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

If you are a member of the Teaching Service and are considering applying for a position as Leader, Schools Deployment 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 temporary appointment.

If I accept the role, does it mean I will be given a temporary appointment to a Non School Based Teaching Service position?

Yes, you will be appointed on a temporary basis as Leader, Schools Deployment. This is a Non School Based Teaching Service position at the classification of Chief Education Officer (CEO).

It is important that you are aware of and understand that there are different conditions of employment that apply to the temporary CEO appointment compared to your school based Teaching Service position.

If you accept the temporary appointment as a Chief Education Officer (CEO) you will be employed under the conditions of employment applicable to the CEO classification.

This means that you will have a different rate of pay, hours of work and employment conditions, such as recreation leave, while on the temporary engagement.

You will not work under school based teaching service conditions for the period of the temporary appointment.

You will be advised of the salary of the CEO position with the offer of the temporary appointment.


What are my hours of work?

The hours of work for a CEO are seven hours per day and 35 hours per week for a full time position. These hours can be worked as either standard working hours or flexible working hours under the flexible working hours' provisions of the CEOs' award.

Your supervisor will determine, in accordance with the operational requirements of the department and the priorities of the school systems deployment process, whether you will be required to work either standard working hours or the CEOs flexible working hours.

Can I work part-time hours in this role?

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

What are standard working hours?

If you work standard hours you will work 35 hours per week in set and regular hours with one hour for lunch. For example you would work from 8am to 4pm with a one hour lunch break.

What are the flexible working hours arrangements for CEOs?

If you work flexible working hours as a CEO, your hours are worked within a bandwidth from 7.30am to 6pm with core time between 9.30am and 3.30pm, excluding lunch.

CEOs are required to be on duty during these times unless they are on approved leave.
During the four weeks settlement period operating under the CEOs flexible work arrangements, depending on the hours worked within the bandwidth, you may take one (1) full day or two half-days of flex leave.

Banked days are not available under the CEOs flexible working arrangements.

The taking of flex leave is always subject to the operational requirements of the department. In order to meet the operational requirements of the LMBR Deployment program, applications for flex leave will only be approved during school vacation periods.

**How do I record my working hours under the flexible working hours arrangements?**

Further information about flexible working arrangements for CEOs, including an electronic copy of the flex sheet, is available from the Department’s Industrial Relations Directorate: https://education.nsw.gov.au/industrial-relations/frequently-asked-questions/flexible-working-hours.

**What are my leave conditions as a CEO?**

Details about leave conditions and other conditions of employment for CEOs are contained in the agreement, Conditions of Employment for Chief Education Officers Covered by the Crown Employees (Chief Education Officers – Department of Education and Training) Salaries and Conditions Award. A copy of that agreement is available at http://www.dec.nsw.gov.au/about-us/careers-centre/resources/awards-and-conditions/award.

**What are my recreation leave entitlements?**

In this role you will be required to work during the student vacation periods and are not eligible for school holidays.

CEOs are entitled to 20 days recreation leave each year on an accrual basis. This means that for each month that you work in the temporary appointment you will accrue recreation leave at the rate of 1.67 days per month.

Due to the operational requirements of the LMBR Deployment program, any recreation leave accrued during the temporary appointment must be taken during the school vacation periods.

Applications for recreation leave during the school term time will not be approved.

**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.

**Can I take extended leave (long service leave) or leave without pay during the temporary appointment?**

Applications for extended leave (long service leave) or leave without pay will not be approved while you are working in the CEO position.

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**Further information**

For information regarding leave and payroll matters involving your temporary CEO position, contact HRSSC Corporate on 1300 338 000

For information regarding hours of work, flexitime arrangements and conditions of employment for CEO positions, contact Industrial Relations Directorate on 9561 8780

For information regarding leave and payroll matters involving your school based position, contact your relevant HRSSC