
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1200**

POLICY NO: **1218**

ISSUE DATE: 01/03/07

TITLE: **STAFF EMPLOYMENT POLICIES**

ISSUE NO: 2

PAGE: 1 OF 2

Associate Staff Pay Structure

AIM:

To clarify Board of Trustee policies on associate staff remuneration; the standards applied to remuneration decisions and the processes which lead to these decisions.

STANDARDS:

Within the framework of the pay scale ranges, for a particular position, the Board of Trustees will set the initial remuneration of the individual employee on the following criteria:

- 1 Experience and knowledge for the position.
- 2 References
- 3 Personal qualities as needed for the particular position
- 4 Overall attitudes to the job and organisation.
- 5 Ability to become a good team member (both in the immediate team and the school as a whole).

PROCEDURES:

Current agreed collective agreements set such a broad range of remuneration in the 'B' scale that it is not possible to apply any ceiling for a particular position in that scale other than the top step, which can be attained by any satisfactory employee on that scale over time. It is important that recruitment for positions shown to be of an 'A' scale nature should result in employment on that scale. If recruitment / retention is a problem on that scale then remuneration at overscale rates can be applied, but with control on maximum rates, still possible.

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PAGE: 2 OF 2

OUTCOMES:

The Board of Trustees in its policy, endeavours to present a pay environment which is open and clear in its structure.

While individual remuneration levels are subject to privacy legislation, the Board believes that the job descriptions and position pay structure is best treated as a “public” document within the school. For this reason both documents are being incorporated within the Quality Manual.