



TO: QTU MEMBERS

17 June 2020

## Adjustment to TAFE teacher and tutor payslips

Changes will be made to the Aurion pay roll system on 20 June to ensure that the information contained in your payslip and within the system itself reflects your ordinary hours of work, in accordance with the obligations of the employer.

### Timeline

TAFE Queensland approached both unions party to the *TAFE Queensland Educators Certified Agreement 2019* prior to Easter about the proposed change, which would record the full 36.25 ordinary hours of employment per week on the payslip, rather than the 32 hours of programmed time.

With the impact of COVID-19, all discussions regarding the implementation of this proposal were stalled. Consultation recommenced in the week commencing 18 May, and a proposal was developed for a joint statement to capture the intention of the parties and a set of guiding principles to be utilised in transitioning to the new arrangements.

On Monday 8 June, this was put to a special meeting of the QTU TAFE Executive – made up of rank and file teacher and tutor members of TAFE Division – which provided feedback to officers of the Union. In turn, the QTU provided this feedback to TAFE Queensland and continued consultation, aimed at refining both the joint statement and FAQs outlining the operational considerations of the changes. The final draft of the joint statement is still to be finalised.

### Operational considerations

The operational mechanisms required to implement the payslip change have been designed to be consistent with the principle of proportionality. That is, in order to consistently and transparently account for discretionary time within the payroll system, an equal proportion of the 4.25 hours will be acquitted for each day and hour of a work pattern when accruing and accessing leave and other entitlements. This means manually adding eight minutes of discretionary time per hour for a part day of leave.

In addition, there is the matter of how the hourly rate for pay out of TOIL has previously been expressed. Under the revised process, the hourly rate will be calculated by dividing a fortnight's pay by the 72.5 ordinary hours of work (36.25 hours times two weeks).

The understanding between the parties is that all other operational requirements remain the same. For instance, there is no requirement that the 4.25 hours of discretionary time is recorded on the timetable. It is important to remember that that a work pattern in Aurion is a system accounting for the ordinary hours and entitlements of an employee, which is different to a delivery timetable meant to allocate the programmed duties of the educator. While the ordinary hours of work must be accounted for in the payroll system, it is only the programmed hours that appear in the timetable.

In terms of hours, the change means that the entitlement balances recorded in Aurion will increase, but the balance in days will remain the same.

### The nature of discretionary time and duties

There is no change to the definition of discretionary hours. This remains as described in the *TAFE Queensland Award – State 2016* clause **15.1 Ordinary hours of duty – Educators at (c)**:

The nature of the duties to be performed between 32 hours per week and 36.25 hours per week is at the discretion of the educator. Such discretion will be reasonably exercised.

For further information regarding these changes, it is recommended that members read the published FAQs. If there are any matters not addressed or any additional questions, please email [TAFE@qtu.asn.au](mailto:TAFE@qtu.asn.au)