

Recognising Additional Service

Recognition of service (classification)

Recognition of additional service is in accordance with the **NSW and ACT Catholic Systemic Schools Agreement 2017 (the Agreement)**.

A Teacher may be eligible and apply for recognition of prior service (including child rearing, full-time, part-time, casual and overseas teaching).

Classification upon commencement will be based on the information provided to the Recruitment team when either you apply for the position or at the time an offer is made. If you have prior service that may be eligible for recognition, you will need to provide evidence as outlined below. If the information is not received prior to you receiving an offer/contract, you can accept your contract/offer online and a review of your classification will be undertaken once the Statement/s of Service (SoS) are received.

SoS - Prior (Teaching) service statements

To ensure that you are classified correctly, please provide all relevant SoS. Each SoS provided needs to be supplied on an official school letterhead, be signed by the approved delegate and clearly outline:

- School(s) service (please specify the start and end date for each period DD/MM/YYYY);
- Your position title e.g. Teacher;
- Your full-time equivalent (FTE) fortnightly hours and the employment status for each period of service (e.g. full-time 1.0, part-time 0.5, casual);
- All periods of Leave Without Pay (LWOP) taken during your service (please specify the start and end date for each period DD/MM/YYYY);
- Any casual days/hours worked (must be represented in whole days); and
- Contact name and details of the signing delegate.

Prior teaching service (eligible Australian schools)

Prior teaching service will be recognised in accordance with subclause 15.4 of the Agreement and is subject to conditions outlined in subclause 15.6 of the Agreement. Requests to recognise prior teaching service must be supported by a SoS as outlined above.

Overseas teaching service

Overseas teaching service will be considered as prior service in accordance with clause 15.5 (a) of the Agreement. Requests to recognise overseas teaching service must be supported by a SoS as outlined above.

Child rearing

Child rearing will be considered as prior service in accordance with clause 15.5 (b) of the Agreement. An application by a Teacher for recognition of a period of child rearing needs to be supported by a statutory declaration establishing the period of child rearing (date from and date to DD/MM/YYYY) to be recognised and a copy of the child's birth certificate.

What date will eligible service be recognised?

Prior teaching service (eligible Australian schools), overseas service and child rearing

An application for recognition of previous service will apply from the date the application was received by the Employer. However, in the case where the application was received within one school term of the date the Teacher commenced employment with the Employer, the application will be granted from the date of commencement with the Employer.

Overseas service and child rearing

A Teacher may only apply for credit for overseas teaching service and periods of child rearing by submitting an application to the Employer no later than twelve months following:

- a) the date they commenced employment with the Employer; or
- b) the commencement date of the Agreement (22 August 2018); whichever is the later.

For Teachers employed at the commencement date of the Agreement, who make a successful application for overseas service and periods of child rearing; any salary adjustments to be made as a result of a successful application will apply from the first full pay period commencing on or after 1 January 2018.

For Teachers who commence after the date of the Agreement, who make a successful application for overseas service and periods of child rearing; any salary adjustments to be made as a result of a successful application will apply from the date of commencement with the Employer.

Recognition of service (leave entitlements)

Recognition and portability of Personal/Carer's leave and Long Service Leave (LSL) will be in accordance with Annexure L and Annexure M of the Agreement. The Annexures outline participating schools where portability of eligible leave entitlements will be considered.

For LSL only – all applications for recognition of previous entitlements will need to be made to CECG within **14 days of your commencement date to be considered.*

Where do I send the documentation?

Prior to your commencement date, documentation should to be provided to the Recruitment team (recruitment@cg.catholic.edu.au). After your commencement date, documentation should be provided to the Payroll team (payroll@cg.catholic.edu.au).
