



Sacred Heart
College
GEELONG

Class Cover, Teacher Absences and Duties Policy

Rationale

Sacred Heart College upholds the belief that no teacher employed by the College shall be required to perform an unfair, unreasonable or excessive workload. The purpose of this policy is to detail the guidelines and procedures under which class cover will be allocated and the expectations of staff leaving work in their absence. It is in line with the Mercy Education value of justice.

Definitions

CEMEA: Catholic Education Multi Enterprise Agreement 2022.

In-lieu class: A class taken in place of a teacher's scheduled class.

Under-allotted class: A class given to a teacher who has not been allocated a maximum face-to-face workload of 18.5 hours of scheduled class time.

Opt-In Extra: Any period(s) taken on a given day by a teacher that is in addition to 18.5 hours of scheduled class time.

Additional Scheduled Class Time Within Ordinary Hours: Any extra subject class taken by a teacher for a duration between one week to six weeks.

FTE: Full time equivalent.

SCT: Scheduled class time.

Ordinary Hours: At Sacred Heart College ordinary hours are considered 8.30am – 4.30pm for full time teachers. Ordinary hours vary across the week and are specified for part time teachers in-line with their FTE. Each part time teacher is provided an updated timetable at the beginning of each semester specifying their ordinary hours of attendance and not at school time.



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Policy Statement

In line with the CEMEA 2022, the College observes the requirement that full-time teachers shall be allocated a maximum of 18.5 hours per week of scheduled class time. A maximum load at the College is 37 (30-minute) periods per week for full-time teachers.

Activities such as camps, excursions, whole-school or year level special events do not constitute as class cover; these are deemed as extracurricular involvement.

In-lieu Class

Teachers will be asked to take in-lieu classes if their normal timetabled class is cancelled. A teacher can only be given an in-lieu class on the day their scheduled class is cancelled.

Under-allotted class

Full-time teachers who are below the College's determined maximum of 37 periods per week will be required to take under-allotted classes, where possible, to bring them up to the maximum. Under-allotted classes are reset every week (5-day teaching cycle).

Opt-In Extra

Any part-time or full-time teacher can elect to support the cover of classes as an Opt-In extra during their scheduled time at school.

Teachers will notify the Deputy Principal – Staffing and Student Programs, Timetable Coordinator and Daily Organiser prior to the beginning of each term if they wish to be part of Opt-In Extras class cover. The allocation of opt-in extras will give consideration to:

- a) Equity of distribution amongst nominating staff
- b) Individual teacher preferences; and
- c) Pastoral care needs

When opting in:

- a) Teachers may specify available periods of time when they are available to take an opt-in extra
- b) The allocation of an opt-in extra is determined by the needs of the College
- c) The opt-in extra is issued by the Daily Organiser in line with the maximum hours per week determined by a teacher's FTE (refer to Table below)
- d) An opt-in extra cannot be swapped for a yard or bus duty allocation
- e) An opt-in extra can only be taken during planning and collaboration time. Planning and collaboration time must be managed by the teacher and not intrude upon their ability to complete class focus commitments or any employer directed activities.



A teacher reserves the right to withdraw from Opt-In extras at any time, with sufficient notice. A teacher electing to conclude their participation in Opt-In extras must notify the Deputy Principal – Staffing and Student Programs, Timetable Coordinator and Daily Organiser by 2.30pm on the Wednesday of the week prior to ceasing to take Opt-In extras.

Where a staff member elects to support the College in this manner they will be financially remunerated for the extra work they have completed. The College will award a rate of \$80 per hour for Opt-In extras.

In order not to create an excessive or undue workload for teachers, the number of Opt-In extras per week is dependent upon a teacher's FTE.

Teacher FTE	Maximum Number of Opt-In extras	Financial Remuneration
0.75 – 1.0	4 Opt-In Extras (2 hours)	\$40 - \$160
0.4 – 0.74	2 Opt-In Extras (1 hour)	\$40 - \$80
< 0.4	1 Opt-In Extra (1/2 hour)	\$40

Additional Scheduled Class Time Within Ordinary Hours

Any part-time or full-time teacher may elect to cover the classes of another teacher on approved leave. Financial remuneration is dependent upon the FTE of the teacher supporting classes in this manner.

Part-time teachers electing to cover classes will have their FTE adjusted in accordance with the number of periods per week of the subject requiring cover. The adjustment of the FTE ensures that a part-time teacher receives an increase in their weekly wage, as well as their entitlements in line with CEMEA. Should the additional class place a part-time teacher over 1.0 FTE, they will be placed on a full time variation for the duration of the class cover and the hours over 1.0 FTE paid under the same conditions as outlined for full-time teachers.

Full-time teachers electing to cover classes will be paid at an hourly rate in accordance with their level. For any hours above a 1.0 FTE, full-time teachers will be paid for the additional face to face hours of the class they take. In line with expectations of all classes, any relevant planning, preparation and corrections for the additional class must also be completed.



The table below outlines the number of hours per week for the various classes offered at Sacred Heart College:

Number of Periods for Subject	Hours - Class Face to Face Time
8 periods	4 hours
6 periods	3 hours
5 periods	2.5 hours
4 periods	2 hours
3 periods	1.5 hours
2 periods	1 hour

The table below outlines the hourly rate for additional scheduled class time, over the SCT limits, within normal working hours:

	1-Jan-23		1-Jul-23		1-Jan-24		1-Jul-24		1-Jan-25		1-Jul-25	
	Primary	Secondary	Primary	Secondary	Primary	Secondary	Primary	Secondary	Primary	Secondary	Primary	Secondary
T2-6	\$87.87	\$107.64	\$101.13	\$114.44	\$104.58	\$118.70	\$106.62	\$119.89	\$106.68	\$121.09	\$107.75	\$122.31
T2-5	\$81.23	\$99.51	\$93.49	\$105.79	\$96.67	\$109.74	\$97.64	\$110.83	\$98.62	\$111.94	\$99.60	\$113.06
T2-4	\$78.34	\$95.97	\$90.16	\$102.03	\$93.23	\$105.83	\$94.16	\$106.89	\$95.11	\$107.96	\$96.06	\$109.04
T2-3	\$75.55	\$92.55	\$86.96	\$98.40	\$89.92	\$102.07	\$90.81	\$103.08	\$91.72	\$104.12	\$92.64	\$105.16
T2-2	\$72.86	\$89.25	\$83.86	\$94.89	\$86.71	\$98.43	\$87.58	\$99.42	\$88.46	\$100.41	\$89.34	\$101.42
T2-1	\$70.27	\$86.08	\$80.87	\$91.52	\$83.63	\$94.93	\$84.47	\$95.88	\$85.31	\$96.84	\$86.16	\$97.81
T1-5	\$67.77	\$83.02	\$78.00	\$88.26	\$80.65	\$91.55	\$81.46	\$92.47	\$82.27	\$93.39	\$83.09	\$94.33
T1-4	\$65.36	\$80.06	\$75.22	\$85.12	\$77.78	\$88.30	\$78.56	\$89.18	\$79.35	\$90.07	\$80.14	\$90.97
T1-3	\$63.03	\$77.21	\$72.54	\$82.09	\$75.02	\$85.15	\$75.76	\$86.00	\$76.53	\$86.86	\$77.29	\$87.73
T1-2	\$60.79	\$74.47	\$69.97	\$79.17	\$72.35	\$82.12	\$73.07	\$82.94	\$73.80	\$83.77	\$74.53	\$84.61
T1-1	\$59.24	\$72.56	\$68.18	\$77.14	\$70.50	\$80.03	\$71.20	\$80.82	\$71.92	\$81.63	\$72.64	\$82.45

Part time staff can undertake additional work at any time during the school year as long as their FTE does not exceed 1.0. However, full time teachers may only undertake additional work during ordinary hours for a maximum of six weeks per semester.

College Procedures and Expectations for Teacher Absence (less than 5 days)

1. If an unexpected teacher absence occurs, notice is to be given to the Daily Organiser via text to the College phone number as well as an email to dailyorg@shcgeelong.catholic.edu.au on the morning of the absence before 7.00am. The type of leave to be taken must be indicated.
2. When a teacher is absent and will leave classes to be covered by another teacher, the material to be covered/class activity shall be accessible to the students via CANVAS. It must also be shown on Compass "Teacher Notes". This will ensure any teacher can access the material and actively support the students during the lesson.
3. Care will be taken to ensure that class cover is allocated in consideration of known classes and teacher responsibilities. To enable the Daily Organiser to achieve this, teachers must adhere to the following requirements:



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- a. Notice of known absences (leave, external appointments) is to be given by providing clear and timely information via the appropriate submission. For expected absences where one week's notice is unable to be given, notice should be given at the earliest possible opportunity and an appropriate reason for this provided to the Daily Organiser.
- b. Notice of planned professional development, excursions, incursions must be via the appropriate Compass submission three weeks prior to the event. Where submissions do not adhere to the required notice period, the College reserves the right to decline the event.
- c. It is required that at least 48 hours' notice be formally given to the Daily Organiser for any staff, student or parent meeting. This notice is required in the form of a calendar invite where the title specifies the following details:
 - i. Period, Staff code, Reason and if cover is required.

On very busy calendar days, the Daily Organiser may ask for the meeting to be rescheduled as appropriate class cover is not able to be provided.

- d. All submissions and calendar entries must be complete. Any incomplete submissions or College Calendar entries cannot be expected to be covered. It is the responsibility of every teacher to ensure all necessary information is included to allow the Daily Organiser to provide appropriate cover.
 - e. Adequate notice of absence is required in order to ensure cover. Where inadequate notice is given, the teacher should assume their class won't be covered unless the Daily Organiser confirms otherwise.
4. Under-allotted and in-lieu classes will not be changed at the request of a teacher unless a legitimate reason is provided to the Daily Organiser.

College Procedures and Expectations for Teacher Approved Extended Leave

1. Where a teacher has been granted LWOP or LSL for a period between 1 – 3 weeks, all materials to be covered/class activities shall be accessible to the students via CANVAS. Detailed instructions must also be shown on Compass "Teacher Notes" for all lessons. This will ensure any teacher can access the material and actively support the students during the lessons. Teachers taking leave for a period up to 3 weeks, shall expect to complete corrections and student feedback upon return to school.
2. Where a teacher has been granted LWOP or LSL for a period greater than three weeks, the College will provide appropriate cover, with the expectation that the replacement staff will prepare and deliver all lessons and complete any formative or summative assessment. Cover for teachers will occur through the employment of CRT's, fixed term staff or through current Sacred Heart College teachers undertaking additional hours. (Note current full-time Sacred Heart College teachers are only able to provide cover for a maximum of 6 weeks).

All teachers undertaking extended leave need to refer to and complete the following tasks prior to their leave:



- a) Complete a timely handover to the teacher replacing their classes, providing an overview of curriculum and any formative or summative assessment that will occur during this period. The Deputy Principal – Staffing and Student programs will provide the breakdown of cover of classes to the teacher on leave and the contact details for replacement teachers (if external to the College)
- b) Check the SPC dates and complete prior to leave. Early access to SPCs will be provided by Information Support Specialist
- c) Ensure all marking is complete and entered into Canvas prior to leave
- d) Check SOA dates and complete prior to leave, where leave is taken at the end of semester one, the beginning of semester two or end of semester two
- e) Complete any ILP's to ensure replacement teacher is adequately informed of adjustments to learning programs of students within classes
- f) Hand in laptop and key where leave is the duration of a term or more

Yard Duty and Bus Duty

Teachers are allocated Yard Duty and Bus Duty by the Daily Organiser in order to meet the College's duty of care. In line with the CEMEA 2022 yard duty and bus duty allocations form part of the 8 hours of other duties within a secondary school. At Sacred Heart College the 8 hours of other duties consist of 2 hours meetings, one hour professional learning, curriculum development, discipline collaboration (as per the Professional Dialogue Schedule), minimum of 2.5 hours teacher lunch breaks and up to 2.5 hours of student supervision duties per week. Yard duty and Bus Duty are considered a student supervision duty.

Yard duties and after school bus duties will be allocated in accordance with a teachers FTE. A roster will be provided by the Daily Organiser at the beginning of each semester.

Where a teacher is unable to complete a yard duty or bus duty, the Daily Organiser will allocate an alternate teacher. The allocation of cover will be fair and equitable across all staff and ensure that no teacher exceeds the 2.5 hours (pro-rata) of student supervision duties in any given week.

Associated Procedures

Staff Leave Procedures

Related Documents

Catholic Education Multi Enterprise Agreement 2022

Staff Leave Policy



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Document Control

Date Approved: 26 March 2025

Name: Anna Negro, Principal

Signature: 

Sponsor: Deputy Principal - Student Programs and Staffing

Date presented at Advisory Council Meeting: 26 March 2025

Reviewed by:

Consultative Committee

Sub Committee of the College Council: Finance Sub-committee

Mercy Education Ltd - Chief Finance Officer

N/A Student Leadership House Focus Team

Person responsible for implementation:

Location checklist:

The Hub

Student Space

Parent Portal

Website

Uploaded to MEL Compliance folder

VERSION HISTORY

Version	Date approved	Next review
1.0	February 2025 (creation)	
2.0		
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