



DIOCESE OF SALE CATHOLIC EDUCATION LTD.

Diocese of Sale Catholic Education Limited

Frequently Asked Questions

What is the Diocese of Sale Catholic Education Limited?

The Diocese of Sale Catholic Education Limited is a company limited by guarantee to manage and operate Catholic schools in the Diocese of Sale, including the employment of current and future staff at Catholic schools in the Diocese of Sale.

Why is my employment changing to the Diocese of Sale Catholic Education Limited?

Earlier this year the Parish Priests and Canonical Administrators met with Bishop O'Regan and the Director of Catholic Education, Maria Kirkwood, and reached a decision, after much consultation and discussion, to hand over the management and operation of the schools in the Diocese to the Company. The Priests of the Diocese wish to concentrate their attention on their pastoral, faith and spirituality responsibilities towards staff and parishioners without the complication of being an employer and manager of schools.

What will the role of the Parish Priest or Canonical Administrator be if they are not the employer?

The role of the Parish Priest or Canonical Administrator will be to support the principal and staff of the schools by being a continuing pastoral presence for all staff, students and families in the school as well as assisting the faith and spiritual development of members of the school community. The Priests and Canonical Administrators will continue to be available to celebrate Mass and other liturgies as they have always done.

When will my employment change to the Diocese of Sale Catholic Education Limited?

The arrangements will take effect from 1 January 2018.

How do I accept my employment to Diocese of Sale Catholic Education Limited?

By attending for work on your first day after 1 January 2018.

In most cases, this will be 29 January 2018. By attending for work, you will be accepting the offer to transfer your employment to Diocese of Sale Catholic Education Limited.

If you are unable to attend because of authorised leave, your employment will transfer to Diocese of Sale Catholic Education Limited on your next working day following the completion of your leave.

Inspiring Faith, Inspiring Learning

Has my school changed?

No. You will still be employed at your current school.

Will my employment conditions change?

No. Existing employment arrangements will continue with the Diocese of Sale Catholic Education Limited, and your service will not be broken by the change.

The Diocese of Sale Catholic Education Limited will employ all staff on the same terms and conditions as those under the [Victorian Catholic Education Multi Enterprise Agreement 2013 \(VCEMEA\)](#) and the [2017 Memorandum of Understanding \(2017 MOU\)](#) between the Catholic Education Commission of Victoria Limited (CECV) and the Independent Education Union Victoria Tasmania (IEU).

It is important to emphasise that except for the change of employer, all terms and conditions of your employment will remain unchanged.

Will my salary change?

No. You will continue to be paid your salary and applicable allowances in accordance with the VCEMEA and 2017 MOU.

You will also be entitled to receive pay increases in the first full pay period on or after 1 April 2018 and 1 October 2018. Incremental progression will also apply to eligible employees on 1 May 2018.

What will happen to my leave entitlements?

Any accrued and unused annual leave, personal/carer's leave and long service leave will not be affected, provided you maintain continuous employment.

Any leave arrangements that have been approved from the commencement of the 2018 school year will be honoured by the Diocese of Sale Catholic Education Limited. This includes any periods of parental leave and long service leave.

For employees currently on Workers' Compensation, the change of employment will not affect any entitlements you are currently receiving.

It is important to emphasise that except for the change in the identity of your employer, all terms and conditions of your employment will remain unchanged.

Who do I contact for payroll questions?

For any questions in relation to payroll, you should continue to seek assistance from your school in the first instance.

Do I report to my Principal or to the Diocese of Sale Catholic Education Limited?

You will still be required to report to your Principal.

Has the IEU been consulted?

Yes. The IEU has been consulted in relation to the transfer of employment, and has provided feedback during discussions regarding the transfer of employment arrangements. The IEU supports the future employment arrangements with the Diocese of Sale Catholic Education Limited.

Where can I obtain further information?

It is recommended that questions be referred to your Principal in the first instance.

Further information can also be found on the Catholic Education Office, Diocese of Sale website at www.ceosale.catholic.edu.au.