

The *Education General Staff (Schools) Award* covers trainees engaged by primary or secondary schools, be they public, private or catholic. This award covers a range of positions, including teaching assistants, administrative roles, maintenance roles and IT roles. The CSS variation covers trainees working in the areas of classroom support services, and school administration services:

- **Classroom support services:** includes roles where the principal duties are to provide support to teachers and students in a classroom, or to individual students or groups of students.
- **School administration services:** includes roles where the principal duties are in the functional areas of a school's business operations, including but not limited to clerical, administration, finance, marketing, fundraising, public relations, information technology, human resources administration and information management

In addition to the CSS variation, there is also a CSS Part Time variation, to cover part time trainees working in this area.

A copy of the Award can be found on the [FairWork Australia](https://www.fairwork.gov.au) site under alphabetic order or by clicking the award here [Educational General Staff \(Schools\) Award](#).

## 1. MAIN CONDITIONS

### Full time trainees – other than shiftworkers

- Ordinary hours are an average of 38 hours per week (not including unpaid meal breaks), averaged over 2 or 4 weeks.
- Ordinary hours can be worked between 7.00am and 6.00pm Monday to Friday.
- Ordinary hours are to be worked on no more than 5 days in any 7 days.

### Part time trainees – other than shiftworkers

- Ordinary hours are less than 38 hours per week or an average of less than 38 hours per week, averaged over 2 or 4 weeks.
- Ordinary hours can be worked between 7.00am and 6.00pm Monday to Friday.
- At the time of engagement, the host and the trainee must agree in writing on a regular pattern of work specifying the hours worked each day, the days of the week and the number of weeks of the school year the trainee will work, and the actual starting and finishing times each day.
- Ordinary hours can be varied by agreement with the trainee. Any agreed variation to the hours of work must be recorded in writing. Please advise AFLSR where any agreement to vary hours has with made with the trainee.
- A host may require a part time trainee to work reasonable additional hours between 7.00am and 6.00pm Monday to Friday, provided the total hours do not exceed more than 8 hours for the day or 38 hours for the week. See 'Overtime' below for details of overtime rates for these hours.

### Ordinary Hours

### Shiftworkers

- Shiftworkers can be rostered on to work on a Saturday, Sunday or public holiday.
- Ordinary hours must not exceed 10 hours, inclusive of a meal break, in any single shift.
- Trainees working to a roster must be provided with a roster showing normal starting and finishing times at least 7 days before the commencement of the roster.
- A roster may be altered by mutual consent at any time or by amendment by the host, provided 7 days' notice is given, or where another employee is absent due to illness or emergency, 48 hours' notice is given. Please contact AFLSR if 48 hours' notice is not given, as the trainee will be entitled to a penalty rate.

### Work Schedules

- A work schedule which sets out the days and times the trainee is required to work must be provided to trainees and AFLSR.
- Work schedules can be changed by agreement with the trainee, but if changed, please notify AFLSR as soon as possible.
- Where there is a temporary change in the work schedule (eg where a trainee swaps a shift from one day to another), this can be changed by the trainee's manager in ConnX.

### Breaks

#### Meal breaks

- Entitled to unpaid meal break of at least 30 minutes where shift is more than 5 hours.
- Meal break is to start no later than 5 hours after the shift commences.

#### Rest breaks

- Rest break of 10 minutes for each period of 3 hours worked, with a maximum of two breaks per shift.
- Where a trainee is entitled to 2 rest breaks in a shift, they may take one 20 minute rest break in place of two 10 minute breaks or the host may also require one rest break of 20 minutes where the trainee is engaged in classroom support services.
- A rest break will be counted as time worked. It is to be taken at a time suitable to the employer and not adjacent to a meal break, unless agreed.

### Full time trainees

Overtime penalty rates apply for any authorized work performed:

- outside of ordinary or rostered hours; or
- in excess of ordinary or rostered hours

### Part time trainees

Additional hours are paid at the applicable casual rate (125% of ordinary hours) where additional hours:

- are worked between 7.00am and 6.00pm Monday to Friday;
- don't result in the trainee working more than 8 hours on one day;
- don't result in the trainee working more than 38 hours in a week, or an average of 38 hours a week over 2 or 4 weeks.

### Overtime

Overtime penalty rates apply for additional hours:

- worked outside the hours of 7.00am to 6.00pm Monday to Friday;
- worked in excess of 8 hours on one day; or
- worked in excess of 38 hours in a week, or an average of 38 hours a week over 2 or 4 weeks.

### Overtime rates for full time trainees

- Monday to Saturday – first 3 hours: 150% of the minimum hourly rate
- Monday to Saturday – after 3 hours: 200% of the minimum hourly rate
- Sunday: 200% of the minimum hourly rate
- Public holidays: 250% of the minimum hourly rate

### Overtime meal allowances

If a trainee works overtime, ensure you review meal allowances, as these may apply in addition to overtime penalties. See below for more details.

### Time off in lieu (TOIL)

- By mutual agreement, a trainee can opt to take time off instead of payment for overtime.
- Trainees will need to elect to take TOIL instead of payment for overtime when they submit their timecard. Once approved by a manager, TOIL will be banked and appear on the trainee's leave balance in ConnX.

#### How does TOIL accrue?

TOIL accrues on an hour for hour basis.

### How can a trainee take TOIL?

A trainee must select the TOIL option on their timecard for the time and day they wish to take TOIL. Once approved, TOIL used will be taken from the trainee's accumulated TOIL balance.

### Important information about TOIL

- TOIL must be taken within 6 months of accrual.
- TOIL accrued but not taken must be paid out the end of a contract. Hosts should monitor TOIL and ensure TOIL is used to avoid a TOIL payment at the end of a contract.
- Trainees can request to be paid out for TOIL not taken. Please contact AFLSR if you receive a request from a trainee for TOIL to be paid out.
- Hosts are not permitted to exert undue influence or pressure on a trainee in relation to their decision to take or not take TOIL instead of payment for overtime.

### Non shiftworkers

**Weekdays:** No penalty. Hours worked outside ordinary hours will be considered overtime.

**Saturday:** No penalty. Hours worked outside ordinary hours will be considered overtime.

**Sunday:** No penalty. Hours worked outside ordinary hours will be considered overtime.

### Shiftworkers

**Afternoon shift:** 115% of the minimum hourly rate

**Night shift:** 115% of the minimum hourly rate

**Permanent night shift:** 130% of the minimum hourly rate

**Saturday:** 150% of the minimum hourly rate for ordinary hours

**Sunday:** 200% of the minimum hourly rate for ordinary hours

### Shifts definitions:

#### Penalty Rates

- **Day shift:** a shift which starts and finishes wholly within the hours 7.00am to 6.00pm Monday to Friday.
- **Afternoon shift:** not a day shift and finishes after 6.00pm, and at or before midnight.
- **Night shift:** not a day shift and which finishes after midnight and before 7.00am.

### Broken shift penalty

- Where a trainee is rostered to work ordinary hours in a broken shift, they will be entitled to a broken shift penalty of 15% of the minimum hourly rate, with a minimum payment for 2 hours each duty period.
- The maximum spread between the start of the first period of duty and the end of the second period of duty is 12 hours. Any hours in excess will be paid as overtime.
- Note **this penalty must be added manually to the trainee's timesheet** by either the trainee or manager selecting the Broken Shift penalty option under 'Other Allowances' for the applicable day.

#### Public Holidays

- All time worked on a public holiday is paid at 250% of the minimum rate
- A host and a trainee may agree to substitute a public holiday with an alternative day or part-day, in which case the trainee will be paid the minimum hourly rate for work on the public holiday.

#### Annual Leave

- 4 weeks each year accrues progressively.
- A host may require a trainee to take their annual leave during non-term weeks.

#### Annual Leave Loading

Trainees are entitled to an annual leave loading of 17.5% of their ordinary pay for their period of annual leave. This will automatically be paid by payroll during periods of annual leave.

#### Other Leave

**Personal/Carer's Leave:** 10 days each year accumulates progressively.  
**Compassionate Leave:** 2 days per occasion.  
**Community Service Leave:** Unpaid other than the first 10 days jury service leave.

**Family and Domestic Violence Leave:** 10 days paid leave.  
**Cultural Leave (First Nations):** 2 days of paid leave annually.

**Rest Period**

A trainee must have a minimum break of 10 consecutive hours between the end of one shift and the beginning of the next. This applies to both ordinary hours and where overtime is worked. If less than 10 hours break, the trainee is to be absent from work without loss of pay until a 10 hour break has been taken, or be paid 200% of the minimum hourly rate until finishing work.

Note these entitlements do not apply to a trainee attending a school camp or excursion, or working a broken shift.

- Where agreed with the host and AFLSR, trainees may work additional hours daily in order to take a monthly or fortnightly RDO. The additional time worked each day will be automatically banked and available for the trainee to use for RDOs.
- A trainee can bank up to 5 rostered days off in any 12 month period.
- **Important to note that AFLSR must be advised to ensure the trainee does not accrue RDO time and be paid overtime**

- Rosterd Days Off (RDO)**
- Monthly RDOs**
- Trainees work 8 hours and 30 minutes per day, which includes a 30 minute unpaid break, instead of the standard 7.6 hours per day.
  - 38 hours are paid and 2 hours banked for RDO each week.
- Fortnightly RDOs**
- Trainees work 9 hours per day, including a 34 minute unpaid break, instead of the standard 7.6 hours per day.
  - 38 hours are paid and 3.8 hours banked for RDO each week.
- How can a trainee take an RDO?**
- Trainees will need to select this option in their time card for the day not worked. Once approved by the trainee's supervisor, time will be taken from the banked hours to cover the day.
  - **It is important to check that the trainee has selected the RDO on the day taken to ensure that the RDO hours are used in full before the end of the traineeship.**

## 2. ALLOWANCES

Allowance	Details	Cost	How to claim
First aid allowance	<ul style="list-style-type: none"> <li>• Where trainee holds a first aid qualification and <b>is designated by the host</b> to perform first aid duty, including dispensing medication to students.</li> </ul>	\$857.18 per annum \$3.57 per day.	<ul style="list-style-type: none"> <li>• Applied automatically in ConnX. Please advise AFLSR as soon as possible if trainee is entitled to allowance.</li> </ul>
Overtime meal allowance	<ul style="list-style-type: none"> <li>• Payable where a trainee works more than 2 hours overtime after a period of work of at least 7.6 hours.</li> </ul> <p>Not payable where a meal is provided.</p>	\$18.23 per allowance	<ul style="list-style-type: none"> <li>• Applied automatically in ConnX</li> <li>• Note: where meal has been provided, the manager will need to add meal allowance reversal to timecard.</li> </ul>
Uniform/protective clothing allowance	<ul style="list-style-type: none"> <li>• Payable where trainee is required to wear a uniform or protective clothing and where</li> </ul>	\$1.20 per day up a maximum	<ul style="list-style-type: none"> <li>• Applied automatically in ConnX.</li> <li>• Please advise AFLSR as soon as possible if trainee is entitled to allowance.</li> </ul>

	the uniform is not provided or laundered by the host.	of \$6.00 per week.	
Laundry allowance	Payable where uniform is provided or cost of uniform is reimbursed, but uniform is not laundered by the host.	\$0.30 per day up to a maximum of \$1.50 per week.	<ul style="list-style-type: none"> <li>Applied automatically in ConnX.</li> <li>Please advise AFLSR as soon as possible if trainee is entitled to allowance.</li> </ul>
Vehicle allowance	<ul style="list-style-type: none"> <li>Where a trainee is required to use their own motor vehicle in connection with the performance of their duties.</li> <li>Maximum payment for 400 kilometres per week.</li> </ul>	<ul style="list-style-type: none"> <li>Motor vehicle \$0.96 per km</li> <li>Motorcycle - \$0.32 per km</li> </ul>	<p>Claimable by a trainee when submitting their time sheet by selecting the allowance and entering the number of kilometres travelled.</p> <ul style="list-style-type: none"> <li></li> </ul>

All rates above are accurate as at **January 2024**, but will be updated in accordance with **annual Fair Work** updates.

All care has been taken in calculating the rates contained in this summary. This summary is not a definitive statement of terms and conditions prescribed under the modern award. The full text of the published modern award should be used in determining rates and award terms and conditions applicable to particular classifications, sites and employment arrangements. Last updated January 2024.

### 3. HELPFUL HINTS

Information about the awards, processes and payments, including links to helpful; website, can be found by scanning (or clicking) the QR code below.

Should you have any questions, please email [awardenquires@aflsportsready.om.au](mailto:awardenquires@aflsportsready.om.au)

