**Why is it important that I read the information in this fact sheet?**

If you are a current SASS employee and are considering applying for a position as a LMBR Deployment Support Officer in one of the local deployment teams undertaking LMBR Deployments in 2017, you must read this fact sheet carefully **before** you accept the final offer of this position.

The fact sheet tells you what will happen to your pay and conditions if you accept a role as LMBR Deployment Support Officer.

**If I accept the role, does it mean I will be given a temporary appointment to a public service position?**

No, while you are in the LMBR Deployment Support Officer role you will retain your current School Administrative and Support Staff (SASS) position and work under SASS conditions.

**What are my hours of work?**

You will be required to work in this role for 7 hours and 30 minutes each day, generally between 8.15am and 4.15pm although these times may vary. You will also receive a 30 minute unpaid lunch break.

**What will I be paid?**

You will continue to be paid your existing SASS rate of pay for 6 hours and 40 minutes per day if your substantive position is that of a School Administration Manager (SAM) or 6 hours and 15 minutes if you are a School Administration Officer (SAO). You will also be paid a higher duties allowance that is based on the difference between your current rate of pay and the maximum rate of pay of a Clerk Grade 3.

If you are offered a role as a temporary LMBR Deployment Support Officer the letter of offer will advise you of the amount of the higher duties allowance that you will be paid.

For the additional time above your SASS daily hours and up to 7 hours, that is the additional 20 minutes for a SAM and 45 minutes for a SAO you will be paid full ordinary pay at the higher duties rate.

For the additional 30 minutes worked beyond the 7 hours will be paid at the overtime rate at higher duties.

**Can I work part time hours in this role?**

No, if you accept this role you will be required to work full time and part-time work arrangements will not be available.

**Will I work under flexitime arrangements?**

No, the flexitime arrangements do not apply to SASS employees.

**Will I be required to work during the student vacation period?**

No, as you are not required to work in the role as LMBR Deployment Support Officer role during this time you will be entitled to the student vacation period as usual.

**What happens to my pay during the student vacation period?**

You will receive your usual SASS rate of pay during the vacation period but will not be paid the higher duties allowance during that time as you are not undertaking the work of the role.

**Will my vacation entitlements and pay be affected because I’m being paid a higher duties allowance?**

**Permanent SAS staff**

No; as you continue to be a permanent SASS employee and are not required to work during the student vacation periods, there will be no impact on your vacation entitlements and pay.

**Long term temporary SAS staff**

No, as you continue to be a long term temporary SASS employee and are not required to work during the student vacation periods, there will be no impact on your entitlement to stand down pay and your annual recreation leave payment in December.

**What happens to my leave entitlements while I am working in the local deployment team?**

You will continue to accrue your normal leave entitlements as a SASS employee while working in the local deployment team.

**Can I take my leave as usual?**

Applications for leave such as sick leave and carers leave will be processed in accordance with the department’s usual practices.

Applications for extended leave (long service leave) or leave without pay will not be approved while you are working in the role of LMBR Deployment Support Officer in the local deployment team.