

Classification Specific - Comparison table

FACILITIES AND SCHOOL OPERATIONAL SERVICES

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

Key Points

- The Proposed Agreement contains six Levels, each Level is split into three Steps. The Current EBA contains seven Levels with no Steps, and each Classification Level contains descriptions of the types of work, experience and qualification required.
- 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.
- Where an employee has two (2) duty periods on one day, they receive a 15% Broken Shift Allowance on top of their Minimum Hourly Rate (MHR).
- Shift work is defined, and penalty rates apply for afternoon, night and permanent night shifts.
- Rates are between 19% and 30% above the Award.

Comparison of Entitlements

NEW to the Proposed Agreement, and currently in the Award	Not in the Award but in the Current EBA	NEW - not in the Current EBAs <u>or</u> the Award
<ul style="list-style-type: none"> - 10-hour break - On-call/Recall Allowance - Meal Allowance - Make-up Time 	<ul style="list-style-type: none"> - Accreditation allowance - School Bus Allowance - Location Allowance - Deferred Salary Scheme - Infectious Diseases Leave - Leave without pay, Special Leave 	<ul style="list-style-type: none"> - Camp Allowance - Catholic Day - Discretionary Leave Day - Study Leave - Financial Incentive for select regional and remote schools

Table 1: Comparison of Levels Proposed Agreement and Current EBA

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)		Current EBA
Clause	Description or entitlement	
SCHEDULE 2 – 4. FACILITIES AND SCHOOL OPERATIONAL SERVICES		
4.1 Classifications – Explanation and Comparison		
The Facilities and School Operational Services Classification includes new position titles and consolidates classifications from the current EBA. New managerial Levels are incorporated into this Classification.		
Level 1	<p>An Employee at Level 1 will work under close or routine supervision. An Employee at this Level requires no prior experience or formal qualifications to perform the job and would typically work under direct supervision. Typical duties may include:</p> <ul style="list-style-type: none"> - General cleaning tasks - Moving furniture and equipment - Performing general house assistant duties in a boarding house, such as cleaning - Cleaning, dusting, and polishing in classrooms or other public areas of the school. <p>Typical positions</p> <p>Cleaner, Kitchen/ Canteen Assistant, Laundry Assistant, Grounds/ Maintenance Assistant, Uniform Shop Assistant, Handyperson, Bus Driver.</p>	<p>50. Cleaner</p> <p>50. Domestic employees including Kitchen Attendant Canteen Assistant House Attendant Dining Attendant Laundry Attendant Sewing Attendant</p>
Level 2	<p>An Employee at Level 2 usually works under routine supervision of straightforward tasks and close supervision of more complex tasks. When Employees work alone, they may receive less direct guidance and have more autonomy. Typical duties may include:</p> <ul style="list-style-type: none"> - Elementary food preparation and cooking duties, cleaning and tidying the kitchen and its equipment - Performing non-cooking duties in the kitchen or canteen, including the assembly, preparation, and measurement of food items - Laundry duties requiring the application of limited discretion - Assisting in a school retail facility, such as a canteen or uniform shop - Performing non-trade tasks incidental to the Employee's work 	<p>50. Domestic employees including Kitchen Attendant Canteen Assistant House Attendant Dining Attendant Laundry Attendant Sewing Attendant</p> <p>50. Cooks (Other)</p>

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	<ul style="list-style-type: none"> - Undertaking general gardening/landscaping tasks, including preparation and planting procedures. <p>An Employee at this Level will typically have completed Year 12 without work experience or completed a Certificate I or II with work-related experience.</p> <p>Typical positions</p> <p>Non-trade qualified Cook, Gardener, Cleaner, Kitchen/ Canteen Assistant, Uniform Shop Assistant.</p>	
Level 3	<p>An Employee at Level 3 would work under routine supervision, moving to more general direction with experience. This is the first Level where an Employee may supervise other Employees. When Employees may work semi-autonomously when working alone. Typical duties may include:</p> <ul style="list-style-type: none"> - Control and responsibility for the maintenance of gardens, sports grounds and/or facilities - Cooking duties - Operating, maintaining, and adjusting turf machinery under general supervision - Performing a range of patrol duties, including responding to alarms, following emergency procedures - Cleaning and inspecting machinery after each use, reporting any problems to the appropriate manager - Responsibility for basic maintenance - Responsibility for the premises and ordering stock in a retail facility such as a canteen or uniform shop. <p>An Employee at this Level would typically have completed: Year 12 or a Certificate II with relevant work experience, a trade certificate, or Certificate III.</p> <p>Typical positions</p> <p>Cook, Cleaning Coordinator, Grounds person, Maintenance person, Canteen Coordinator/ Manager (with no Employee supervisory responsibility), Uniform Shop</p>	<ul style="list-style-type: none"> - Grounds person shall mean an employee whose primary duties involve tending gardens and grounds, working under supervision or in a small school under the direction of the principal or bursar - First Cook Grade 1 or Cook working alone Grounds person I (Handyperson Grade 1 Sewing Supervisor - Grounds person/Handyperson (Grade 1): Means a person whose main duties include tending to a garden and grounds or part of them. This person's responsibilities also involve maintenance and minor repairs to external and internal fixtures, equipment, or outdoor furniture. They work under supervision. - First Cook (Grade 1): Means a person appointed as First Cook or Cook Working Alone who does not possess the qualifications or equivalent experience required for the classification of First Cook (Grade 2).

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)		Current EBA
Clause	Description or entitlement	
	Coordinator/ Manager (with no Employee supervisory responsibility).	
Level 4	<p>An Employee at Level 4 is fully competent and skilled in performing the job function, with a high degree of autonomy, initiative, and discretion in the work program. They will possess knowledge, skills, and a demonstrated capacity to undertake complex tasks. The Employee may be responsible for supervising other Employees. Typical duties may include:</p> <ul style="list-style-type: none"> - responsibility for operating the school canteen and uniform shop, including supervision of Employees and volunteers; and - responsibility for planning, scheduling, and supervising all aspects of gardening - maintenance. <p>In trade positions:</p> <ul style="list-style-type: none"> - working on more complex tasks, exercising high precision trade skills using various materials and/or specialised techniques; and - performing general maintenance work, which includes the use of trade-accredited skills in areas such as carpentry, plumbing or electrical services. <p>The Employee at this Level will typically have the following qualifications and/or experience: a Certificate III with extensive relevant work experience; a Certificate IV with relevant work experience; a Diploma-level qualification with related work experience; or a Post-trade Certificate with extensive relevant experience.</p> <p>Typical positions</p> <p>Uniform Shop Coordinator/ Manager, Canteen Coordinator/ Manager, Qualified Cook, Senior Grounds person.</p>	<ul style="list-style-type: none"> - Senior Groundsperson /Handyperson: Shall mean a person in charge of the grounds of a small school or section of a large school and who has completed an apprenticeship in horticulture or other relevant horticultural qualifications or who has substantial relevant experience within the horticultural or related industries to such an extent as would justify Grade 2 status. This person's duties would also consist of maintenance and minor repairs to external and internal fitments, equipment or outdoor furniture. Would have at least one full-time equivalent groundsperson under supervision. The senior groundsperson/handyperson could have responsibility for the maintenance of a swimming pool and lawn tennis courts, or equivalent levels of responsibility. - Grounds person/Handyperson (Grade 2): Shall mean a person whose main duties include maintaining a garden and grounds. This person's responsibilities also include minor repairs and upkeep of external and internal fitments, equipment, or outdoor furniture. This person would work alone in a small school. - First Cook (Grade 2): Means a person appointed as the senior cook in a school, holding formal qualifications in cooking or catering, or possessing substantial relevant experience in the catering or related industries that justifies Grade 2 status. Someone without qualifications would typically need at least five years of experience to qualify for this grade. This person may be required to supervise other staff and help with ordering catering supplies. -

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Level 5	<p>An Employee at Level 5 may supervise staff at lower levels. Typical duties may involve managing various functions. An Employee at this level will generally have the following qualifications or experience: a minimum of a Certificate IV with extensive relevant work experience; a relevant degree-level qualification; a post-trades Certificate and extensive relevant experience.</p> <p>Typical positions</p> <p>Assistant Property Manager, Head Grounds person.</p>	<p>- Head Grounds person: Shall mean a person in charge of the grounds of a large school who would be responsible for the supervision of all grounds staff. The person would have qualifications and/or experience in horticulture, preparation of turf wickets and lawn tennis courts, and could have the responsibility for a full size swimming pool.</p>
Level 6	<p>Employees at Level 6 will exercise a greater level of autonomy, initiative, and discretion than those at Level 5. Employees in this level are the subject matter experts in their discipline and may be responsible for the day-to-day management of other employees. Typical responsibilities may include:</p> <ul style="list-style-type: none"> - leading and managing the property services team and contractors in the daily logistics of the school, including operations and events; and - leading and managing the facilities team and contractors in the daily logistics of buildings and services. <p>An employee at this level will generally hold a degree-level qualification with relevant experience, extensive experience, specialist expertise, or broad knowledge in technical or administrative areas.</p> <p>Typical positions</p> <p>Property Manager, Facilities Manager.</p>	<p>-</p>

Table 2: Comparison – Ordinary Hours and Penalty Rates

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)		Current EBA	Award	Explanation and comparison
Clause	Description or entitlement			
SCHEDULE 2				
4.2 (a), (b) Ordinary Hours – Full-time and Part-time employees	<ul style="list-style-type: none"> - Full-time employees work 38 ordinary hours per week, which may be averaged over 2 or 4 weeks - Part-time employees work less than 38 ordinary hours per week under Clause 8 of the Proposed Agreement. - Ordinary hours may be worked on no more than 5 hours in any 7 days, Monday to Friday, 6.00 am to 6.00 pm - Except cooking, catering, housekeeping and laundry services associated with a boarding house, where the ordinary hours can be worked on any day between Monday and Sunday, 6.00 am to 6.00 pm. 	46(1) Ordinary working hours for full-time employees shall be an average of 38 hours per week, to be worked in not more than 40 hours during any one week.	Provided for	The Proposed Agreement is neutral with respect to the Current EBA and the Award, except that the MHR is higher in the Proposed Agreement than in the Award.
58. Saturday and Sunday Work	<p>An employee working ordinary hours on a Saturday or Sunday is paid:</p> <ul style="list-style-type: none"> - Saturday-150% of MHR - Sunday 200% of MHR 	49 Weekend Work – ordinary hours between midnight Friday and midnight Sunday paid at 150%.	Provided for.	The Proposed Agreement is neutral with respect to the Award; however, the MHR under the Proposed Agreement exceeds the MHR under the Award. The Proposed Agreement is more beneficial than the Current EBA in relation to ordinary hours on a Sunday.

WA Catholic School Support Staff Enterprise Agreement 2024 (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.
4.2(c), 1.4 Reduced Working Year Arrangement	May work a Reduced Working Year Arrangement as per Clause 11 of the Proposed Agreement. May have their Base Salary averaged over the full calendar year	- 46(5)(c), (7) Provided for.	Provided for.	The Proposed Agreement is neutral in relation to the Award and the Current EBA.
4.4(b) Approved Additional Hours – Reduced Working Year Arrangement	During Term-weeks paid the relevant overtime or penalty rates on their MHR that would apply under the Agreement for the additional hours worked; and Outside of Term: weeks, paid in accordance with Clause 12- Offer of Additional Work During Non-term-weeks (at the relevant MHR for the work undertaken).	Overtime provided during term weeks. Otherwise, there is no equivalent provision.	Provided for.	The Proposed Agreement is overall neutral in relation to the Award and the Current EBA.
5.7 Overtime – Full-time and part-time	- Mon – Sat – first 3 hours are paid at 150% of the MHR - After 3 hours, 200% of the MHR paid - Sunday – 200% of the MHR is paid - Public holidays 250% of MHR is paid	46(2) Refer Clause 48. – No shift longer than 12.5 hours. Overtime paid after 8 hours in a day or 40 hours in a week First 2 hours – 150% then 200% Saturday and Sunday 200%	Provided for.	The Proposed Agreement remains neutral compared to the Award concerning overtime percentages, but the MHR is higher and therefore more beneficial overall. The Current EBA pays overtime after 2 hours on Monday to Friday, and for all of Saturday, instead of after the first 3 hours under the Proposed Agreement, Monday to Saturday

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Clause	Description or entitlement			
57 Overtime – Casuals (includes casual loading)	<ul style="list-style-type: none"> - Mon – Sat – first 3 hours are paid at 175% of the MHR - After 3 hours, 225% of the MHR paid - Sunday - 225% of the MHR - Public holidays 250% of MHR. 	No provision.	Provided for.	The Proposed Agreement is neutral on the Award's overtime percentages, but the MHR is higher than the Award and therefore more beneficial overall. The Proposed Agreement is more beneficial than the Current EBA as it provides overtime pay for casual employees.
48. On-call and Recall Allowance	On-call allowance of 1 hour at the MHR for every 24 hours on-call. Recall allowance 2 hours minimum at the appropriate overtime rate when duty is not continuous with ordinary hours. Excluding Boarding House Services paid for a sleepover allowance or provided no-cost accommodation.	48. (3) Overtime – an employee recalled to work is paid a minimum of 3 hours at the overtime rate and reasonable expenses incurred in returning to work.	Provided for.	The Proposed Agreement is neutral with respect to the Award and the Current EBA
59. Broken shifts penalty (Kitchen and dining room employees)	Penalty of 15% on the MHR where an employee works 2 separate duty periods on the same day (except casual, or Boarding House Services). No more than 12 hours between start of first shift and end of second shift; other overtime is payable in addition to the 15% broken shift penalty.	46(4) Kitchen and dining room employees may have one break of up to two hours in addition to meal breaks. No penalty rate applies.	Provided for.	The Proposed Agreement is neutral with respect to the Award and more beneficial than the Current EBA, as it provides a Broken Shift penalty of 15% when an employee has two duty periods on the same day, exclusive of meal breaks.

Table 3 - Comparison Relevant Allowances and Entitlements – Where Applicable

- ✘ Means the entitlement is not contained in the Current EBA or Award
- ✔ Means the entitlement is contained in the Current EBA or Award

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)		Current EBA	Award	Comparison
Clause	Entitlement			
39	Ten-hour break	✘	✔	The Proposed Agreement is neutral towards the Award and more beneficial than the Current EBA, as it does not contain this provision.
43	Accreditation allowance	✔	✘	The Proposed Agreement is more advantageous than the Award and neutral regarding the Current EBA.
44	First Aid Allowance	✘	✔	The Proposed Agreement is neutral with respect to the Current EBA and less beneficial than the Award, as the single First Aid Allowance may be split among employees.
45	Location Allowance/ Remote Area Package	✔	✘	The Proposed Agreement is more beneficial than the Award and neutral in relation to the Current EBA with regards to the Location Allowances, but more beneficial with regards to the Remote Area Package.
46	School Bus Allowance	✔	✘	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 Award and less beneficial than the Current EBA.
48	On-call and Recall Allowance	✔	✔	The Proposed Agreement is overall neutral in relation to the Current EBA and the Award.
49	Meal Allowance	✘	✔	The Proposed Agreement is more beneficial than the Current EBA and neutral in relation to the Award.
50	Tool Allowance	✘	✔	The Proposed Agreement is more beneficial than the Current EBA and neutral in relation to the Award.
51	Camp Allowance	✘	✘	The Proposed Agreement is more beneficial than the Current EBA and the Award because they do not include camp allowance.
52	Personal Protective Equipment	✔	✘	The Proposed Agreement is more advantageous than the Award and neutral regarding the Current EBA.
53	Vehicle Allowance	✔	✔	The Proposed Agreement is neutral in relation to the Current EBA and the Award.
59	Broken Shift Penalty	✘	✔	The Proposed Agreement is more beneficial than the Current EBA and neutral in relation to the Award.
60	Time off instead of overtime	✘	✔	The Proposed Agreement is more beneficial than the Current EBA and neutral in relation to the Award.

WA Catholic School Support Staff Enterprise Agreement 2024 (Proposed Agreement)		Current EBA	Award	Comparison
Clause	Entitlement			
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 include 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.
75	Leave without pay	✓	X	The Proposed Agreement is more advantageous than the Award and neutral regarding the Current EBA.
82	Special leave	✓	X	The Proposed Agreement is more advantageous than the Award and neutral regarding the Current EBA.
83	Discretionary leave	X	X	The Proposed Agreement is more beneficial than the Current EBA and the Award, as they do not contain this entitlement.
84	Study leave	X	X	The Proposed Agreement is more beneficial than the Current EBA and the Award, as they do not contain this entitlement.

Table 4 – Proposed Agreement v Award - Facilities and School Operational Services

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

Proposed Agreement Facilities and School Operational Services			Award - School Operational Services			Comparison of the Proposed Agreement Rates Award	
Level/Step	MHR	Base Salary	Grade/Step	MHR	Base Salary	% Higher	Base Salary
Level One Step 1	\$32.40	\$64,225	Grade 1 Level 1.1	\$24.95	\$49,467	30%	\$14,758
Level One Step 2	\$33.04	\$65,494	Grade 1 Level 1.2	\$25.85	\$51,262	28%	\$14,232
Level One Step 3	\$33.68	\$66,762	Grade 1 Level 1.3	\$26.76	\$53,062	26%	\$13,700
Level Two Step 1	\$33.91	\$67,208	Grade 2 Level 2.1	26.96	\$53,453	26%	\$13,755
Level Two Step 2	\$34.38	\$68,139	Grade 2 Level 2.2	\$27.79	\$55,102	24%	\$13,037
Level Two Step 3	\$34.85	\$69,070	Grade 2 Level 2.2	\$27.79	\$55,102	25%	\$13,968
Level Three Step 1	\$35.24	\$69,839	Grade 3 Level 3.1	\$28.13	\$55,786	25%	\$14,053
Level Three Step 2	\$35.52	\$70,404	Grade 3 Level 3.2	\$28.64	\$56,782	24%	\$13,622
Level Three Step 3	\$35.81	\$70,969	Grade 3 Level 3.2	\$28.64	\$56,782	25%	\$14,187
Level Four Step 1	\$37.00	\$73,344	Grade 4 Level 4.1	\$29.70	\$58,885	25%	\$14,459
Level Four Step 2	\$37.85	\$75,014	Grade 4 Level 4.2	\$31.19	\$61,839	21%	\$13,175
Level Four Step 3	\$38.69	\$76,683	Grade 4 Level 4.2	\$31.19	\$61,839	24%	\$14,844

Proposed Agreement Facilities and School Operational Services			Award - School Operational Services			Comparison of the Proposed Agreement Rates Award	
Level/Step	MHR	Base Salary	Grade/Step	MHR	Base Salary	% Higher	Base Salary
Level Five Step 1	\$39.83	\$78,954	Grade 5 Level 5.1	\$32.20	\$63,847	24%	\$15,107
Level Five Step 2	\$40.71	\$80,682	Grade 5 Level 5.2	\$33.74	\$66,905	21%	\$13,777
Level Five Step 3	\$41.58	\$82,410	Grade 5 Level 5.2	\$33.74	\$66,905	23%	\$15,505
Level Six Step 1	\$42.95	\$85,127	Grade 6 Level 6.1	\$34.95	\$69,305	23%	\$15,822
Level Six Step 2	\$44.29	\$87,789	Grade 6 Level 6.2	\$37.33	\$74,017	19%	\$13,772
Level Six Step 3	\$45.63	\$90,450	Grade 6 Level 6.2	\$37.33	\$74,017	22%	\$16,433