# 3.20 Remuneration

**Guidelines**

1. All staff will be paid at the rate specified on the relevant collective contract that relates to a person's qualifications and experience as well as to the specifics of the job an employee undertakes.

2. On employment, all staff will be entered into the Novopay system and paid from the central payroll.

3. The principal, with the Executive Officer, will check salary payments each fortnight, notify Novopay of any errors and sign the final pay advice print out.

4. The Principal with the Executive Officer will check the staff banking print out to ensure the school does not use more than the staffing levels it is entitled to have.

5. The Board will use its best endeavours to ensure all staff are paid correctly and on time.

6. Extra allowances and units are notified to Novopay for payment to individuals awarded these extra payments.

7. Non-union staff will need to sign an Individual Employment Agreement (IEA) in order to access union award increases. The date for that increase will be from the date the IEA is signed and is not back-paid.

8. Teacher payments are based on 10 weeks of salary and two weeks of holiday pay. This means if you commence employment during a term you will not get the full two weeks' pay during the following school break time.

9. Staff paid on a time-sheet will need to have had their hours verified by the senior teacher who oversees their work prior to those hours being commenced and sign the timesheet before leaving each day.