

Schedule 2

Information relating to early childhood education and care (ECEC) employees

Opening and/or Closing ECEC centres

- (1) Employers must pay employees for the work the employer requires them to perform. In an ECEC context, this means an employee required by the employer to open or close a centre will be rostered and paid for that time at their ordinary rate of pay or if they have exceeded their maximum ordinary hours for the day or the week, the time will be paid as overtime.
- (2) Where an employee is required by the employer to remain on premises outside of their ordinary hours to supervise the collection of children, such time will be treated either as:
 - a. Overtime; or
 - b. Where there is prior agreement, the time taken to supervise the collection of children may be treated as time in lieu to be taken at a mutually convenient time.

Non-Contact time

- (3) In accordance with clause 10(ii) of the *Local Government (State) Award 2023*, an employee responsible for the preparation and/or evaluation of a developmental program for children is entitled to reasonable non-contact time.
- (4) Non-contact time is to be paid and rostered during the employee's ordinary hours .
- (5) During paid non-contact time, an employee will not be required to supervise children.
- (6) Where non-contact time is interrupted or cancelled, the employer will where practicable reschedule non-contact time for the employee.

Payment for Relief Duties/Work

- (7) The *Local Government (State) Award 2023* entitles an employee required to relieve in a position which is at a higher level within the employer's salary system to be paid for that relief.
- (8) The rate to be paid shall be determined by considering the skills/experience applied by the employee relieving in the position but shall be at least the minimum rate for that position in accordance with the salary system except

where the higher-level skills have been taken into account within the salary of the relieving employee.

Training and Accreditation Costs

- (9) Where an employee is required by legislation or by the employer to hold a licence, accreditation, qualification or certificate the reasonable cost of obtaining and/or maintaining the licence, accreditation, qualification or certificate will be paid for by the employer.

Early Childhood Teachers

- (10) An employee employed to perform the duties of a professional early childhood teacher must be paid a salary system rate of pay that is equal to or above the salary system rate of pay for Professional/Specialist Band 3 Level 1 of the *Local Government (State) Award 2023* whilst so engaged.