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10.3.3 Promotion Classifications
10.1 Payment of Teachers’ Salaries

10.1.1 General

a) The payment of teachers’ salaries is made fortnightly by direct deposit into an account held with a financial institution.

b) At the time of initial appointment or re-employment on the permanent staff, teachers are sent the necessary form in order to provide the Department with financial account details. The completed form should be returned to Teacher Salaries at Locked Bag 12, Wollongong East, NSW 2520.

c) Teachers wishing to seek alterations in arrangements for the payment of their salary should give four weeks notice in writing to Teacher Salaries and should not close an account to which salary is being paid prior to notifying Teacher Salaries.

d) Generally speaking, all manual payments, such as advance payments for long service leave or maternity leave and benefits payable on separation from the service are paid by direct deposit to accounts. Unless specially requested such payments are not sent through Australia Post to a teacher’s private address.

10.1.1.1 Notification of Return to Duty

When a teacher has been suspended from the payroll and is absent on unpaid leave for more than 60 days, on the day the teacher resumes duty (either at the same or a new school) the principal must notify Teacher Salaries, otherwise restoration to the payroll will not occur.

10.1.1.2 Pay Advice Slips

a) Each fortnight, pay advice slips, showing particulars of salary, taxation, superannuation and miscellaneous deductions are forwarded to the school principal who is responsible for arranging distribution of pay advice slips to staff.

b) The requirements in respect of the issue or return of pay advice slips where a teacher has been absent from duty during a pay period are set out in the Department of School Education Manual on Financial Management.

c) Pay advice slips are not issued during school vacations but are dispatched to schools in time for distribution during the first week of term.

10.1.1.3 Income Tax and Employment Declaration

a) Income tax is deducted from all salaries in accordance with the income tax instalment rates issued by the Australian Taxation Office.

b) All teachers should have a current Employment Declaration in force with the Department. A new declaration should only be submitted when requested by the Taxation Office or when there is a change to a teacher’s entitlements.

c) At the time of initial employment or re-employment, teachers are sent an Employment Declaration form with their appointment notice. The form showing the teacher’s tax file number, serial number etc. should be completed immediately and returned to the Teachers Salaries. Failure to submit a form will lead to payment of taxation at the maximum rate. If a form is not received the teacher should immediately contact Teacher Salaries and request one.
10.1.1.4 Deductions

a) Superannuation deductions for contributions to a State Government superannuation fund are deducted each fortnight, except that no deductions are made for contributions to the State Authorities Superannuation Scheme in the third pay period in any month when there are three pay days in that month.

b) Teachers may sign an authority for deductions to be made from their salaries for the payment of life assurance premiums, health fund contributions, union fees, Stewart House and payments to authorised financial institutions. To reduce the need for enquiries concerning deductions, teachers should record the amount of each authorised deduction.

10.1.1.5 Teacher Housing Authority

Rent, for teachers who occupy Teacher Housing Authority dwellings, is automatically deducted each fortnight and remitted to the Teacher Housing Authority. Rental accounts are managed by the Teacher Housing Authority and all enquiries concerning commencement, variation or cessation of rent should be directed to that authority in the first instance. Teachers who intend to terminate a tenancy should notify the Teacher Housing Authority at least four weeks in advance, otherwise over deduction of rent may occur.

10.1.1.6 Enquiries Concerning Salaries

Enquiries concerning salaries may be made by telephone or in writing to Teacher Salaries. It is essential that the teacher’s serial number be quoted.

10.1.2 Incremental Dates

a) A teacher is entitled to progress along the common incremental salary scale after each twelve months of service subject to the teacher demonstrating by means of an annual review, continuing efficiency in teaching practice, satisfactory performance and professional growth.

b) Increments are paid automatically and the incremental adjustment (plus arrears) is paid in the first pay period which occurs after the incremental date.

c) Incremental progress is deferred by:

i) any leave of absence without pay exceeding five days;

ii) multiples of whole days for periods of unauthorised absence including industrial action; and

iii) efficiency of a teacher not on probation being called into question.

10.1.3 Midsummer Vacation Payments - Appointments During Term 4

Where a teacher is initially employed or re-employed at the start of, or during term 4, they will be paid for 50 per cent of the summer vacation period. Provided the teacher then works until the end of first term of the following year, they will then be paid for the remaining 50 per cent of the summer vacation.
10.1.4 Overpayment of Salary

Provisions in respect of overpayment of salary and the procedures that must be followed should a teacher be overpaid, are set out in the *Industrial Agreement of 1986, Recovery of Overpayments Procedures*.

10.1.4.1 Salary Overpayment Procedures

a) “Salary overpayment” means a salary in excess of the teacher’s entitlement which has occurred for whatever reason over an extended period and has occurred in circumstances which may not be apparent or could not have reasonably been expected to have been detected by the teacher. This could occur where the conditions are uncertain or altered such as when the teacher enters on leave for an unknown duration, e.g. sick leave. This will also be the case where an overpayment has occurred as a result of an allowance payment, change in status or from a move from paid to unpaid sick leave for a period exceeding one month.

b) Where a salary payment in excess of a teacher’s entitlement has occurred, the teacher will be informed in writing of the details of the overpayment.

c) Where possible, taxation which can be ascribed to the overpayment will be recovered in order to reduce the teacher’s liability to the Department.

d) In addition to full details regarding the overpayment, in order to recover the overpayment teachers will be given the following options:

i) voluntary repayment in a lump sum, either by deduction from salary or by direct payment; or

ii) voluntary repayment over a period by fortnightly deductions from salary, such deduction to be at least three per cent of the normal gross fortnightly salary; or

iii) voluntary repayment over a period by regular direct payments, such payment to be at least three per cent of gross fortnightly salary.

e) A deduction of less than three per cent of gross fortnightly salary will be accepted only in cases of demonstrated extreme hardship.

10.1.5 Normal Salary Adjustments

a) A “normal salary adjustment” means a correction to a teacher’s regular salary payments that a teacher could reasonably have expected to occur when:

i) a teacher’s entitlement to paid leave is exhausted and leave is granted without pay or on reduced pay;

ii) a teacher’s regular hours of duty are increased or decreased;

iii) a teacher is granted leave without pay for a substantial known period;

iv) a teacher becomes entitled, or ceases to be entitled to receive a particular allowance (e.g. higher duty allowance); or

v) a teacher’s classification, status or hours of work are varied.
b) In the above circumstances teachers shall be notified of the variation and salary adjusted automatically for the pay period in which the variation occurs or a salary adjustment will be made as quickly as administratively possible after becoming aware of the circumstances necessitating such variations. The maximum salary adjustment will not exceed half the normal gross salary per pay period.

Where an overpayment of one week or more occurs as a result of a move from full pay to half/no pay sick leave, then automatic recovery action will not exceed two days' gross salary per fortnight. Advice will be forwarded to the teacher stating that recovery action will occur in the next available pay period.

c) Cases of hardship may be referred via the leader of the appropriate salaries unit to the Director of Human Resources Services and Systems for consideration.

d) Where a salary adjustment is necessary as a result of an allowance payment, a change in status or when a teacher has moved from paid to unpaid sick leave, and the overpayment resulting is for a period in excess of one month, then the recovery will be treated as a salary overpayment and recovered in accordance with the salary overpayment procedures as set out above.
10 SALARIES AND ALLOWANCES

10.2 Allowances

10.2.1 Crown Employees (Teachers in Schools and TAFE and Related Employees) Salaries and Conditions Award - Allowances

Information concerning the following allowances are found in the Crown Employees (Teachers in Schools and TAFE and Related Employees) Salaries and Conditions Award 2004.

i) In lieu of evening work, weekend work, travel time (where applicable) and all additional duties and responsibilities involved, per annum allowances are payable to:

- home school liaison officers
- Aboriginal student liaison officers
- year advisers
- teachers required by the Director-General to have a Health Education Certificate
- the Principal of Stewart House
- the Assistant Principal of Stewart House
- the assistant principal of a central school
- the deputy principal (primary) of a central school
- teachers-in-charge
- the principals, other teachers in promotions positions and trained teachers in demonstration schools
- the principals of schools designated by the Director-General as schools for specific purposes
- teachers other than the principal appointed to teach classes of students with disabilities

ii) Allowance payable for demonstration lessons.

iii) Allowances payable in residential agricultural high schools.

iv) Allowance payable to supervisors of female students.

10.2.1.1 Demonstration Lessons

Claims for payment of the allowance payable for authorised demonstration lessons given to student teachers on behalf of a university should be forwarded directly to the relevant university.

10.2.1.2 Expense Allowance

a) Principals, up to and including PP5, are paid an expense allowance as adjusted from time to time. This is an annual allowance and continues to be payable while on all categories of paid leave, including leave payable on retirement. It is not included, however, in the payment of the monetary value of long service leave on resignation or dismissal.

b) The expense allowance does not form part of salary for superannuation or annual leave loading purposes.

c) The allowance forms part of salary when a teacher is appointed to the position of a relieving or acting principal.

d) An expense allowance is also paid to the deputy principal of Sydney Boys High School.
Expense allowance rates are as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Rate Per Annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP1 701+ students</td>
<td>$798</td>
</tr>
<tr>
<td>C1, C2 and PP2 450-700 students</td>
<td>$798</td>
</tr>
<tr>
<td>PP3 301-449 students</td>
<td>$667</td>
</tr>
<tr>
<td>C3, C4 and PP4 160-300 students</td>
<td>$667</td>
</tr>
<tr>
<td>PP5 26-159 students</td>
<td>$398</td>
</tr>
<tr>
<td>PH1 901+ students</td>
<td>$798</td>
</tr>
<tr>
<td>PH2 0-900 students</td>
<td>$798</td>
</tr>
<tr>
<td>DP Sydney Boys High School</td>
<td>$798</td>
</tr>
<tr>
<td>P Sydney Boys High School</td>
<td>$1,598</td>
</tr>
</tbody>
</table>

10.2.1.3 Part Time Allowance

a) Teachers who are eligible for payment of the teacher-in-charge, demonstration school or students with disabilities allowance at the part time rate of pay in accordance with the *Crown Employees (Teachers in Schools and TAFE and Related Employees) Salaries and Conditions Award 2004* should claim the allowance on the General Claim Form at the end of each term.

b) Forms are available from the school or district office and when completed by the teacher the principal is required to certify the dates of attendance.

c) Claim forms should be sent to Teacher Salaries, and when processed, payment will be added to a normal fortnightly pay.

10.2.2 Locality Allowances

These notes should be read in conjunction with Clause 4 and Schedule 3 of the *Crown Employees (Teachers in Schools and TAFE and Related Employees) Salaries and Conditions Award 2004* (Award).

10.2.2.1 Climatic Disability

a) Teachers appointed to schools located in the Western Division of New South Wales as defined in Schedule 3 of the Award are paid a climatic allowance for extreme summer temperatures.

b) A cold climate allowance is paid to teachers appointed to schools within a zone of New South Wales as defined in Schedule 3 of the Award.

c) The NSW Department of Education and Training Directory lists the schools that qualify for payment of the hot and cold climatic disability allowance.

10.2.2.2 Isolation from Socio-economic Goods and Services

a) A socio-economic allowance is paid to teachers appointed to schools which are situated in areas of the State that do not have immediate access to various goods and services.
b) Schools are listed in ten groupings dependent on the extent of isolation under Appendix A of Schedule 3 of the Award and schools which attract this allowance are also listed in the NSW Department of Education and Training Directory.

10.2.2.3 Motor Vehicle Allowance

Teachers appointed to schools in groups of 1 to 6 of Appendix A of Schedule 3 of the Award are paid a motor vehicle allowance, irrespective of whether or not they own a motor vehicle.

10.2.2.4 Vacation Travel Expense Allowance

a) Under the terms of Schedule 3 of the Award, when proceeding on vacation leave, teachers shall be entitled to the payment of certain travel expenses.

b) Eligibility and frequency of payment, in any calendar year, is based on the school to which the teacher is appointed as follows:

i) schools in groups 1 and 2 are eligible for three return vacation journeys;

ii) schools in groups 3 to 6 are eligible for two return vacation journeys; or

iii) schools in group 7; or

schools located more than 720 kilometres from Sydney by the nearest practicable route, other than a school referred to in (i) above; or

schools covered by Determination 21 made pursuant to s25 of the Teaching Services Act 1980,

are eligible for one return vacation journey.

c) A teacher with less than three years’ service, who at the time of appointment to the service was resident in the same locality as the school to which the teacher was appointed is not eligible for vacation travel expenses.

10.2.2.5 Reimbursement of Certain Expenses Related to Medical and Dental Treatment

a) In respect of a teacher appointed to a school listed in the Groupings of Schools under Appendix A of Schedule 3 of the Award, provision is made for reimbursement of certain travel and accommodation costs which may be incurred in obtaining medical or dental treatment from a qualified practitioner.

b) All claims for reimbursement must be made in writing to Teacher Services and must be substantiated by evidence of the expenses having been incurred.

c) Teachers on maternity leave are not eligible for the benefits of this section of Schedule 3 of the Award.

10.2.2.6 Payment of Allowances According to Marital Status

a) The Award sets down certain provisions in connection with the payment of allowances, covered under Schedule 3 of the Award.
The allowance varies according to the number of dependents you have. It also varies according to whether you are single or living with a partner or spouse who may or may not be a teacher. These details must be listed on the Teachers Locality Allowances form which is available from the school.

b) A new form must be submitted should a change in personal circumstances occur which would alter locality allowance entitlements.

10.2.7 Disability Allowance (Broken Hill)

Teachers appointed to schools in Broken Hill are paid an annual disability allowance in addition to the climatic allowance under the provisions of Schedule 3 of the Award. The rates are:

Without Dependents : $130
With Dependents    : $183

10.2.8 Lord Howe Island Allowance

Teachers appointed to Lord Howe Island Central School are paid a special annual allowance in recognition of the extra cost of living which is encountered when living on the Island. The rates as from 12 February 2001 are:

Without Dependents : $3,120
With Dependents    : $5,500

10.3 Tertiary Fee Support (Higher Education Subsidies)

a) Each year, subject to funding being available, the Department allocates funds to award subsidies to Departmental employees for professional development in areas related to Departmental priorities. The amount of the subsidy is reviewed each year.

b) These subsidies, which are very competitive, are to assist in meeting HECS or course tuition fees where such fees are charged in lieu of HECS. Subsidies are not for other compulsory charges such as student union or student activity fees, sports fees or library fees.

c) All teachers who are members of the Education Teaching Service whether permanent full time or permanent part time are eligible to apply for a subsidy.

d) Advertisements regarding availability of higher education subsidies appear annually.
### 10.3 Teachers' Salaries

#### 10.3.1 Classroom Teachers, Education Officers, Home School Liaison Officers, Aboriginal Student Liaison Officers, School Counsellors

<table>
<thead>
<tr>
<th>Salary Steps</th>
<th>Per annum $</th>
<th>Commencing and Maximum Salary Levels</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Salary on and from 4.1.13</td>
<td>Salary on and from 3.1.14</td>
</tr>
<tr>
<td>Step 1</td>
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<td>Step 3</td>
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<tr>
<td>Step 4</td>
<td>56,629</td>
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<td>Step 5</td>
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<td>61,061</td>
</tr>
<tr>
<td>Step 6</td>
<td>62,777</td>
<td>64,202</td>
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<td>Step 7</td>
<td>65,857</td>
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<td>Step 8</td>
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<td>Step 10</td>
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<td>Step 11</td>
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<td>Step 12</td>
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<tr>
<td>Step 13</td>
<td>89,050</td>
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### 10.3.3 Promotion Classifications

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<thead>
<tr>
<th>Classification</th>
<th>Salary on and from 4.1.13</th>
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<tr>
<td>High School Principal</td>
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<td>Grade 1 (PH1)</td>
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<td>Grade 2 (PH2)</td>
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<td>149,968</td>
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<td>Central School Principals</td>
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<tr>
<td>PC1</td>
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<td>147,808</td>
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<tr>
<td>PC2</td>
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<td>PC3</td>
<td>127,877</td>
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<tr>
<td>Principal - Environmental Education Centre or Hospital School Grade 1</td>
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<td>High School Deputy Principal</td>
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<td>Deputy Principal (Secondary) Central School</td>
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<td>Primary School Deputy Principal</td>
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<tr>
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<tr>
<td>Head Teacher High School</td>
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<td>104,808</td>
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<td>Highly Accomplished Teacher</td>
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<tr>
<td>District Guidance Officer</td>
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<td>Senior Assistant in Schools</td>
<td>91,365</td>
<td>93,439</td>
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<td><strong>Non-school Based Teaching Service Classifications</strong></td>
<td>Salary on and from 4.1.13</td>
<td>Salary on and from 3.1.14</td>
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<td>Year 3</td>
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<tr>
<td>Year 1</td>
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<td>104,808</td>
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</tbody>
</table>
Promotion positions in schools for specific purposes shall receive the same salary as applicable to similar positions in primary schools. Provided that in determining the principal’s salary the student enrolment numbers shall be notionally determined by multiplying the permanent full time teaching staff by 30. Teaching staff, for this purpose does not include staff, including the principal, who are not required to undertake face to face teaching duties.

Notes

# Conditionally trained teachers remain on 1st step of the appropriate incremental scale for the first two years of service, before progressing to the appropriate maximum step by annual increments.