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## Purpose

The Catholic Diocese of Maitland-Newcastle, Catholic Schools Office (CSO) is committed to supporting schools in the diocese that are identified as difficult to attract and retain staff through an incentive-based system approach.

## Policy Statement

The CSO is committed to recruiting and retaining quality staff into all schools to ensure a high standard of education and academic success for students. The incentive-based school approach supports the stability and consistency of schools in the diocese.

## Scope

The incentive-based school policy applies to all Catholic Schools in the Catholic Diocese of Maitland-Newcastle. The policy is a system-based approach to attracting and retaining quality staff in all schools.

The incentive-based school policy does not extend to Scholarship Program recipients.

## Definition

### **Incentive-based school**

A school that has difficulty attracting and retaining staff based on a number of factors including geographic location. The incentive-based schools gain incentives to attract and retain quality staff. Identified roles will be advertised with the particular incentives attached to them in accordance with this policy.

### **Principal**

The head of a Primary or Secondary school.

### **Assistant Director**

An Assistant Director of schools is a senior position within the CSO that provides strategic oversight of a group of schools within the Diocese of Maitland-Newcastle. Principals report to the Assistant Directors who in turn report to the Director of schools.

### **Human Resources**

For the purpose of this policy, in consultation with the Principal, Human Resources coordinates the recruitment process including staffing process, advertising, probity and issuing of employment contracts. Human Resources are the policy owner of Merit Selection and ensure adherence to the relevant policy.

### **Merit Selection Procedures**

A recruitment and selection procedure framework adopted by schools.

### **Staffing Committee**

A committee that consists of Diocesan representatives from Finance, Human Resources and the CSO. For the purpose of this policy, the committee is to oversee the efficient staffing of our network of

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Catholic Schools within the Maitland-Newcastle diocese. The Committee is responsible for ensuring fairness, equity and a consistency in the approach to staffing Catholic Schools.

### **Automatic transfer**

A process whereby a staff member is afforded the opportunity to transfer to another school within the diocese within the Staffing timeline each year. This is prior to external advertising of positions (generally in September) and after any redeployments are processed.

### **Relocation**

When an employee relocates to a new suburb closer to their place of employment. Relocation may include the costs of visiting the area, travel to the area, moving insurance, storage of belongings, and/or removal costs.

### **Housing allowance**

The housing allowance is a lump sum of money paid to an employee at the commencement of the incentive-based school contract. The payment is to support housing costs including but not limited to a rental bond, rental payments, mortgage repayments. Evidence of the housing costs to an employee will be provided to Human Resources.

### **School fees reduction – Diocesan Tuition Fee**

An employee that accepts an incentive-based school position will receive a reduction in the Diocesan Tuition school fees if they are the responsible fee-paying parent.

## Policy Context

An allocation of up to 25 incentive-based school positions will be available per annum in schools that are listed on the incentive-based schools list. The positions are permanent roles and include full time and part time positions. The part time positions will be pro rata of the incentive-based allowance. These positions will be identified and advertised as incentive-based school positions and must have approval through the Staffing Committee prior to advertising.

The Staffing Committee will review and approve annually in term 2 the schools on the incentive-based schools list in line with this Policy. If an employee is awarded an incentive-based position in a school, they will maintain their incentive-based allowance and automatic transfer if the school is removed from the incentive-based school list.

Automatic transfers will be subject to consultation, position vacant for transfer, a manager suitability assessment and suitable KLA experience (for secondary schools).

An employee that accepts an incentive-based school position who has students enrolled in Catholic schools in the Diocese of Maitland-Newcastle will receive a 25% reduction off their Diocesan Tuition Fee full rate. The employee must be the responsible fee-paying parent.

Any period of paid or unpaid parental leave up to 12 months (capped) will be counted as time worked for the purposes of the automatic transfer.

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The incentive-based allowance will continue to be paid during the employee is taking parental leave.

Periods of unpaid leave (other than parental) will not be counted as service for the 5 years under this policy. The incentive-based allowance will not be paid during periods of unpaid leave (excluding parental leave).

If an employee terminates their incentive-based position they will not receive their incentive-based allowance for that school year and will not be entitled to an automatic transfer.

This policy should be read in conjunction with the Merit Selection Procedures.

Incentive-based schools are categorised into two levels. Level 1 and level 2.

Level 1 offers higher financial allowances. This is due to the level 1 schools being considered more difficult to attract and retain staff than level 2.

### Level 1 Schools

School Name
St Joseph's Catholic College – Aberdeen
St Joseph's Primary School – Bulahdelah
St Joseph's Primary School – Denman
St Joseph's Primary School – Gloucester
St Joseph's Primary School – Merriwa
St Clare's Catholic College – Taree

### Level 1 Incentives

The CSO incentive-based school package will support Level 1 with the following financial allowances.

\$2000 one off payment to assist with relocation.

\$3000 one off housing allowance

Year	Incentive
Year 1	\$5000 in addition to the first pay period in term 4
Year 2	\$6000 in addition to the first pay period in term 4
Year 3	\$7000 in addition to the first pay period in term 4
Year 4	\$8000 in addition to the first pay period in term 4
Year 5	\$9000 in addition to the first pay period in term 4 and automatic transfer.

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Please note all allowances are listed as a gross amount and subject to tax.

### Level 2 Schools

School Name
St Mary's Primary School - Scone
St Joseph's Primary School – Wingham
St Joseph's Primary School– Taree
St James' Primary School - Muswellbrook

### Level 2 Incentives

The CSO incentives-based school package will support Level 2 with the following financial allowances.

\$2000 one off payment to assist with relocation.

\$3000 one off housing allowance

Year	Incentive
Year 1	\$4000 in addition to the first pay period in term 4
Year 2	\$5000 in addition to the first pay period in term 4
Year 3	\$6000 in addition to the first pay period in term 4
Year 4	\$7000 in addition to the first pay period in term 4
Year 5	\$8000 in addition to the first pay period in term 4 and automatic transfer.

Please note all allowances are listed as a gross amount and subject to tax.

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## Responsibilities

### **The Staffing Committee**

The Staffing Committee is responsible for ensuring adherence to this policy.

The Staffing Committee will review and approve annually in term 2 the schools on the incentive-based schools list in line with this Policy.

The incentive-based schools' policy will be revised by the document owner under the recommendation of the Staffing Committee.

### **Head of Human Resources**

The Head of Human Resources is responsible for developing and reviewing the policy based on the data and feedback from the Staffing Committee.

### **Assistant Director**

The Assistant Director is responsible for providing support and leadership to Principals in implementing the Policy.

### **Talent and Volunteer Manager**

The Talent and Volunteer Manager is responsible for providing the Staffing Committee with data to determine which schools should be considered as part of the incentive-based schools list.

### **Principals**

The Principal is responsible for managing staffing of their school in conjunction with the terms of this Policy.

The Principal is responsible for the promotion and awareness of the policy.

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