOARDING HOUSE SERVICES

*WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)*  
*Roman Catholic Archbishop of Non-Teaching Staff Enterprise Agreement 2014 (Current EBAs), and*  
*Educational Services (Schools) General Staff Award 2020 (Award)*

#### Key points

- The Proposed Agreement contains four Levels with twelve steps in total, compared to eight steps under the Current EBA.
- Each Classification Level contains descriptions of the types of work, experience and qualification required.
- Full-time employees work 38 ordinary hours or an average of 38 ordinary hours per week during term weeks, averaged over the calendar year. Full-time and part-time employees are paid all weeks of the year, instead of certain entitlements and penalty rates.
- Casual employees receive a 25% loading up from 20% under the Current EBA. Maximum ordinary hours are 38 per week; overtime applies thereafter.
- Part-time employees must be provided with a roster setting out their ordinary working pattern ("Part-time roster"). Work performed outside of their Part-time rostered hours is paid at a casual or overtime rate.
- Rates are between 11% and 28% above the Award.

#### Comparison of Entitlements

| <b>NEW</b> to the Proposed Agreement, and currently in the Award  | Not in the Award but in the Current EBA  | <b>NEW</b> not in the Current EBAs <u>or</u> the Award   |
|---|--|--|
| <ul style="list-style-type: none"> <li>- 10-hour break – no entitlement if duty periods are concurrent with a sleepover</li> <li>- Meal Allowance</li> <li>- Make-up Time</li> <li>- Meal Allowance</li> <li>- Time off instead of overtime</li> <li>- Sleepover Allowance</li> </ul> | <ul style="list-style-type: none"> <li>- Accreditation Allowance</li> <li>- Location Allowance</li> <li>- Deferred Salary Scheme</li> <li>- Infectious Diseases</li> <li>- Leave Without Pay</li> <li>- Special Leave</li> </ul> | <ul style="list-style-type: none"> <li>- Camp Allowance</li> <li>- Catholic Day</li> <li>- Discretionary Leave Day</li> <li>- Study Leave</li> <li>- Financial Incentive for select regional and remote schools</li> </ul> |

| WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)   |   | Current EBA   |
|---|---|---|
| Clause  | Description or entitlement  |   |
| <b>SCHEDULE 2</b>   |   |   |
| <b>2.1 Classifications – Explanation and Comparison</b>   |   |   |
| The Proposed Agreement provides more structure for each role in boarding services, including qualification requirements. It also provides for two new Levels (3 and 4) to recognise the position of Head of Boarding Services, additional qualifications and those reporting directly to the principal or delegate. |   |   |
| <b>Level 1</b>  | <p>An Employee at Level 1 works under routine supervision of straightforward tasks, moving to a more general direction with experience. They may work semi-autonomously. Typical tasks may include:</p> <ul style="list-style-type: none"> <li>- providing for the day-to-day needs and routines of boarding students; and</li> <li>- involving the care and general functions of the boarding house.</li> </ul> <p>An Employee at this Level would typically have completed Year 12 or a Certificate I, II, or III with relevant work experience.</p> <p><b>Typical positions:</b></p> <p>Boarding Services Assistant, Boarding/ Residential Support Worker.</p> | 62(1) "Houseparent" - shall mean any supervisor who works under the direct supervision of a resident teacher or supervisor, is a non-resident at the school and who is required for duty either before and/or during and/or immediately following each school day Monday to Friday.   |
| <b>Level 2</b>  | <p>An Employee at Level 2 may supervise or coordinate others to achieve objectives, including liaising with the Boarding Managers. Typically, an Employee is responsible for coordinating activities and providing for the day-to-day needs of boarding students. At the Employer's discretion, Employees at Level 2 are required to have a minimum qualification of Certificate IV Community Services, Student Residential Care or equivalent.</p> <p><b>Typical positions:</b></p> <p>Boarding Services Supervisor.</p>   | <p>62 (2)"Part-Time Supervisor" is an employee who works less hours than those usually worked by a full-time supervisor at that boarding house.</p> <p>(3) "Relief Supervisor", is an employee employed by the shift as per the boarding house roster for a period not exceeding four weeks.</p> <p>(4)"Supervisor" is an employee who is employed to supervise</p> |
| <b>Level 3</b>  | <p>An Employee at Level 3 usually works under broad supervision and more general direction, depending upon their experience and the complexity of tasks. The Employee may supervise and coordinate others' work in the boarding house to achieve objectives and liaise with higher-level Employees. An Employee at this Level requires a minimum qualification of a Certificate IV in Community Services Student Residential Care, or equivalent at the Employer's discretion, and relevant work-related experience.</p> <p><b>Typical positions:</b></p> <p>Head of Boarding Services</p>  | No equivalent provision.  |

| WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement) |   | Current EBA              |
|---|---|--------------------------|
| Clause  | Description or entitlement  |                          |
| Level 4   | <p>An Employee at Level 4 is responsible for supervising other Employees and usually reports to the School Principal or a delegate.</p> <p>An Employee at this Level requires a minimum Diploma in Community Services, Student Residential Care, or an equivalent, at the discretion of the Employer, and relevant senior-level experience.</p> <p><b>Typical positions:</b></p> <p>Head of Boarding Services</p> | No equivalent provision. |

Table 2: Comparison – Ordinary Hours and Penalty Rates

| Proposed Agreement   |   | Current EBA   | Award  | Explanation and comparison   |
|--|---|---|--|--|
| Clause   | Description or entitlement  |   |  |  |
| <b>SCHEDULE 2</b>  |   |   |  |  |
| <b>2.2 (a), (b) Ordinary Hours (full-time and part-time)</b>                               | <ul style="list-style-type: none"> <li>- Full -time is 38 Ordinary hours per week and part-time is less than 38 ordinary hours per week</li> <li>- Ordinary hours can be averaged over 12 months</li> <li>- May be worked in no more than 5 hours in any 7 days, Monday to Sunday, 6.00 am to 6.00 pm</li> </ul>  | Working days/hours to be agreed in writing by the Employer, Employee and Union; failing agreement, refer to the WAIRC. Weekend Boarding House Supervisors receive an extra break (no supervision required but must remain on call). | Provided for.  | The Proposed Agreement is neutral with respect to the Award, except that the MHR is higher and therefore more beneficial. Unlike the Current EBA, the Proposed Agreement clarifies how ordinary hours can be worked. |
| <b>2.2(c) Ordinary hours (full-time and part-time, fixed term) averaged over 12 months</b> | <p>Paid for all weeks of the year (excluding periods of unpaid leave), and the following clauses and Parts do not apply:</p> <ul style="list-style-type: none"> <li>- 11 – Reduced Working Year Arrangement</li> <li>- 46 – School Bus Allowance</li> <li>- 48 – On-call and recall allowance</li> <li>- 27 – Broken Shift Rosters</li> <li>- 59 – Broken Shifts</li> <li>- Part 4 – Shift Work</li> <li>- Part 9 – Overtime and Penalty Rates</li> <li>- Other Parts or clauses specified not to apply.</li> </ul> | 60. Granted holidays without pay deduction  | <p>14.5 Paid all weeks of the year excluding unpaid leave periods and the following clauses will not apply:</p> <ul style="list-style-type: none"> <li>2. Leave without pay during non-term weeks</li> <li>14.8. Rostered days off</li> <li>15. Ordinary hours of work, shift workers</li> <li>21. Overtime</li> <li>22. Penalty rates (including Saturday and Sunday work and Broken Shifts). The On-call and recall allowance is also excluded where an employee is paid a sleepover allowance.</li> </ul> | The Proposed Agreement is neutral with respect to the Award and the Current EBA in that employees are paid for the full calendar year and do not work non-term weeks.  |
| <b>2.4 Opening and Closing Boarding Services</b>   | May be required to work for two (2) days before each term and two (2) days after each term to prepare for the opening and/or closing of the boarding house.   | <p>Provided for.</p> <p>60 Vacation Leave may be required for duty before and after each term to open and close the boarding house.</p>   | No specific provision.   | The Proposed Agreement is overall neutral with respect to the Award and the Current EBA.   |

| Proposed Agreement                              |   | Current EBA  | Award   | Explanation and comparison  |
|---|---|--|---|---|
| Clause  | Description or entitlement  |  |   |   |
| 14.3 Ordinary Hours (casual)                    | Maximum of 38 ordinary hours per week. Overtime applies after maximum ordinary hours.   | No provision.  | Provided for.   | The Proposed Agreement is overall neutral with respect to the Award; however, the MHR is higher and therefore more beneficial. The Proposed Agreement is more beneficial than the Current EBA, as it provides maximum ordinary hours, followed by overtime.             |
| 2.6 Sleepover Allowance                         | <b>\$61.36</b> per required sleepover on the Employer's premises or a school campsite during rostered ordinary hours; no additional overtime or penalty applies. Suitable private accommodation must be provided. Time worked during the sleepover is excluded from ordinary hours. No allowance is payable where the employee is provided free, exclusive accommodation and utilities. | No provision.<br><br>63. Lodging conditions – provides lodging facilities free of charge when required to sleepover. | Provided for.<br>19.2(b) also provides 150% on the MHR for time worked during the sleepover, with a minimum of 30 minutes | The Proposed Agreement is more beneficial than the Current EBA as it does not contain a sleepover allowance.<br>The Award provides an additional payment for work performed during a sleepover, but the MHR under the Award is lower than under the Proposed Agreement. |
| 57 Overtime – Casuals (includes casual loading) | <ul style="list-style-type: none"> <li>- Mon – Sat – first 3 hours are paid at 175% of the MHR</li> <li>- After 3 hours, 225% of the MHR paid</li> <li>- Sunday - 225% of the MHR</li> <li>- Public holidays 250% of MHR.</li> </ul>  | No provision.  | Provided for.   | The Proposed Agreement is neutral on the Award's overtime percentages, but the MHR is higher under the Proposed Agreement. The Proposed Agreement is more beneficial than the Current EBA because it includes a provision for overtime pay for casual employees.        |
| 38 Junior employee rates                        | Provides the percentage of the MHR: <ul style="list-style-type: none"> <li>- Under 17: 60%</li> <li>- 17 years old: 70%</li> <li>- 18 years old: 80%</li> <li>- 19 years old: 90%</li> </ul>  | No provision.  | Provided for.   | The Proposed Agreement is neutral towards the Award and the Current EBA.  |

Table 3 - Comparison Relevant Allowances and Entitlements – Where Applicable

**X** Means the entitlement is not contained in the Current EBA or Award

**✓** Means the entitlement is contained in the Current EBA or Award

| Proposed Agreement |                                | Current EBA | Award | Explanation and comparison  |
|--------------------|--------------------------------|-------------|-------|---|
| Clause             | Entitlement                    |             |       |   |
| 2.6                | Sleepover Allowance            | X           | ✓     | The Proposed Agreement is neutral in relation to the Current EBA and does not provide payment for work performed during a sleepover, except that the MHR is higher under the Proposed Agreement than the Award. |
| 39                 | Ten-hour break*                | X           | ✓     | *No entitlement if the periods of duty are concurrent with a sleepover. Otherwise, the Proposed Agreement is neutral towards the Award and more beneficial than the Current EBA.                                |
| 43                 | Accreditation allowance        | ✓           | X     | The Proposed Agreement is more advantageous than the Award and neutral regarding the Current EBA.   |
| 44                 | First Aid Allowance            | X           | ✓     | The Proposed Agreement is more beneficial than the Current EBA and less beneficial than the Award, as the single First Aid Allowance may be split between employees under the Proposed Agreement.               |
| 46                 | School Bus Allowance**         | ✓           | X     | The Proposed Agreement is more advantageous than the Award and neutral regarding the Current EBA.   |
| 47                 | Higher Duties Allowance        | ✓           | ✓     | The Proposed Agreement is neutral in relation to the Current EBA and the Award.   |
| 49                 | Meal Allowance                 | X           | ✓     | The Proposed Agreement is more beneficial than the Current EBA and neutral in relation to the Award.  |
| 51                 | Camp Allowance                 | X           | X     | The Proposed Agreement is more beneficial than the Current EBA and the Award.   |
| 52                 | Personal Protective Equipment  | X           | X     | The Proposed Agreement is neutral in relation to the Current EBA and the Award.   |
| 53                 | Vehicle Allowance              | ✓           | ✓     | The Proposed Agreement is neutral in relation to the Current EBA and the Award.   |
| 60                 | Time off instead of overtime** | X           | ✓     | The Proposed Agreement is more beneficial than the Current EBA and neutral in relation to the Award.  |
| 61                 | Make-up time**                 | X           | ✓     | The Proposed Agreement is more beneficial than the Current EBA and neutral in relation to the Award.  |
| 68                 | Catholic Day                   | X           | X     | The Proposed Agreement is more beneficial than the Current EBA and the Award, as they do not contain this entitlement.  |
| 72                 | Deferred salary scheme         | ✓           | X     | The Proposed Agreement is more advantageous than the Award and neutral regarding the Current EBA.   |
| 74                 | Infectious diseases leave      | ✓           | X     | The Proposed Agreement is more advantageous than the Award and neutral regarding the Current EBA.   |

| Proposed Agreement |                     | Current EBA | Award | Explanation and comparison   |
|--------------------|---------------------|-------------|-------|--|
| Clause             | Entitlement         |             |       |  |
| 75                 | Leave without pay   | ✓           | ✗     | The Proposed Agreement is more advantageous than the Award and neutral regarding the Current EBA.                      |
| 82                 | Special leave       | ✓           | ✗     | The Proposed Agreement is more advantageous than the Award and neutral regarding the Current EBA.                      |
| 83                 | Discretionary leave | ✗           | ✗     | The Proposed Agreement is more beneficial than the Current EBA and the Award, as they do not contain this entitlement. |
| 84                 | Study leave         | ✗           | ✗     | The Proposed Agreement is more beneficial than the Current EBA and the Award, as they do not contain this entitlement. |

\*\* No entitlement for a full-time employee who is paid for all weeks of the year.

Table 4 – Proposed Agreement v Award

The following tables compare the Base Salary and Minimum Hourly Rate (MHR) under the Proposed Agreement with the equivalent Award Classification.

| Proposed Agreement<br>Boarding House Services |         |             | Award – Boarding Supervision Services |         |             | Comparison of the<br>Proposed Agreement<br>Rates Award |             |
|---|---------|-------------|---------------------------------------|---------|-------------|--|-------------|
| Level/Step                                    | MHR     | Base Salary | Grade/Step                            | MHR     | Base Salary | % Higher   | Base Salary |
| Level 1 Step 1                                | \$31.16 | \$61,766    | Grade 1 Level 2.1                     | \$26.96 | \$53,453    | 16%  | \$8,313     |
| Level 1 Step 2                                | \$32.08 | \$63,576    | Grade 1 Level 2.2                     | \$27.79 | \$55,102    | 15%  | \$8,474     |
| Level 1 Step 3                                | \$33.29 | \$65,984    | Grade 1 Level 2.2                     | \$27.79 | \$55,102    | 20%  | \$10,882    |
| Level 1 Step 4                                | \$34.50 | \$68,391    | Grade 1 Level 2.2                     | \$27.79 | \$55,102    | 24%  | \$13,289    |
| Level 1 Step 5                                | \$35.72 | \$70,802    | Grade 1 Level 2.2                     | \$27.79 | \$55,102    | 28%  | \$15,700    |
| Level 2 Step 1                                | \$36.94 | \$73,210    | Grade 2 Level 3.1                     | \$28.13 | \$55,786    | 11%  | \$5,980     |
| Level 2 Step 2                                | \$38.76 | \$76,825    | Grade 2 Level 3.1                     | \$28.13 | \$55,786    | 14%  | \$7,790     |
| Level 2 Step 3                                | \$40.58 | \$80,441    | Grade 2 Level 3.1                     | \$28.13 | \$55,786    | 18%  | \$10,198    |
| Level 3 Step 1                                | \$41.98 | \$83,200    | Grade 3 Level 4.1                     | \$29.70 | \$58,885    | 16%  | \$9,506     |
| Level 3 Step 2                                | \$43.55 | \$86,320    | Grade 3 Level 4.2                     | \$31.19 | \$61,839    | 14%  | \$8,963     |
| Level 4 Step 1                                | \$47.22 | \$93,600    | Grade 5 Level 5.1                     | \$32.20 | \$63,847    | 15%  | \$9,363     |
| Level 4 Step 2                                | \$49.85 | \$98,800    | Grade 5 Level 5.2                     | \$33.74 | \$66,905    | 15%  | \$9,920     |