

Recognition of prior service and service undertaken while on special leave from the department

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Recognition of service undertaken prior to appointment or on reappointment – salary and leave accrual

Teaching service performed as a qualified teacher in an interstate or overseas school or institution affiliated or certified by an approved board or national office, prior to a teacher's appointment or re-appointment with Department of Education, can be recognised for salary purposes.

Service undertaken with interstate departments can also be recognised for long service leave and sick leave purposes (the directive relating to "Recognition of Prior Service" allows for portability of long service leave and sick leave entitlements with other government entities, providing there is no break in service of more than 12 months and you weren't eligible for a cash payment of your LSL on resignation).

Applications for recognition of prior service should be lodged within one month of your date of appointment (or re-appointment). The department allows a period of three months from the date of appointment for submission of documentation in relation to the application.

Retrospective payment of salary increases

The department's policy states that failure to meet the above timelines will result in no retrospectivity for salary purposes. Where applications are lodged outside the requirements of the policy, the salary classification will be adjusted from the date the finalised documentation is received by the teacher classification team.

It is important for retrospective payment of salary increases that when seeking recognition of your prior service you lodge a complete application with all necessary supporting documentation within the specified time frame.

Documentation required

An application for recognition of prior teaching service must be accompanied by a statement of service from the employer/s for each affiliated/certified school or institution.

A statement of service is a document that:

- is an original or certified copy of an original document
- is on the letterhead of the organisation for the affiliated/certified school or institution
- provides the location details of the institution
- specifies the exact nature of the employment performed and position held
- specifies the exact start and end dates of employment
- indicates whether or not any periods of unpaid leave were taken – if no leave without salary was taken, the statement must show "nil leave without pay taken"
- provides the start and end dates of any unpaid leave
- indicates periods of full-time or part-time employment – if part-time, hours worked per week or fraction must be stated
- is signed.

Casual day-to-day teaching on an irregular basis is not recognised by the department for

classification purposes. However, casual work meeting the following criteria will be recognised:

- six or more consecutive days in one location
- a pattern of working consecutive weeks on the same days at the one location.

Alternative forms of documentary evidence

In some circumstances it may not be possible to obtain a statement of service from a previous employer. In such cases, you should submit a statutory declaration in lieu of the statement of service and attach any other relevant records (pay slips or taxation records, such as income shown on group certificates, payment summaries etc).

Categories of recognition

There are three categories of prior service that can be recognised.

Category 1 service

(Full recognition at 100 per cent)

Prior meritorious teaching service as a qualified teacher.

Category 2 service

(Partial recognition at 50 per cent)

Prior meritorious teaching service as a qualified teacher at a non-affiliated/certified school or institution; or as an unqualified teacher at an affiliated/certified school or institution.

Prior service with the Department of Education, as an employee engaged under the administrative or professional streams of the Public Service Award.

Prior service as a qualified librarian directly relevant to the role of a teacher librarian.

Category 3 service

(Partial recognition at 33 per cent)

Prior meritorious industry service which is directly relevant to your current or proposed teaching role (only service that ceased in the five year period prior to your appointment will be recognised, subject to confirmation from your supervisor of its relevance to the current teaching role).

Recognition of approved teaching service while on special leave without salary

From 1 May 2006, service undertaken while on special leave without salary can be recognised for incremental salary purposes only.

For example, teachers who take leave and teach interstate or overseas for three years may gain three increments in salary on their return. Salary increases will be paid from the date of lodgment

of the statement(s) of service, which must comply with the requirements outlined above (NB, teaching service undertaken while on special leave is not “prior” service, and therefore cannot be recognised for long service leave or sick leave purposes).

For service undertaken while on special leave to be recognised, it must be with a recognised education authority and must fit the definition of “approved teaching service” as per the following conditions.

- Service in state and non-state schools or institutions in another Australian state or overseas while on special leave without salary is approved teaching service.
- Service in non-state schools or institutions within Queensland while on special leave without salary is **not** approved teaching service.
- All permanent, temporary and/or regular and systematic casual engagements shall be considered when calculating periods of approved teaching service.
- Casual, irregular day-to-day engagements shall **not** be considered approved teaching service within the meaning of the guidelines.
- Recognition of approved teaching service while on special leave without salary will apply only to classification for salary purposes.
- Payment at a higher classification assigned as a consequence of an application for recognition of approved teaching service will be from 1 May 2006 or a later date as determined by the receipt of the completed application by the department. To be clear, payment is not recoverable for any period prior to 1 May 2006 arising from this provision.
- Recognition of approved teaching service while on special leave without salary will result in a revised classification with an effective operative date of the day on which the complete application was received by the department.
- For an application for recognition of approved teaching service to be considered, it must be accompanied by the required documentary evidence.
- Where approved teaching service while on special leave without salary is recognised for salary classification purposes, the anniversary date for classification will become:

- i. 1 May 2006, where an application for recognition of approved teaching service was received on or before the date of certification of the agreement (22 May 2006) and rejected under the previous guidelines
- ii. 1 May 2006, where an application for recognition of approved teaching service was received on or before the date of certification of the agreement (22 May 2006)
- iii. In all other cases, the date on which the completed application for recognition of approved teaching service is received by the department.
- j. Approval of applications for recognition of approved teaching service by the Director-General of Education, or delegated nominee is on a case-by-case basis and approval will not unreasonably be withheld.

What should you do to gain recognition of prior service?

Obtain the required statement(s) of service and write a letter requesting recognition of prior service, to be forwarded through your principal to the teacher classification team in central office. Keep copies of all documentation forwarded to the department.

Allow a reasonable timeframe for a response (4-6 weeks).

If you do not receive a timely response or if your application is unreasonably refused, forward copies of all documentation to the Union with a request for follow up.