




Member Handbook

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AEU NT members' Code of Ethics

The AEU NT Branch trusts all members will exemplify this Code of Ethics in the exercise of their professional duties.

The Code

1. The primary professional responsibility of every educator is the welfare of all students within his or her care.
2. Educators will endeavour to promote such relationships between school and home as will contribute to the welfare and comprehensive development of each student.
3. Educators will strive to achieve standards of professional and industrial conduct and display attitudes towards their colleagues which will create mutual respect.
4. Educators will assert their professional, industrial and civil rights and support their colleagues in the defence of these rights.
5. Educators will strive to fulfil their responsibilities in a manner which will enhance the prestige of our profession and our union.

Every effort has been made to ensure the accuracy of the information in this handbook. However, it is general information and we accept no legal liability for any errors. This is a guide only and for specific advice you should contact the AEU NT or make your own enquiries.

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Introduction

The Australian Education Union is the principal trade union in the public education sector and has over 180,000 members throughout the country.

In the Northern Territory the AEU NT Branch's membership of approximately 2000 is drawn from public schools and education offices, post-compulsory and TAFE institutions, Batchelor College, Charles Darwin University and prison educators in the Department of Corrections.

The Australian Education Union NT Branch represents the professional and industrial interests of members and strives to ensure equal access to education provision in the Northern Territory. The AEU is a democratic organisation as described in this handbook. The union encourages the participation of members in all aspects of decision-making.

The purpose of this Member Handbook is to provide ready access to information of relevance to educators in the Northern Territory. Because the vast bulk of our members work in the schooling sector, this handbook has been written primarily for this group. However, many of the principles outlined here apply for other members.

When seeking the assistance of the AEU NT, members should normally first consult the union representative at their workplace. In the event that further assistance is needed the AEU NT office should be contacted. We invite you to participate fully in membership of your union.

Jarvis Ryan
President AEU NT

Anita Jonsberg
Secretary AEU NT

SECTION 1 – ABOUT THE AEU NT

Why it's important to be a union member

Being a member of the union is in your best interests, both collectively and individually.

Some of the benefits of union membership include:

- A strong industrial and legal voice for you, levelling the playing field with the employer
- Information, advice and legal assistance in work-related matters
- Discounts on legal services such as wills and conveyancing through union-allied law firms
- Access for you and your family to membership of Teachers Health Fund, one of the best value private health funds in Australia
- Access to savings on products and services through Union Shopper
- The right to take part in paid union training and professional development

Our working conditions and entitlements have mostly been won by many decades of collective struggle. In an era of declining union membership in many industries, in education our voice remains strong because we maintain a high level of membership among teachers and educators. That gives teachers a stronger voice when dealing with management and governments. The AEU has not won all the battles we have taken part in, but governments and employers know that if they challenge teachers, there will be serious repercussions.

By becoming a member of the AEU, you strengthen the ability of the union to advocate on behalf of teachers, students and public education. Union membership entitles you to take part in protected industrial action when the union is involved in enterprise bargaining, without fear of retribution from the employer.

At an individual level, there are many benefits to you. A good way to think about your union fees is as insurance in the event that something goes wrong. The union's officers and staff are able to provide you with confidential advice and assistance that could cost many thousands of dollars from a lawyer. In some cases the union may authorise full coverage of your legal costs in matters such as workers compensation and disciplinary proceedings (see the section on *'Legal assistance for members'*).

Your membership and financial contribution strengthens the capacity of the AEU NT to advocate on the behalf of all teachers and students in the Territory, not to mention the public education system as a whole.

Membership – joining and payment of fees

Membership payment details

The AEU NT relies on membership payments as its primary source of income. In order for the union to function effectively we require regular and prompt payment of fees. Membership fees are tax deductible and you will be sent information at the end of the financial year to assist with your tax return.

Unfinancial members will not be entitled to receive assistance from the union. It is your responsibility to ensure that payments are up-to-date and to notify the union if your details change. However, our office will always endeavour to contact you to inform you if you have fallen into arrears.

How to join

When joining the union or when your personal details change, please complete an AEU NT membership application form, available via our website or by contacting our office.

Payment options

On the membership form you will find a variety of payment options which include:

- Direct debit: this option may attract a small fee from your financial institution, depending on the type of account and the particular financial institution.
- Credit card: dues may be paid by telephone provided a credit card number and expiry date is given.
- Automatic salary deductions: your union fees will be deducted from your salary each fortnight.

Most members elect to pay their fees fortnightly, coinciding with the pay cycle. Other options such as annual and quarterly payments are available on request.

Membership fees

Membership fees are usually determined by the annual Branch Conference. At the time of printing, membership fees were set at the rate of **point eight (0.8) of one percent** of the individual member's salary, plus GST. Thus, if someone earned \$100,000 a year, their membership fees would equal a total of \$800 a year (plus \$80 GST). Whilst our fees are higher than a number of other unions, they reflect members' income levels (someone earning \$40,000 pays a lot less than someone on \$100,000) and we provide far better individual member service than most unions. Additionally, to ensure strong governance and democratic processes, we spend a large sum of money each year transporting Executive members and Conference delegates from remote areas. Members facing genuine financial hardship can apply to have their fees reduced for a period.

Fees for part-time employees are calculated pro-rata, i.e. a person holding a 0.5 position will pay 0.5 fees. Separate rates have been set for casual employees, those on various forms of leave, educators employed in non-educator roles and students. Fees increase in line with salary increases. **A table of membership fees has been published at the back of the handbook.** A full list of fee schedules is downloadable from our web site or available from the office on request.

Resigning membership

If you wish to resign from the AEU NT, written notice must be provided to the AEU NT branch and resignation is effective two weeks from the date the union receives such written notice, or from the effective date stated in the advice if it is more than two weeks from the date notice is received.

Change of personal details

As the union does not receive any advice from the respective employer in relation to staff whereabouts, it is important that you, the member, keep the AEU NT informed of any changes in your circumstances such as change of workplace, resignation from workplace or change of your personal details i.e. name change, change of address. This information is vital in assisting us to provide the best possible service to you.

Structure of the AEU NT

The AEU NT Branch has approximately 2000 members in schools, education offices, Correctional Services, Batchelor Institute and Charles Darwin University. There are approximately 185 sub-branches of the AEU NT.

Sub-branches

Members in each workplace form a sub-branch. Sub-branches elect annually the offices of president/sub-branch representative and depending on membership numbers, also a vice-president and secretary. Decisions and recommendations are forwarded to regional councils or the AEU NT office for further action if needed. See information regarding the *'Role of sub-branch representatives'* later in this handbook.

Regional councils

Regional councils exist in each of the six NT regions: Darwin, Palmerston & Rural, Alice Springs, Barkly, Katherine and Arnhem. Each regional council elects a president, vice president and secretary at an AGM held in March or April. Regional councils meet between four and eight times a year and all members in the region are eligible to attend. Decisions made by regional councils are forwarded to AEU NT Executive for further action.

Standing and special purpose committees

Standing committees advise AEU NT Executive on specialised education/union matters and comprise nominees from the membership. Standing committees comprise an executive officer and a convenor.

Special purpose committees comprise Executive members and are formed as the need arises in response to issues discussed at Executive meetings.

AEU NT Executive

The Executive is a wholly elected body which oversees the operations of the Branch. Executive comprises two full-time officers – the President and the Secretary – and a number of volunteer positions: two Vice-Presidents

(TAFE and General division), Treasurer, Women's Officer, Indigenous Officer and 12 Executive Councillors from the six NT regions. All Executive positions are elected by the membership, with elections conducted by the Australian Electoral Commission. The composition of Executive ensures that all regions, sectors and stages of education in the NT have a forum to raise issues and concerns.

The term of office for all Executive members is two years, except the Branch Secretary, whose term is three years.

Executive meets at least six times per year and holds extra meetings via teleconference when and if necessary. Executive authorises most union expenditure such as campaigning, legal expenses for members and attendance by members at conference. Executive is also the body which in certain circumstances can authorise AEU members to participate in protected industrial action such as strikes and work bans.

Branch Conference

Usually held in May each year, the Branch Conference is the principal forum for making and ratifying key policies and priorities of the Branch for the year ahead. Conference is the only forum that can modify the rules of the Branch. Each sub-branch is entitled to send one or more delegates to Conference, the number being dependent upon sub-branch membership levels.

Notification of the Conference is forwarded to sub-branch representatives early in term one of the year, advising the closing date for nomination of conference delegates, the closing date for lodgement of motions and other relevant information. The notification is also placed in the AEU NT membership publication the *Territory Educator* and posted on the website at www.aeunt.org.au.

AEU NT office

The Branch President and Secretary are responsible for the day-to-day running of the union and overseeing the implementation of Executive and Conference decisions. They work with a small team of administrative and organising staff.

AEU NT Office hours are 8.30am–4.30pm Monday to Friday

AEU NT organisational structure

AEU NT Members	
Sub-branches 185 workplaces (sub-branches) each with a President and in workplaces with ten or more members, also a Vice-President and a Secretary	
Regional councils Regions: Alice Springs, Arnhem, Barkly, Darwin, Katherine, Palmerston & Rural. Each comprises a President, Vice President & Secretary	
Standing committees e.g. Indigenous education, constitution, finance, principals	Special purpose committees e.g. Enterprise bargaining, public education, early childhood
Executive Elected full-time officers President, Secretary Elected officers and councillors Vice President (General), Vice President (Tertiary), Treasurer, Women’s Officer, Indigenous Officer, 12 Regional Councillors	
Annual Branch Conference Full-time officers, Executive members and sub-branch delegates	

Your rights as a member

As a financial member of the AEU NT you have the right to be involved with the following:

- **Workplace health & safety committee:** Each workplace should have an elected Health and Safety Representative (HSR). The HSR is a co-worker elected by the staff. AEU NT members are encouraged to nominate for this important position.
- **Support person:** When a member is required to attend a meeting with management and seeks support, we encourage any AEU NT member to be prepared to act as a support person at such a meeting.
- **School councils:** We encourage AEU NT members to be staff representatives on School Councils, as these bodies play a significant role in the governance of schools.
- **Sub-branch meetings:** All financial members can attend and vote at workplace union meetings, giving you a democratic forum to raise concerns at the workplace level.
- **AEU NT elected bodies:** Financial members are encouraged to nominate for positions in the sub-branch, regional council or Branch Executive when the opportunity arises.
- **AEU NT annual Branch Conference:** As a financial union member, you are able to put your name forward at sub-branch level to be nominated as a conference delegate representing your workplace. Conference is held in May each year.

In addition to the above, you are entitled to professional support and advice. You can ring or email the union office with any concerns or questions regarding your work. We aim to respond to all basic queries immediately, or within one to two business days for more complex matters. If you are involved in a protracted dispute such as a disciplinary matter, you will be assigned an officer or organiser as your case manager and that person will liaise with management and HR on your behalf.

Role of sub-branch representatives (delegates)

Strong union structures at the sub-branch or workplace level are vital to the success of our union. A strongly unionised workplace is often a happier place where conflicts can be resolved quickly and effectively.

AEU NT officers rely on delegates to provide up-to-date information on membership records and issues in the workplace. Thus it is very important to have members willing to take the lead by becoming sub-branch representatives. We encourage sub-branches to meet regularly and put forward advice (and criticism as appropriate!) to the union leadership. Sub-branches have the power to govern themselves providing the following points are adhered to:

- The sub-branch elects its officers and conference delegates in accordance with the AEU NT rules. (If you do not have a copy of the AEU NT rules at your workplace, contact the AEU NT to obtain a copy; alternatively a copy can be downloaded from the website at www.aeunt.org.au.)
- At least four meetings of the sub-branch are held each year
- The rules and policies of the sub-branch are consistent with those of the union

Officers of a sub-branch

- In sub-branches with 10 or more members there should be a president, vice-president and secretary
- In sub-branches with 9 or fewer members, there should be a minimum of sub-branch president

Responsibilities of sub-branch representatives

To carry out the role successfully, sub-branch representatives should do the following:

- Encourage all eligible staff to join the union
- Provide support and advice to AEU members within the workplace when requested

- Liaise with the union office to maintain an up-to-date workplace membership list
- Convene regular meetings (at least four per year) and keep a record of proceedings
- Meet regularly and as needed with management to ensure staff concerns are formally addressed
- Distribute information and material to the sub-branch when requested by the AEU's full-time officers, by email and via a noticeboard and pigeonholes
- Ensure the sub-branch elects at least one delegate each year to Branch Conference

We acknowledge that the sub-branch representatives are usually full-time employees with heavy work burdens and it will not always be possible to do all of these things. Furthermore, you may not be able to answer all questions, in which case it is best to refer the matter to the AEU NT office.

Legal rights of workplace delegates

Some members have concerns that taking on an elected union role could cause them difficulties with management. The role of sub-branch representatives, or workplace delegates, is recognised in both federal and Territory law. The Fair Work Act sets out basic protections for all employees such as the freedom to join a union. There are additional protections in the NT Anti-Discrimination Act and, for those employed by the NT Government, in legislation and instruments covering the public sector. It is against the law for an employer to discriminate against you or take adverse action against you if you are raising legitimate concerns about issues affecting people in your workplace.

For NT public sector (NTPS) staff, the Commissioner for Public Employment has issued guidelines relating to the rights of union delegates:

'NTPS managers should provide recognised and accredited workplace delegates with reasonable:

- *Paid time to consult with members about matters affecting the workplace, subject to the proviso that normally meetings would be*

held within the employees' own time and that paid time meetings would be subject to CEO approval and operational requirements;

- *Access to managers and senior managers to consult about matters affecting the workplace; and*
- *Access to email to consult with members and non-members about employment matters (subject to an election to opt-in) in the workplace...*

It is expected that workplace delegates will be treated fairly and that their role in the workplace will be respected.'

Union representatives and the workplace administration

It is important to establish a healthy working relationship between the sub-branch officers and the workplace administration. This can be assisted by passing information personally to the principal, assistant principal or supervisor and informing them of union issues, concerns and decisions. Sub-branch officers are important members of the staff and the principal/supervisor should consult with you regularly. A good practice for sub-branch reps is to set regular meeting times with managers to talk about any concerns staff have conveyed to you.

Training and resources

Most enterprise agreements allow up to five days paid leave each year to take part in union training. The AEU NT offers training courses to sub-branch reps or those interested in taking on the role. We also publish many resources online including membership forms and fees, grievance procedures, selection procedures, Enterprise Agreements and fact sheets.

Sub-branch meetings

- Whilst these should happen regularly, make sure that there is a specific reason for the meeting and try to circulate a draft agenda in advance.
- Arrange the time of the meeting so that the maximum number of union members may attend.

- Quorum for sub-branch meetings is a majority of its members in any sub-branch with less than 10 members, or 30 per cent of members in any sub-branch with more than 10 members.
- Ask someone to take minutes to ensure that you have a written record of the meeting. Forward a copy of the minutes to the AEU NT office to be placed on your sub-branch file.
- Encourage all members to vote on plebiscites and elections for union officers.

Addressing problems in the workplace

One responsibility of the sub-branch representative is to bring to the attention of the principal/supervisor problems that arise either individually or collectively amongst staff.

If a member (or members) comes to you with a problem, try to gather in writing as much detail as you can, such as the background to the problem, who is involved, who has been contacted, and what avenues have been exhausted already. Ask for copies of any correspondence or relevant documents. If you are unsure how to proceed, it is best to contact the AEU NT full-time officers. Remember, it is better **not** to give advice than to provide incorrect information.

Membership information and union notice board

Sub-branch representatives should ensure that a union notice board exists in a prominent place in the staff room or similar, and that information from the AEU NT is displayed on it. Material such as that detailed below will be forwarded by the union to sub-branch reps on a regular basis.

- *The Territory Educator* is published by the Branch several times each year, as is the *Australian Educator*, which is produced by the federal office.
- AEU NT memorandums are an important communication tool in urgent situations. The receipt of a memorandum indicates that an issue has arisen which needs to be brought to the attention of members as a matter of urgency.

Place AEU information on the union notice board and distribute handouts to individual members, then assess the need for a sub-branch meeting.

Filing information

Material sent out by the union contains information that is valuable reference material. At the minimum, place on file a copy of each *Territory Educator* and *Australian Educator* and AEU NT memos which contain policy information, and ensure copies are distributed to all sub-branch members.

Union representation on school councils

School councils have a legal obligation to include elected staff representatives on the council. AEU NT members at the workplace are strongly encouraged to nominate as representatives on the school council.

Regional councils

A region consists of AEU NT members who work in the same geographical area.

The following AEU NT regions are established:

- Alice Springs
- Barkly
- Katherine
- Palmerston & Rural
- Darwin
- Arnhem

These regions usually, but not exclusively, align with the Department of Education's regional structures.

Composition of regional councils

All AEU NT members are eligible to attend regional council meetings. Each regional council should have a regional executive elected by the members of the region, consisting of a president, a vice-president and a secretary.

Role of regional councils

The regional councils provide an important forum for members to share information and identify common issues in their region. They are an important mechanism to provide feedback and direction to the Branch Executive and the full-time officers. Executive councillors from each region should generally attend these meetings and can provide reports from Executive. Quorum at regional council meetings is 10 financial members of the region or 10 per cent of the region membership, whichever is the lesser.

Legal assistance

The AEU NT Branch may make provision for legal assistance to members in matters connected with their employment in instances where the employer is unprepared to give support. The AEU NT Branch does not provide legal assistance in matters that are not work related.

AEU NT Branch officers provide industrial assistance to members in defence of their employment entitlements. Where such matters are not resolved and require legal advice and/or court representation, the AEU NT may consider contributing to the cost of such legal assistance. This will generally involve matters which are within the jurisdiction of the Work Health Court or the Federal Court.

Assistance may be available where the AEU NT Branch believes that the member has a valid claim and that injustice would arise if assistance were not provided. Examples of such situations include:

- Pursuing entitlements under the Work Health Act
- Action for recovery of withheld wages or other entitlements
- Defence of charges brought under the Public Sector Employment and Management Act
- An investigation or inquiry by the Teacher Registration Board

The AEU NT Branch may consider requests for legal assistance in respect to defending civil actions or criminal charges where they are incurred within the normal employment relationship. As legal assistance can be a considerable expense in any one case, the AEU NT Branch will only consider providing such assistance on the following conditions:

- The applicant has acted according to the AEU NT Branch Code of Ethics
- The applicant has truthfully supplied the AEU NT Branch and its legal advisers with all relevant information
- The matter for which assistance is sought has arisen directly from the member's employment

- The member was already a fully financial member of the AEU NT Branch at the time the matter arose
- The member is defending the action or pleading not guilty to the allegation or charge. AEU NT Branch legal assistance must be sought prior to incurring legal costs. No reimbursement for legal expenses already incurred will be considered
- The member agrees to use the AEU NT Branch's solicitors unless the AEU NT Branch decides otherwise and if it decides otherwise, the Branch may impose such conditions as it thinks fit
- The member agrees to allow the AEU NT to be included in all communication and correspondence with the solicitor
- The member agrees to formally make undertakings to the union in respect of support provided

Procedures for seeking legal assistance

In the first instance the member should contact a full-time officer of the union. The FTO will advise whether it is a matter for which the member should apply for legal assistance. The member seeking assistance must write to the AEU NT Branch Executive providing details of the matter and requesting assistance. This will be kept confidential.

The Executive will advise the member of its decision, either to support or not support the application, or request further information.

Where approval is given by the Executive, the member will be required to make certain undertakings to the union in respect of support provided, including the reimbursement of legal costs in the event such costs are awarded or recovered in favour of the member.

In all cases where legal assistance is granted the AEU NT Branch Executive reserves an absolute discretion to discontinue such assistance at any time. Where a member unilaterally discontinues a legal action, the AEU NT reserves the right to withdraw legal assistance funding and to require reimbursement of legal costs already paid.

Interviews with Department of Education officers

If a member is to be interviewed by NT DoE officials, they can insist on a support person of their choice being present. If a support person is not present and an interview is undertaken, a member, if feeling uncomfortable with the process, should insist the interview be terminated so that a support person or union advice can be sought.

Police interviews

The only information a citizen is legally obliged to give the police is his/her name and address. If arrested, it is unwise to engage in discussion with police without first obtaining legal advice. Members are strongly advised not to plead guilty without first consulting a solicitor.

Confidentiality

The AEU NT handles many issues of a highly confidential and sensitive nature. All the officers and staff of the AEU NT are experienced in dealing with such issues in a discreet and professional manner. Members are assured that all issues communicated through the AEU NT office with any member of the staff are treated with the strictest confidence.

The proceedings of the AEU NT Branch Executive are entirely confidential in respect to cases where the union provides legal assistance to members.

SECTION 2 – ISSUES AT WORK

Workplace health and safety

Most workplaces in the Northern Territory are covered by Work Health and Safety (National Uniform Legislation) Act 2011. Work health and safety is regulated and monitored by NT Worksafe, a government agency.

According to NT Worksafe, 'The Work Health and Safety laws (WHS laws) aim to provide all workers with a healthy and safe workplace. They also aim to ensure you are fairly represented and consulted about health and safety issues in your workplace.'

The union and in particular our sub-branch representatives have a central role to play in promoting safe workplaces. Under the WHS laws, in any workplace workers can elect a health and safety representative (HSR) to raise issues of concern regarding health and safety. Often this person will be a union delegate, but not always.

In each workplace there should be a WHS committee which meets regularly to discuss health and safety issues. They can be anything that could reasonably constitute a risk to staff wellbeing, from electrical cables to a bullying atmosphere.

Management must consult with staff over WHS issues and seek to resolve problems.

In some cases it may be appropriate for the AEU NT's full-time officers or organisers to attend a worksite and carry out a workplace inspection. If you have concerns about major risks in your workplace, contact the union immediately.

Duties of workers

A worker has a duty:

- To take reasonable care for the worker's own health and safety and for the health and safety of others while at work

- To follow reasonable directions given by, or on behalf of, the employer on issues related to health and safety
- To use relevant safety equipment provided for the worker's use
- To report a workplace accident to the employer as soon as practicable after it occurs.

A worker must not:

- Intentionally or recklessly interfere with or misuse safety equipment provided by the worker's employer; or
- Intentionally create a risk to the health or safety of another at the worker's workplace.

Steps you should take if you injure yourself at work

If you injure yourself at work, ensure you immediately or as soon as practicable submit to your principal or manager/supervisor an injury/incident report. This document should be available at your workplace and it is advisable to also forward a copy to the employer's Human Resources section.

If the injury requires medical attention, you should advise your doctor that it is a worker's compensation matter and ensure you obtain a medical certificate to cover any time required for recuperation. You should also maintain a copy of any other related documentation provided to you.

For further information see the section on workers compensation in this handbook.

Advice on contacting the employer

Sometimes it may be necessary for you to formally write to your manager or contact a more senior manager or Human Resources in relation to your work. When doing so, make sure that you:

- Obtain the name of the person you speak with and record the time and date of the discussion
- Take notes of what is said and keep this as your record of discussion
- If necessary, ask for a written response. To ensure a written response, you should submit your initial enquiry in writing, and retain a copy of your letter.

If putting something in writing, it is important to make your letter as simple as possible, use dot point format where possible, keep your correspondence concise, and make it clear what you are asking. The employer's written response is then evidence of the current situation as it affects you. It makes things much easier for the union to act on your behalf if there is a written record of the issue.

Always proof read any written communication, not only for spelling and grammar purposes, but to give you time to think over the content. It is advisable to ask someone else to look at your correspondence before you send it. If you are unable to resolve your issue through the above process, contact the union.

A word of caution!

Be very careful when using email. Remember that once it has left you, it can go anywhere and you no longer have any control over it. Be sure that what you have written is not offensive or libellous.

Keep in mind that the employer has the right to monitor email accounts provided by them i.e. *nt.schools.net* and *cdu.edu.au* for purposes of maintenance and regarding offensive material. To ensure privacy, we advise that any sensitive information being shared with the union be done via a personal email account.

Workplace bullying

What is bullying?

Bullying can occur wherever people work together. Under certain conditions, most people are capable of bullying. Bullying is not always intentional. Sometimes people do not realise that their behaviour can be harmful to others.

Many people think of bullying as persecuting or 'ganging up' on individuals. But that is only part of the story. Most bullying is not so obvious. Bossing people around, intimidating, threatening or keeping them under pressure is also bullying. This is the most common form of bullying in Australian workplaces and it is a risk to health and safety.

Health and safety effects

Bullying can affect our health in many ways. It can cause stress and at worst it can result in illness, anxiety and depression. It is easier to prevent workplace bullying than it is to intervene after an event or mediate to break an established pattern of bullying.

Examples of bullying include:

- making repeatedly offensive and inappropriate comments about people's appearance, dress, opinions
- constant criticism
- shouting or screaming at someone
- abusive language
- spreading rumours about people
- setting unrealistic targets and time lines
- placing people under constant intrusive surveillance or monitoring
- asking staff to perform tasks without adequate training
- making threatening comments to an individual or group

If you feel you are being subjected to workplace bullying, you should consider filing a grievance. The union will assist you with preparing this.

Lodging a grievance

All NT public sector employees may lodge an internal agency grievance relating to a decision made in relation to them or their treatment by a manager, superior officer or other employees. Grievances are confidential and employees are not to be victimised for having brought forward a grievance. You cannot lodge a grievance on behalf of someone else, but we do encourage AEU members, particularly sub-branch reps, to assist by acting as support people.

Ideally, most grievances will be resolved in the workplace itself. In some circumstances, it may be appropriate to seek assistance from someone other than your supervisor. HR representatives and union officials can provide advice and support on the various resolution processes available.

The Department of Education has two processes for resolving grievances: informal resolution, or for more serious and irresolvable matters, a formal review.

Employees are encouraged to attempt informal resolution in the first instance. If this does not lead to a satisfactory outcome, consideration can then be given in writing to the Chief Executive of the DoE with a request for a formal review. This may result in an investigation by a senior officer or external consultant.

If unsatisfied with the outcome of a grievance, NTPS employees have a right to appeal to the Commissioner for Public Employment.

If you wish to lodge a grievance, you should contact the AEU NT as the union will be able to assist you in explaining your complaint and lodging it.

Workers compensation

Workers compensation benefits are payable for injury or illness which occur at work or are the consequence of work-related activities. A successful claim means the employer will pay the injured employee while he or she recovers, as well as associated medical costs.

When an employee is injured or becomes aware of symptoms of an ailment in circumstances which they consider may qualify them for work health benefits, they should give notice of the injury or illness in writing as soon as possible. In these cases, it is always advisable to contact the AEU NT. Under no circumstances should a member of the union resign as a result of becoming ill or injured at the workplace.

An employee who completes a workers compensation application form requires a specific medical certificate which details the injury, illness or disease and indicates a clear relationship to employment. A medical certificate that does not contain this information may result in an insurer initially rejecting a workers compensation claim until such medical advice is provided.

Journey claims

Since 1992 vehicle accidents which occur en route to or from your workplace have been excluded from the provisions of the Work Health Act for workers compensation purposes. However, such injuries are claimable for compensation purposes under the Motor Accident Compensation Act and require the completion of a specific claim form.

Staff selection panels

Each workplace should ensure that when a selection panel is called for the purpose of a permanent classroom teacher appointment or a promotional position within their workplace, staff members at that workplace choose a representative to participate in that panel. The representative should have completed Merit Selection training wherever possible.

Only staff members at the school can appoint a staff representative on the panel – not the principal or anyone else.

In circumstances where the sub-branch feels it needs assistance with appointing a suitable representative, they should contact the union office for advice.

For principal positions also, a staff representative is required. Because most teaching staff in schools are union members, we advise that the sub-branch agree on a panel member and vote for that person to ensure the union is represented on selection panels.

For panel members, it is important to familiarise yourself with the terminology and procedures prior to participating on a panel. Advice regarding training should be provided by the panel convenor. This will help ensure that the selection process can be efficiently and effectively undertaken.

It must be remembered that the role of the panel is to recommend a candidate for the position only. Ultimate approval for placement of a recommended candidate to a position rests with the Chief Executive or his or her delegate.

Role of the staff nominee on selection panels

The staff representative on a selection panel is a full member of the panel with full rights of participation, with the ability to take part in:

- making decisions on panel operations and method
- devising interview questions
- taking part in interviews

- commenting as necessary
- voting
- accessing all papers
- writing up reports

Responsibility of staff nominees on selection panels

All panel members are required to maintain confidentiality about the selection process and discussions that take place. The selection procedures represent a step forward in ensuring that all selection panel decisions are fair and equitable. However, the existence of procedures does not automatically ensure that the system will be equitable and part of this responsibility, and on occasions the whole of this responsibility, lies with the staff representative.

Minority report

As a panel member, if you disagree with the majority recommendation, you have a right to lodge a minority report explaining why.

Promotional appeals

If you have applied for a promotional position and been unsuccessful, there are grounds for appeal if you feel the process has not been followed correctly or the merit principle not applied. The AEU NT can assist with your application to the Public Sector Appeals Board.

A copy of the staff selection procedures is available on request.

SECTION 3: CONDITIONS OF EMPLOYMENT

A major duty of the Australian Education Union is to ensure that conditions of employment for members are maintained, and the union constantly strives to improve these. To this end, union officers maintain close communication with the employer.

Union members have a role in maintaining and improving conditions by raising matters of concern at the sub-branch and regional levels. Through these channels concerns can be conveyed to and discussed by the union Executive and raised, if necessary, at AEU NT annual Conference.

In the legal sense, conditions of employment for all public sector employees, including teachers and educators, are determined by the Commissioner for Public Employment in the public schools and NT DoE office sector, and by Batchelor Institute for lecturers and the Charles Darwin University for TAFE lecturers.

Provided for your information in this section of the handbook is a summary of your conditions of employment. Our advice is that queries about pay and conditions should first go to your principal/manager or an HR consultant. It is always best to ask for answers in writing. If you are not satisfied with the outcome, you should contact the AEU NT.

Finding my conditions of employment

Almost all employees the AEU NT represents are covered by Enterprise Agreements (EA), which set out pay and basic conditions and entitlements. Copies of the relevant EAs as well as all the documents below are available from our website.

For DoE employees, there are a number of key documents to take note of:

- The **2014-2017 Teacher and Educator Enterprise Agreement**, which sets out salaries and entitlements.
- The NT **Public Sector Employment Management Act (PSEMA)** underpins the conditions of NTPS employees. This Act is the legislation under which most NT Public Sector employees are employed. It outlines in broad terms matters such as contract employment, principles relating to discipline and inability, transfers, redeployment, promotion, promotion appeals and expectations of chief executive officers. It needs to be read in conjunction with various by-laws, determinations and employment instructions. These are all available at www.ocpe.nt.gov.au
- The **Teacher Responsibilities guide** is a jointly-negotiated document between the DoE and the union which provides more detail on the rights, responsibilities and workloads of teaching staff in schools. The Teacher Responsibilities guide is referenced in our Enterprise Agreement and cannot be changed without the consent of both parties.
- The DoE also publishes a **Conditions of Employment** guide which is a useful summary of your entitlements. Again this document is available at our website and also from DoE.

Salaries, classifications and allowances

A full list of salaries and allowances is available at the back of the handbook and also from our website at www.aeunt.org.au.

Classroom teachers

Levels CT1 – CT9: teachers progress automatically to CT5 in annual incremental stages, without interruption. During their 5th year of teaching they will undergo a CT5-CT6 assessment. When successful, teachers will progress to CT6 and then in annually incremental stages without interruption to progress to CT9.

Senior teachers

Levels ST1 – ST8: Senior Teacher (ST) is a promotion scale, and to progress up this scale you must seek and win promotion.

HALT – Highly accomplished and lead teachers

Classroom teachers may seek additional training to be recognised as a HALT and to be paid an allowance to take their salaries to ST1 or ST3 levels. For further information regarding the HALT program and classification, contact the AEU NT.

Assistant teachers

Levels AT1 – AT5: Assistant teachers are Indigenous staff employed to assist with teaching programs in the classroom, who undertake further study as a condition of employment. An additional salary increment was secured for ATs in the 2014-2017 Enterprise Agreement.

Casual relief teachers

The casual relief teaching rate is calculated at the CT1, CT2 and CT3 levels (depending on experience) plus a casual loading of 25 per cent in lieu of recreation and personal (sick) leave entitlements.

Method of payment

Salary is paid fortnightly on alternate Thursdays. Whenever possible, payment is made by electronic transfer into the employee's chosen financial institution account.

Overpayments

From time to time salary overpayments occur. Such overpayments, once identified, are pursued by the salaries section and negotiations around the method and quantum of repayment may be required. In the first instance a member should contact their relevant salaries officer. In some circumstances the AEU NT can assist in resolving such matters. If you know or suspect you are being overpaid, it is advisable to contact payroll and inform them immediately and make provision for repayment. Repayments can be made in periodical instalments.

Allowances

In addition to salary, the following allowances may be applicable.

- **Northern Territory allowance:** This is a taxable allowance paid to employees with recognised dependants. The rate is \$960 per annum.
- **Teaching allowances:** There are numerous allowances for teachers. An 'Application for Teaching Allowance' form must be completed before the allowance can be paid and must be renewed at the start of each year. The allowance is subject to annual review and entitlement may cease subject to this review.
- **First aid allowance:** An allowance will be paid to employees who have a current accredited first aid qualification and who have been approved by the principal or their supervisor to perform such duties in the workplace.
- **Relocation allowance:** Members with or without dependants, transferred to a new location within the NT, may be entitled to a relocation allowance. The allowance is subject to Determination No. 1 each year, issued by the Office of the Commissioner for Public Employment.
- **Remote incentive allowance:** Refer to the section on '*Incentives for working in remote localities*' in this handbook.

Hours of work, duties and contact time

The normal hours of work for NTPS teachers are guided by their salaried hours, which are 36 hours and 45 minutes hours per week. This breaks down to 7 hours and 21 minutes per day, which allows for breaks such as recess and lunch.

The beginning of the school day is determined by the school principal. So, for example, if a principal determines teachers should be at school by 8am, those teachers are generally expected to remain at school until at least 3.21pm.

However, the normal hours of work are negotiable. Teachers will often be asked to work outside these normal hours in order to fulfil their core teaching duties such as reporting to parents in face-to-face interviews.

The Teacher Responsibilities Guide provides useful detail on how to manage hours of work and also workload. Every teacher should have a copy of this document.

You are also expected to attend structured and planned meetings after school, such as staff meetings or team meetings. These meetings could be up to one hour in duration or as agreed by staff. You are expected to attend one meeting per week.

Any duties that must be undertaken by teachers such as playground duty should be distributed equitably amongst staff and not amount to more than one hour a week. Where demands from management are above and beyond these guidelines you should contact the AEU NT regarding the matter.

Excessive workloads

Employees may request in writing that their principal review ongoing and sustained workload issues in the workplace.

Principals are required to respond in writing, in a timely manner, to employees who raise workload issues.

Employees who consider that their workload continues to be excessive or unacceptable, after consulting with the principal, may apply in writing to the Regional Director to have their workload reviewed.

Face-to-face teaching and non-contact time

The Teacher Responsibilities Guide provides clear directions on what constitutes face-to-face or instruction time.

Face-to-face teaching includes:

1. Timetabled lessons by the teacher with primary responsibility to deliver an approved course of instruction to students, including lessons delivered through virtual learning, tutoring or special needs support.
2. All sessions of student instruction timetabled or required by the school for curricular or pastoral functions involving student supervision, student counselling and consultation, including rehearsals, practices, performances, excursions and camps that are part of an approved course of instruction.
3. Work experience and VET delivery or supervision in middle and senior schools according to the agency's VET for School Students policy.
4. Relief lessons that are allocated to replace absent teachers.
5. School assemblies.

The maximum weekly face-to-face teaching hours for teachers are as follows.

Classification	Maximum instruction time
Classroom Teacher – Preschool & Primary	23 hours and 40 minutes
Classroom Teacher – Secondary	21 hours and 20 minutes
Senior Teacher – Preschool & Primary	17 hours and 30 minutes
Senior Teacher – Secondary	16 hours
Assistant principal – Preschool & Primary	11 hours and 40 minutes
Assistant principal – Secondary	10 hours and 40 minutes

Senior teacher loads are calculated at 75 per cent of classroom teacher loads and for assistant principals the maximum allocation is 50 per cent of a classroom teacher's load.

Non-contact time refers to the minimum time per week allocated to teachers to be released from teaching duties during instruction periods to engage in marking, planning and other forms of work related to their teaching. How the time is utilised should be determined by the individual teacher i.e. they should not be expected to take part in meetings, professional development and so on unless they consent to this.

Classification	Minimum non-contact time
Classroom Teacher – Preschool & Primary	3 hours
Classroom Teacher – Secondary	5 hours and 20 minutes

Leave entitlements

All absence from duty must be entered online through myHR. Usually this will be done by you but in some circumstances your principal or HR may enter it for you. Relevant and concise reasons for the leave must be given. The leave application must be approved by the principal or supervisor/manager, who will indicate whether or not the request is recommended. All leave is subject to accrued entitlements. A positive recommendation will not necessarily result in paid leave being made available. If your situation does not fit into the categories shown, you will need to speak to your principal directly.

Personal leave (previously referred to as sick leave)

Teachers are credited with three weeks personal leave on full pay at the commencement of duties. At the completion of the first 12 months service a further three weeks of personal leave on full pay is credited; i.e. the '12 month period' is calculated from the employee's commencement date. Completed years thereafter attract a credit of three weeks personal leave on full pay. Personal leave is cumulative but cannot be cashed out when you resign or retire. Personal leave is to be used when the employee is ill (sick leave) or caring for an immediate family member (carer's leave).

Employees may take a maximum of five days of personal leave with pay in any 12 month period without producing a medical certificate, provided that no more than three of those days are consecutive working days.

Employees in remote and regional areas who are not able to access a medical practitioner in order to obtain a medical certificate may provide a signed statutory declaration as an alternative. This option should only be applied if the employee is unable to reasonably acquire a medical certificate.

Prior service – personal leave

Previous full-time service with government departments and authorities and other recognised employers (State, Commonwealth and Territory and Local Government bodies) may be counted as service for members for sick leave purposes provided that there is no break in employment of more than two months. This excludes any period spent in pre-service training (e.g. as a student) even though this may have been recognised as service by the previous employer.

Any sick leave taken during the period of previous service will be deducted from the transferees' total entitlement.

See 'Preservation of Credits' later in this chapter of the handbook.

Emergency leave

Emergency leave of up to three days per year may be approved for emergency situations not covered by sick, bereavement or maternity leave. Some combination with bereavement leave is possible.

Compassionate leave

In the event of a death, or a serious illness posing a threat to life of an employee's immediate family or household member, a maximum of three days paid compassionate leave may be approved. In some cases leave of up to six days (comprising 3 days compassionate and 3 days emergency leave) on full pay may be granted.

The relationship to the deceased or ill person should be stated on the leave application to avoid unnecessary distress at a later date.

Paid parental leave

Employees can access the provisions of this type of paid leave provided they have completed 12 months continuous service in the NT Public Sector prior to the commencement of leave. Paid parental leave is a complex area, so we have only provided a brief summary here. HR officials and the AEU NT will be able to provide much more detailed advice.

Maternity leave

Most employees access the 12-month option which is made up of between 14 and 18 weeks paid leave (depending on length of service), and the remainder of the 12 months (i.e. 38 weeks) is made up of unpaid leave.

Employees applying for maternity leave are required to cease work six weeks prior to the due date of birth – any variation to this will require a medical certificate.

The paid leave commences when you cease work. The paid portion of the leave can be taken as a ‘mix and match’ arrangement. For example, you may opt to take part of it as fractional pay and other sections on full pay.

Employees may return to work when a doctor gives you a clearance to return to work at any time during the first 12 months – some employees choose to return to work at the completion of the paid portion of leave.

Employees may choose to take a three year maternity leave option. Basic provisions for this type of maternity leave are:

- Employees must have at least 12 months continuous service before becoming eligible.
- With continuous service less than five years there will be 14 weeks paid leave and 142 weeks unpaid.
- With continuous service greater than five years there will be 18 weeks paid leave and 138 weeks unpaid.

In addition to employer-funded maternity leave, there is a federal parental leave payment of up to 18 weeks’ paid leave at the minimum wage.

Adoption

An employee who is adopting a child under 6 years of age may apply for

leave as per the twelve month option or the three year option. Also in this case employees can apply for parental leave without pay for any period commencing 2 weeks before the date of adoption, up to the adopted child's sixth birthday.

Partner leave

The partner of a parent or adoptive parent shall be eligible to apply for parental leave for one week at full pay (or two weeks at half pay), provided they have completed 12 months continuous service in the NTPS (two weeks at full pay if they have completed more than five years service). Partners may apply for a combination of paid and unpaid leave totalling up to eight weeks.

Partners are also eligible for paid and unpaid leave under a federal government scheme.

Long service leave

All full-time and part-time employees are entitled to three months long service leave after completing ten years of service. Long service leave attributable to part-time employment is paid at the pro-rata rate.

After ten years of recognised service, long service leave continues to accrue at the rate of nine days for each additional year of recognised service. Long service leave may be taken at half pay, full pay or cash-up option.

The minimum amount of long service leave that may be taken is three days, or any multiple of three days, subject to approval. **All grants of long service leave include weekends and public holidays.**

While accrued long service leave is an entitlement, it can only be approved after taking into consideration the staffing needs of the department.

Employees are required to use their long service leave within three years of it accruing. In certain circumstances employees are exempt from this

requirement, e.g. where the employee had turned 42 years of age on or before 5 November 1996, or where special circumstances mitigate against the employee taking LSL within the specified three years.

The following pro-rata payments apply in the event of resignation after more than seven years service:

7 years of continuous service	22.5 days paid
8 years of continuous service	45.0 days paid
9 years of continuous service	67.5 days paid
10 years continuous service	90.0 days paid

Preservation of credits – prior service

The Chief Executive may recognise an employee’s prior service with a recognised employer, determined by the Commissioner for Public Employment, for LSL and/or personal leave purposes.

After two years of service, prior service with a recognised employer **may** be recognised for long service leave and/or sick leave purposes, provided there has not been a break of more than 12 months between any two periods of recognised service. A break in service of up to two months shall not break continuity of service. A break in service of greater than two months and up to twelve months shall break continuity of service for the purposes of carrying forward credits, but shall count as service towards accrual of LSL. In the case of teachers, a break in service of up to two months shall not include any continuous stand down/leave period.

Any officer who wishes to have long service leave credits with a previous employer transferred to current employer should submit an application to the Chief Executive without delay.

Full details of LSL conditions can be found under PSEMA By-Law 8 which can be accessed via www.ocpe.nt.gov.au.

Probation

The Public Sector Employment and Management Act requires all newly-appointed officers to undergo a period of probation. Officers occupying positions on a temporary or contract basis for periods of two terms or more must also undergo probation.

The probation process will be applied to all officers taking up teaching positions in the Northern Territory for the first time or returning to teaching positions after a period of three years or more. Probation will apply in the case of officers who may already have undertaken probation in the Northern Territory Public Sector when they take up a teacher position for the first time. The period of probation shall be 12 months with the capacity to extend by up to a further 12 months if required. For teachers with greater than five years experience, the probation period need only be six months.

Probation will apply to both permanent and contract appointments providing that the period of temporary appointment is two terms or more. Where a teacher in a contract position is undertaking probation and the process has not been completed by the expiry of the contract, then that teacher's probation will be frozen and will recommence the next time that teacher is employed as a teacher in the NTPS. In effect, the teacher will carry 'probation credits' until the process is completed providing that there is no break in service of three years or more. If there is a break of three years or more, then the entire probation process will recommence.

If a teacher takes up an appointment of one term and that appointment is subsequently extended to two or more terms, the probation process will be put in place at the time extension is notified. Probation will then proceed as above.

Probation Panels will be instructed to provide written reports on contract teachers whose term of employment is ending and who have not completed the process to facilitate the continuation or probation

procedures when that teacher is re-employed. This report will be placed on the teacher's personal file and a copy will be provided to the teacher. Teachers appointed in the first instance for a period of less than two school terms should be given similar support.

The Commissioner's guidelines for probation specify that probationers must be provided with appropriate assistance and support, that the process be documented in writing, and that the employees receive regular performance feedback. Probationers should have a mentor who is not their supervisor or panel chair. If there is a concern with the probationer's performance, those concerns must be made apparent and a framework for improvement developed.

Probation panels may consist of two or three members. The AEU NT recommends panels of three be chosen.

Code of Conduct and communication

All DoE employees are subject to the Code of Conduct, established in the Public Sector Employment and Management Act. The DoE also has its own code of conduct specific to education staff. It is important to be aware of the provisions of the Code to avoid breaching it.

In recent years, the Code of Conduct has unfortunately increasingly been wielded to threaten teachers and prevent them from speaking out. Remember that you have a right to make complaints confidentially using the grievance procedures.

You may also make public comment in certain circumstances, so long as you make it clear that you are speaking in a personal capacity and not on behalf of the government or in your capacity as a government employee.

Be aware that the code of conduct extends to electronic communication such as social media. With the growth of social media, we have seen more cases of education staff being targeted due to Facebook posts and the like. Employees are allowed to maintain social media profiles on sites like Facebook and Twitter, but you should ensure that content you post does not contravene the Code of Conduct. Even if your settings are set to private, assume that anything you post could make its way into the public domain.

Similarly, when using NT government email, ensure the content does not violate code of conduct. The employer has the right to monitor your emails and as such sensitive and private information should be conveyed using personal email accounts.

Our general advice in terms of interacting with school students through social media is not to do so, except where this has been approved by the school and students' parents for educational purposes (utilising edublogs, Moodle and other educational applications). Ensure that no personal interactions take place with students via social media.

Temporary (contract, or fixed-term) employees

The salaries and allowances of temporary teachers are the same as for permanent (ongoing) employees. Temporary teachers are also entitled to many of the incentives available to remote teachers such as business days and FOILs.

Temporary teachers must receive written advice of their general terms and conditions of employment before commencing work.

Personal leave (sick leave)

Temporary teachers have the same entitlements as per permanent teachers (see section on leave entitlements in this handbook). However, temporary teachers do not start with 15 days of personal leave, but accumulate it in stages.

Relocation expenses

At the completion of temporary employment, temporary teachers shall be entitled to payment of relocation expenses, such as travel and removal costs, for themselves and dependants to Alice Springs, Darwin or other NT centres, if such is the usual place of residence of the employee.

Note: There will be no entitlement to relocation expenses where the employee does not complete the term of the contract.

Payment for periods of stand down

Stand down entitlements apply to temporary teachers as follows:

- a) When their contracts are continuing over the stand down period;
- b) When their contracts are renewed within two weeks of the end of the stand down periods specified;
- c) When new contracts are negotiated within two weeks of the end of the stand down periods specified.

Accrual of recreation leave

Temporary teachers shall accrue recreation leave and recreation leave bonus on a pro rata basis of 0.75 days recreation leave for each week on duty. Periods of stand down will not be counted as duty for the purposes of accruing recreation leave.

Fares out of isolated localities (FOILs)

Temporary teachers who accrue an entitlement to FOIL will have access to that FOIL provided that it is used during the period of contract.

Incentives for working in remote localities

Family travel assistance

DoE may pay travel costs for family members to accompany them on one occasion in any calendar year when an employee is travelling to an urban centre to attend a recognised professional development activity.

The level of assistance is limited to the actual cost of travel for the family members by the mode of travel that would normally be utilised by the employee to attend the professional development. If an employee elects to drive from the remote locality to the urban centre, kilometre allowance in respect of the employee's travel plus a passenger allowance only will be considered.

All other costs such as accommodation and meals will be the individual's responsibility.

Special remote study leave program

This applies to employees in designated remote localities. It can only be applied for whilst working in a remote school. The scheme operates on a points system, giving entitlements as follows:

- 20 points = one semester study leave on full pay
- 40 points = two semesters study leave on full pay

Study leave may be taken at half pay. Points are accumulated at a different rate depending on which category of school you are working in; see the section on '*Remote category schools and entitlements*' for a list of schools.

Category	No. of points accrued per annum
Special Category (Jabiru only)	2 credits
Category 1	2 credits
Category 2	3 credits
Category 3	5 credits

Service need not be performed on a continuous basis during the period of employment in remote localities to be eligible to accumulate study leave points i.e. should an employee transfer to a locality that does not attract points, and then is transferred back to a remote locality, those points accrued in the first instance would not be forfeited.

Where an employee ceases employment with the NTPS, they forfeit any entitlement to study leave, including points accrued.

Business days

Employees working in a designated remote locality are entitled to up to four business days leave per year, separate from emergency leave and subject to normal approval processes, in order to access services not available in the community. Applications for business days should be forwarded through normal administrative channels.

Incentive transfers

Teachers in remote locations are guaranteed a right to transfer to an urban centre (Darwin, Alice Springs or Katherine) after three years service in a remote locality. There is no guarantee that teachers will be transferred to preferred localities. However, every effort will be made to meet individual needs. This provision does not apply to promotion positions.

Remote incentive allowance

Employees located in recognised remote localities are eligible for remote incentive allowance in respect of their residency in a remote locality.

Rental concession scheme

Employees in remote localities renting accommodation provided by the Government will receive a 100% rental concession. Local recruits are currently not entitled to rental concession or employer provided housing, an issue the union continues to campaign on, particularly because it discriminates against Aboriginal staff.

Remote Retention Payment

A one-time lump sum remote retention payment after the completion of 12 months of continuous service in a remote locality is paid as follows:

Category 1	\$500
Category 2	\$750
Category 3	\$1000

Fares out of isolated localities (FOILs)

These were negotiated by the union some years ago and entitle teachers and their approved family members resident in remote localities to paid travel (either by air or motor vehicle).

FOILs are available two or three times per year, depending on location. A FOIL becomes available after an employee has resided in a remote locality for a period of one school term. A minimum period of 10 weeks must lapse between the use of FOIL entitlements. FOILs are able to be put towards other fares. For example, a teacher in Arnhem Land may choose to use a FOIL as part payment of a fare to say, Cairns. The difference must be paid by the employee.

FOILs are not accruable and are forfeited if they are not used in the year in which they become due and whilst the employee is still located in the remote locality.

Accommodation allowance

An accommodation allowance will be paid to a maximum of three days in conjunction with each FOIL used.

The accommodation allowance is only paid when the employee uses a FOIL entitlement and is paid to one employee where an employee and spouse or partner utilise their FOIL entitlements at the same time. The accommodation allowance is not cumulative.

Remote category schools and entitlements

Please note that this list and entitlements may be subject to change; every effort has been made to provide an accurate list but check with HR or the AEU NT to be sure.

Special Category

Entitlements: free accommodation; professional isolation allowance.

Adelaide River	Bachelor Area School	Edith Falls	Mount Todd
Owen Springs	Pine Creek		

Entitlements: free accommodation and 2 study leave points each complete year of remote service; professional isolation allowance.

Jabiru

Category 1

Entitlements: free accommodation; 2 study leave points for each complete year of remote service; 2 FOILs per year; remote retention payment after 12 months of continuous service; professional isolation allowance.

Daly Waters	Elliott	Mataranka	Mutitjulu (Ayers Rock)
Newcastle Waters	Nhulunbuy	Tennant Creek	Ti Tree
Trephina Gorge	Yirrkala	Yulara	

Category 2

Entitlements: free accommodation; 3 study leave points for each complete year of remote service, 2 FOILs per year; remote retention payment after 12 months of continuous service; professional isolation allowance.

Ali Curung (Alekarenge)	Areyonga (Utju)	Arltunga	Atitjere (Harts Range)
Avon Downs	Bardalumba (Bartalumba Bay)	Barunga (Bamyili)	Belyuen (Delissaville)
Beswick (Wugularr)	Cape Crawford	Douglas Daly	Dundee Beach
Engawala (Alcoota)	Eva Valley	Finke River Gorge	Hermannsburg
Imanpa (Mt Ebenezer)	Ipolera	Jilkminggan (Duck Creek)	Keep River

Kings Canyon	Kulgera	Laramba (Napperby)	Maranboy
Milikapiti (Snake Bay)	Mungkarta (McLaren Creek)	Nguiu (Bathurst Island)	Ormiston Gorge
Pirlangimpi (Pularumpi) (Garden Pt)	Point Stuart	Santa Teresa (Ltyentye Apurte)	Stirling Station (Wilora)
Tara (Neutral Junction)	Timber Creek	Tipperary Station	Titjikala (Maryvale)
Victoria River Downs	Wallace Rockhole (Ulane)	Warrego	Wildman River
Woolaning (Litchfield Park)	Wooliana (Daly River)		

Category 3

Entitlements: free accommodation, 5 study leave points for each complete year of remote service, 3 FOILs per year; remote retention payment after 12 months of continuous service; professional isolation allowance.

Alexandria Downs	Arlparra (Utopia New Store)	Alpurrurulam (Lake Nash)	Alyangula
Amanbidji (Kildurk)	Ampilatwatja (Ammaroo)	Angurugu	Antarringingya (Antarrange)
Arawerr (Soapy Bore) (Lynginyala)	Baniyala (Yilpara)	Bauhinia Downs	Biranybirany
Boonya (Baikal) (Orrtipathurra)	Borrooloola	Brunnette Downs / Corella Creek	Bulla Camp
Bullita	Bulman (Gulling Gullin)	Canteen Creek (Orwairtilla)	Cape Don
Clinic (Utopia Clinic)	Coburg (Thunder Rock)	Dhalinybuy (Dhalingboy)	Dhuruputjpi (Maywundji)
Djurranalpi (Djanalpi)	Donydji (Donidji)	Finke (Aputula)	Galiwinku (Elcho Island)
Gan Gan (Gangan)	Ganjarani (McArthur River)	Ganpura (Bapulu)	Gapuwiyak (Lake Evella)
Garrthalala (Garrtbalala)	Gochan Jiny-Jirra	Gunbalanya (Oenpelli)	Gurrumurru
Gutjangan (Bremer)	Haasts Bluff	Imangara	Kalkarindji (Wave)

Island North)	(Ikuntji)	(Murray Downs)	Hill)
Kaltukatjara (Docke River)	Kiana	Kidman Springs	Kintore (Walungurru)
Kulpitarra	Lajamanu (Hooker Creek)	Mbungbara (Dashwood)	Maningrida
Manmoyi (Manmoi)	Mapurru (Marpuru)	Milingimbi	Milaknurra
Milyakburra (Bickerton Island)	Minyerri (Hodgson Downs)	Mirrgatja (Mirngatja)	Mt Barkly
Mt Liebig (Amunturangu)	Murun murula	Nathan River	Nganmarriyanga (Palumpa)
Ngukurr (Roper River)	Nudjabarra (Nicholson River)	Numbulwar (Rose River)	Nyirripi (Waite Creek)
Papunya	Peppimenarti	Pigeon Hole (Bunbidee)	Ramingining
Rittarangu (Urapunga)	Robinson River (Mungoobada)	Rorruwuy (Burrawuy)	Rurrangala (Dhuwalkitji)
Ukaka (Lilla) (Tempe Downs)	Umbakumba	Utopia (Ankerrapw)	Wadeye (Pt Keats)
Walhallow	Warruwi (Goulburn Island)	Willowra (Wirliyat Jarrayi)	Woayala (Rockhampton Downs)
Woodycupaldiya	Wuak (Murganella Plains)	Wutungurra (Epenarra)	Yarralin
Yuelamu (Mt Allen)	Yuendumu		

Class sizes – no more than 27

Clause 41 of the *Teacher and Educator Enterprise Agreement 2014-17* states that no class should have more than 27 students, except by negotiation with the individual class teacher.

'As a matter of Government Policy, and subject to this clause, no class in NT Government Schools will exceed 27 students.

The class structure and educational priorities of a school's programs should be decided by the Principal, after consultation with the teaching staff and the school community. The current staffing formula allows schools to establish all classes at a maximum of 27 students.

It is acknowledged that schools make local decisions about Classroom Teacher workloads, timetable structures and specialist programs to suit their own communities. This leads to variations in class sizes. Hence, there may be instances where Classroom Teachers work with more than 27 students.

However, such instances will require consultation between the Classroom Teacher and the Principal, or their delegates, and recognition of students' needs prior to the placement of additional students.

These arrangements do not preclude situations that arise through team teaching or other arrangements as agreed at the workplace.

Consistent with the above, practical class sizes need to take into account space and safety considerations. These decisions will vary from place to place depending on individual school circumstances. Where there is a safety issue the Classroom Teacher has an obligation to raise it with their principal in the first instance.'

It's important that members stick to this limit and notify the union if there is any attempt by management to breach the class limit of 27.

Teacher registration and Ochre Card

All teachers must obtain and maintain registration with the Teacher Registration Board of the Northern Territory (TRB) in order to teach in NT schools. The NT has mutual recognition with most other jurisdictions in Australia and New Zealand, meaning that registration in one system can usually be transferred to another.

The TRB requires teachers to maintain a record of professional development – you should record all professional development (such as training days, Learning Together sessions, professional reading, etc). Your principal or manager should assist all staff in ensuring professional development activities are logged.

The AEU NT has some input into the processes and governance of the TRB, with two representatives on the board.

The TRB has the power to revoke a teacher's licence to teach in the event of serious disciplinary problems or criminal behaviour, on the basis that a person is not a 'fit and proper' person to teach.

For more information visit www.trb.nt.gov.au.

All teachers as well as people working in schools must also obtain and maintain an Ochre Card (working with children clearance). It is your responsibility to ensure this card is renewed before it expires. See www.workingwithchildren.nt.gov.au.

Salaries tables

Please note that the tables below incorporate salaries increases of 3% in October 2015 and again in October 2016, per the NTPS Teacher and Educator Enterprise Agreement.

Annual salary Dec 2014	Annual salary 11 Oct 2015	Annual salary 11 Oct 2016
Assistant Teacher		
AT1 44,119	AT 1 45,443	AT1 46,806
AT2 48,050	AT2 49,492	AT2 50,977
AT3 51,469	AT3 53,013	AT3 54,603
AT4 56,916	AT4 58,623	AT4 60,382
AT5 61,355	AT5 63,196	AT5 65,092
Classroom Teacher		
CT1 65,794	CT1 67,768	CT1 69,801
CT2 69,094	CT2 71,167	CT2 73,302
CT3 72,395	CT3 74,567	CT3 76,804
CT4 75,694	CT4 77,965	CT4 80,304
CT5 78,994	CT5 81,364	CT5 83,805
CT6 84,457	CT6 86,991	CT6 89,601
CT7 87,757	CT7 90,390	CT7 93,102
CT8 91,057	CT8 93,789	CT8 96,603
CT9 94,357	CT9 97,188	CT9 100,104
Senior Teacher		
ST1 104,370	ST1 107,501	ST1 110,726
ST2 108,503	ST2 111,758	ST2 115,111
ST3 115,322	ST3 118,782	ST3 122,345
ST4 118,586	ST4 122,144	ST4 125,808
ST5 126,783	ST5 130,586	ST5 134,504
ST6 130,789	ST6 134,713	ST6 138,754
ST7 135,422	ST7 139,485	ST7 143,670
ST8 141,452	ST8 145,696	ST8 150,067
Specialist Teacher		
SPT1 117,411	SPT1 120,933	SPT1 124,561
SPT2 121,724	SPT2 125,376	SPT2 129,137
Non-Contract Principals		
TP1 104,370	TP1 107,501	TP1 110,726
TP2 108,503	TP2 111,758	TP2 115,111
PL1 115,322	PL1 118,782	PL1 122,345

Annual salary Dec 2014	Annual salary 11 Oct 2015	Annual salary 11 Oct 2016
Senior College Teacher		
SCT1 65,794	SCT1 67,768	SCT1 69,801
SCT2 69,094	SCT2 71,167	SCT2 73,302
SCT3 72,395	SCT3 74,567	SCT3 76,804
SCT4 75,694	SCT4 77,965	SCT4 80,304
SCT5 78,994	SCT5 81,364	SCT5 83,805
SCT6 84,457	SCT6 86,991	SCT6 89,601
SCT7 87,757	SCT7 90,390	SCT7 93,102
SCT8 91,057	SCT8 93,789	SCT8 96,603
SCT9 94,357	SCT9 97,188	SCT9 100,104
Senior College Administrator		
SCA2 108,503	SCA2 111,758	SCA2 115,111
SCA5 126,783	SCA5 130,586	SCA5 134,504
Vocational Skills Trainer – Prison Education		
Level 1 54,552	Level 1 56,189	Level 1 57,875
Level 2 58,411	Level 2 60,163	Level 2 61,968
Level 3 62,911	Level 3 64,798	Level 3 66,742
Lecturer Prisoner Education		
Level 1 54,552	Level 1 56,189	Level 1 57,875
Level 2 58,411	Level 2 60,163	Level 2 61,968
Level 3 62,911	Level 3 64,798	Level 3 66,742
Level 4 67,326	Level 4 69,346	Level 4 71,426
Level 5 69,813	Level 5 71,907	Level 5 74,064
Level 6 72,303	Level 6 74,472	Level 6 76,706
Level 7 74,567	Level 7 76,804	Level 7 79,108
Level 8 76,831	Level 8 79,136	Level 8 81,510
Level 9 80,223	Level 9 82,630	Level 9 85,109
Level 10 83,844	Level 10 86,359	Level 10 88,950
Level 11 86,898	Level 11 89,505	Level 11 92,190
Level 12 90,857	Level 12 93,583	Level 12 96,390
Level 13 94,820	Level 13 97,665	Level 13 100,595
Head Lecturer / Manager Prison Education		
Level 1 88,723	Level 1 91,385	Level 1 94,127
Level 2 94,224	Level 2 97,051	Level 2 99,963
Level 3 96,026	Level 3 98,907	Level 3 101,874

Allowances table

These allowances increase in line with salaries. They are paid fortnightly and are part of your taxable income. You should check your pay slip to ensure they are being received.

Allowance (\$) p/a Dec 2014	Allowance (\$) p/a 11 Oct 2015	Allowance (\$) p/a 11 Oct 2016
Teacher in a special school		
2610	2688	2769
Teacher of a special class		
2610	2688	2769
Teacher in charge – one teacher school with primary classes		
4191	4317	4447
Principal of area school		
4191	4317	4447
Teacher in charge in a pre-school with two or more teachers		
4191	4317	4447
Teacher in charge in a pre-school with one teacher		
2026	2087	2150
Assistant Teacher in charge of a homeland centre		
1271	1309	1348
Senior college flexibility allowance		
5799	5973	6152
Highly Accomplished Teachers		
10,013	10,313	10,622
Lead Teacher allowance		
20,965	21,594	22,242
First Aid allowance (amounts specified are fortnightly, not annual)		
21.36	22.00	22.66
Remote incentive allowance – single rate		
Special Category 1086	Special Category 1119	Special Category 1153
Category 1 3616	Category 1 3724	Category 1 3836
Category 2 4219	Category 2 4346	Category 2 4476
Category 3 6632	Category 3 6831	Category 3 7036
Remote incentive allowance - dependent rate		
Special Category 1355	Special Category 1,396	Special Category 1438
Category 1 4522	Category 1 4658	Category 1 4798
Category 2 5276	Category 2 5434	Category 2 5597
Category 3 8289	Category 3 8538	Category 3 8794
Remote retention payment (one-off payment)		
Category 1 500		
Category 2 750		
Category 3 1,000		

Appendix: AEU NT membership fees

Membership fees increase in line with salary increases; therefore a 3% salary increase will mean an increase of 3% in fees. For reasons of space only some categories have been provided here; contact the union to check other categories. For all salaries, membership fees are calculated at 0.8% of the annual (gross) salary, plus 10% GST.

Annual fees as of Feb 2015 (fortnightly rate)		Annual fees as of 11 Oct 2015 (per fortnight)	Annual fees as of 11 Oct 2016 (per fortnight)
Assistant Teacher			
AT1	388.25 (14.93)	399.90 (15.38)	411.89 (15.84)
AT2	422.84 (16.26)	435.53 (16.75)	448.59 (17.25)
AT3	452.93 (17.42)	466.52 (17.94)	480.51 (18.48)
AT4	500.86 (19.26)	515.89 (19.84)	531.36 (20.44)
AT5	539.92 (20.77)	556.12 (21.39)	572.80 (22.03)
Classroom Teacher			
CT1	578.99 (22.27)	596.36 (22.94)	614.25 (23.63)
CT2	608.03 (23.39)	626.27 (24.09)	645.06 (24.81)
CT3	637.08 (24.50)	656.19 (25.24)	675.88 (25.99)
CT4	666.11 (25.62)	686.09 (26.39)	706.68 (27.18)
CT5	695.15 (26.74)	716.00 (27.54)	737.48 (28.37)
CT6	743.22 (28.59)	765.52 (29.45)	788.48 (30.33)
CT7	772.26 (29.70)	795.43 (30.59)	819.29 (31.51)
CT8	801.30 (30.82)	825.34 (31.74)	850.10 (32.70)
CT9	830.34 (31.94)	855.25 (32.90)	880.91 (33.89)
Senior Teacher			
ST1	918.46 (35.33)	946.01 (36.39)	974.39 (37.48)
ST2	954.83 (36.72)	983.47 (37.82)	1012.98 (38.95)
ST3	1014.83 (39.03)	1045.27 (40.20)	1076.63 (41.41)
ST4	1043.56 (40.14)	1074.87 (41.34)	1107.11 (42.58)
ST5	1115.69 (42.19)	1149.16 (43.46)	1183.64 (44.76)
ST6	1150.94 (44.27)	1185.47 (45.60)	1221.03 (46.97)
Specialist Teacher			
SPT1	1033.22 (39.74)	1064.22 (40.93)	1096.14 (42.16)
SPT2	1071.17 (41.20)	1103.31 (42.44)	1136.40 (43.71)
Non-Contract Principals			
TP1	918.46 (35.33)	946.01 (36.39)	974.39 (37.48)
TP2	954.83 (36.72)	983.47 (37.82)	1012.98 (38.96)
TP3	1014.83 (39.03)	1045.27 (40.20)	1076.63 (41.41)

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