

## Policy

# Recruitment and Selection of Ancillary Staff in Schools and Preschools

*Please note this policy is mandatory and staff are required to adhere to the content*

### Summary

The Recruitment and Selection of Ancillary Staff in Schools and Preschools Policy outlines the principles and requirements for the appointment of ancillary staff in schools and preschools.

Table 1 - Document details

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<b>Related legislation</b>	Education Act (1972) Children's Services Act (1985) Schools Services Officer (Government Schools) Award Early Childhood Worker Award South Australian Government Services Award South Australian School and Preschool Education Staff Enterprise Agreement 2012
<b>Related policies, procedures, guidelines, standards, frameworks</b>	Recruitment and Selection of Ancillary Staff in Schools and Preschools Procedure Merit Selection Policy Merit Selection Procedure Right of Return Management Procedure
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<b>Policy officer (position)</b>	Assistant Director, Workforce Management
<b>Policy officer (phone)</b>	8226 1434
<b>Policy sponsor (position)</b>	Director, Workforce Management
<b>Executive director responsible (position and office)</b>	Executive Director, Human Resources and Workforce Development, Office for Resources, Operations and Assurance

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Table 2 - Revision record

Date	Version	Revision Description
August 2013	1.0	
October 2014	1.1	Amendment to Additional Hours criteria Additional Hours Register Relief Appointments
July 2015	1.2	Review and template update. Previously Recorded as HR35

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## 1. Title

Recruitment and Selection of Ancillary Staff in Schools and Preschools Policy

## 2. Purpose

This policy provides direction on the principles and requirements for recruitment and selection of ancillary staff in schools and preschools and must be read in conjunction with the Recruitment and Selection of Ancillary Staff in Schools and Preschools Procedure, which describes the processes, considerations and employee entitlements in more detail.

## 3. Scope

The policy applies to all schools and preschools ancillary staff employed as School Services Officers, Early Childhood Workers, Government Services Employees and other Weekly Paid Staff appointed to a DECD site.

## 4. Policy detail

The following principles underpin the policy:

- Schools and preschools should have flexibility to select the best available ancillary staff employees who suit their needs and circumstances within established and agreed industrial frameworks.
- DECD is committed to the appointment of existing ongoing/permanent ancillary staff employees into permanent positions wherever possible.

The Department for Education and Child Development (DECD) Merit Selection Policy 2010, Merit Selection Procedure 2010 and associated Merit Instructions, outline the approved processes for merit selection across the organisation. All selection panels for ancillary staff are required to follow these policies and procedures in the selection of suitable applicants for appointment.

Appointment of ancillary staff to schools and preschools are made by the Chief Executive or delegate under Section 101B of the Education Act (1972) or Section 12 of the Children's Services Act (1985).

DECD has an obligation to ensure that the employment entitlements and conditions of individual ancillary staff employees are met. These are defined within legislative and industrial frameworks.

Schools and preschools are responsible for effective human resources planning to ensure they have the right balance of ancillary staff to meet the needs of the site.

Schools and preschools are responsible for the implementation of effective systems for the performance development and management of ancillary staff employees.

Permanent ancillary staff employees who require consideration for placement to a school or preschool will be given preferential consideration for vacant positions in schools or preschools.

The policy aims to achieve the following outcomes:

- An increase in the overall percentage of permanent staff relative to temporary/contract staff.
- Placement of all permanent staff in a school or preschool with the consequential reduction in the number of permanent staff held against temporary vacancies.
- Ongoing/permanent selection and placement processes throughout the year.

The policy will be evaluated against its success in achieving these outcomes.

## 4.1 Human resource planning

The Principal, in partnership with the Personnel Advisory Committee (PAC), will develop a human resource plan for their school. Preschool Directors will develop their site's human resource plan in partnership with the staff team.

The human resource plan will identify staffing requirements, taking into account the current and future needs of the site. The plan will be regularly updated to reflect changes to the composition of the workforce, school requirements, student/child profile, enrolments/attendances and budget. Schools and preschools will have ancillary staff positions that reflect the operational requirements of the site.

## 4.2 Filling vacancies

### Describing Vacancies

Schools and preschools will describe vacant ancillary staff positions consistent with the requirements identified in their human resource plan.

Schools, in partnership with the PAC will consult on all vacancies, consistent with the requirements established in clause 3.5 of the South Australian School and Preschool Education Staff Enterprise Agreement 2012 and any specific requirements established in the PAC handbook.

Preschools should ensure that all vacancies are consistent with their human resource plan.

The position descriptions will detail whether the vacancy is ongoing/permanent or temporary and other relevant information, as described in the Recruitment and Selection of Ancillary Staff in Schools and Preschools Procedure 2015.

For all vacancies resulting from permanent ancillary staff employees winning ongoing/permanent positions, or by ancillary staff employees resigning, retiring, etc., it is expected that an ongoing/permanent position will be described by the school or preschool unless strong evidence can be provided as to why the resultant vacancy cannot be filled permanently.

### Classification Level

The appropriate classification level for vacancies will be reviewed and/or confirmed by Human Resource Consultants.

SSO vacancies are classified in accordance with the SSO (Government Schools) Award Work Level Definitions and the Position Information Documents (PIDs).

ECW vacancies are classified in accordance with the ECW Award Work Level Definitions and the Position Information Document (PID).

GSE vacancies are classified in accordance with the GSE Award Work Level Definitions and the Activity Schedules.

Store-person vacancies are classified in accordance with the Government Stores Employees Interim Award Work Level Definitions and Activity Schedules.

The classification levels are approved by the Assistant Director, Workforce Management.

### Selection Process

All selection panels are required to follow the Department for Education and Child Development (DECD) Merit Selection Policy 2010, Merit Selection Procedures 2010 and associated Merit Instructions.

Panels for Early Childhood Worker (ECW), School Services Officer (SSO) and Government Services Employee (GSE) vacancies of more than 12 months duration should comprise:

- Chairperson – Preschool Director /Principal or nominee,
- non-teaching staff representative elected by non-teaching staff at the site,

- teaching staff representative elected by teaching staff at the site, and
- optional panel member, as outlined in Merit Instruction 3a.

All selection panels for any short term vacancy of up to and including 12 months duration should include:

- Chairperson, and
- staff representative elected by all staff at the site. For short term ancillary staff vacancies it is appropriate to have an ancillary staff representative on the panel wherever possible.

### **Additional Hours**

As specified in the South Australian School and Preschool Education Staff Enterprise Agreement (Clause 2.2):

#### *“Additional Hours*

*Vacancies of less than 15 hours per week must be offered to permanent part time staff within the school/preschool, in the first instance.*

*If the hours cannot be allocated within the school, they are offered to permanent part time staff in nearby schools for allocation on the basis of merit, using a modified selection process (e.g. expression of interest). A nearby school/preschool is defined as one in the same region and/or within a reasonable travelling distance.”*

All parties have agreed that ‘Additional Hours’ to include vacancies of 15 hours per week or less, effective from October 2014.

## Ongoing/permanent vacancies

Ongoing/permanent vacancies of \*15 hours or less must be offered to permanent part time staff within the school/preschool, in the first instance. If the hours cannot be allocated within the school, they are offered to permanent part time staff in nearby schools/preschools. The allocation of additional hours is merit based, using a modified selection process e.g. expression of interest.

Ongoing/permanent ancillary staff vacancies greater than 15 hours, will be filled by 'must place' employees in the Ancillary Placement Register (APR) in the first instance, provided they are a suitable match for the position and the appointment is within reasonable distance from their place of residence or the placement conditions of the ancillary staff employee. This exercise will be managed centrally by HR Services – Preschools and Schools.

If still unfilled, a conversion to permanency process may be undertaken, subject to specific criteria.

Should no appointment be made from the above process then ancillary staff vacancies are required to be filled through a merit based process and advertised online through DECDjobs.

Advertised vacancies are open to all persons seeking employment. Applications for advertised vacancies are lodged online and are managed by a Selection Panel, in accordance with the process outlined in the Recruitment and Selection of Ancillary Staff in Schools and Preschools Procedure 2014 and the Department for Education and Child Development (DECD) Merit Selection Policy 2010.

Ongoing/permanent employees that wish to request a transfer from one location to another within their substantive employment type will be considered for vacancies that remain unfilled after advertisement. If the vacancy still remains unfilled then employees who do not hold right of return to a school or preschool and have no guarantee of placement will be considered.

*\* Vacancies of 15 hpw may be considered for 'must place' employees in the Ancillary Placement Register (APR) in the first instance, therefore the recommendation from the Additional Hours Register or other recommendations may not be approved for these vacancies.*

## Conversion to permanency

Principals, in partnership with the PAC, or Preschool Directors in accordance with the human resource plan, can make a recommendation to the Assistant Director, Workforce Management to convert a temporary ancillary staff employee to ongoing/permanent employment, subject to specific criteria, as outlined in the procedure document. This includes the incumbent being appointed in the temporary position through a merit based selection panel process\* and has occupied the position for a period of at least two years.

*\* Variation for vacancies for the commencement of the 2014 school year and beyond: For existing employees the merit based selection criteria will be waived, but the employee must have been employed during 2012 and 2013.*

In order to ensure that the overall needs of schools/preschool and individual ancillary staff employees are met, and in extenuating circumstances, the Assistant Director, Workforce Management, may approve special arrangements for the conversion of temporary ancillary staff employees to permanency.



## Temporary vacancies

**For temporary vacancies 12 months or greater and greater than 15 hours**, if an appointment is not made from the Ancillary Placement Register (APR), it is required that the position be filled through a merit based process and advertised online through DECDjobs.

**For temporary vacancies greater than 12 months and \*15 hours or less (Additional Hours)**, the hours must be offered via DECDjobs to permanent part time staff within the school/preschool, in the first instance. If the hours cannot be allocated within the school/preschool, they are offered via DECDjobs to permanent part time staff in nearby schools/preschools. The allocation of additional hours is based on merit. The vacancy is required to be advertised on DECDjobs if it remains unfilled.

**For temporary vacancies less than 12 months and greater than 15 hours**, if an appointment is not made from the Ancillary Placement Register (APR) based on merit principles, it is recommend that the position be filled through a merit based process and advertised online through DECDjobs. However the position may also be filled through the Employable Ancillary Register (EAR) based on merit.

**For temporary vacancies 12 months or less and \*15 hours or less (Additional Hours)**, the hours must be offered to permanent part time staff within the school/preschool, in the first instance. If the hours cannot be allocated within the school/preschool, they are offered to permanent part time staff in nearby schools/preschools using the Additional Hours Register (AHR). If the hours cannot be allocated then hours can be offered to temporary part time staff in the school/preschool. The allocation of additional hours is based on merit.

If the position still remains unfilled it can then be filled by either:

- Employable Ancillary Register (EAR), or
- advertised online through DECDjobs, on the basis of merit using a modified selection process (e.g. expression of interest).

*\* vacancies of 15 hpw may be considered for 'must place' employees in the Ancillary Placement Register (APR) in the first instance, therefore the recommendation from the Additional Hours Register or other recommendations may not be approved for these vacancies.*

**For temporary vacancies of four (4) weeks or less for any hours (Relief vacancies)**, the hours can be filled through the Additional Hours Register (AHR), established relief list or Employable Ancillary Register (EAR).

Relief vacancies are only available for backfilling behind short term leave to ensure duty of care, continuation of learning programs and/or operational needs.

### Position Tenure Review Panel

A joint DECD/AEU/PSA\* Position Tenure Review Panel considers concerns raised relating to the tenure of positions i.e. when a temporary position is described which appears to meet the criteria for an ongoing/permanent position. Either DECD or the AEU/PSA can initiate a meeting of the panel and would operate on an exception basis rather than review all temporary positions. The panel would conduct an annual review of the terms of reference and any recommendations, if agreed by DECD and the AEU/PSA, would be implemented. See Appendix 6 in the Recruitment and Selection of Ancillary Staff in Schools and Preschools Procedure 2014.

*\* Representation will be dependent upon the union membership of the employee.*

## 4.3 Right of return

All ongoing/permanent ancillary staff employees will be appointed to ongoing/permanent positions, where possible, in schools or preschools. From 2013, all ongoing/permanent ancillary staff employees appointed to schools or preschools will retain right of return to that school or preschool following periods of leave or

following appointment to a temporary position within the department (refer to the Right of Return Management Procedure).

Current employees that do not hold a right of return to a school or preschool and have no guarantee of placement, retain this status. This group of employees are considered for ongoing/permanent positions only after the 'must place' employees have been appointed through the APR.

#### 4.4 Ancillary Placement Register (APR)

Ancillary staff employees who are eligible to be included in the APR are:

- alternative placement
- ongoing/permanent employees who do not hold right of return to a school or preschool and have a guarantee of placement
- ongoing/permanent employees identified for Required Placement
- requested transfers
- ongoing/permanent employees who do not hold right of return to a school or preschool and have no guarantee of placement.

#### 4.5 Selection process for the Ancillary Placement Register (APR)

All ancillary staff employees in the Ancillary Placement Register are considered for ongoing/permanent and temporary vacancies for which they are a suitable match. The appointment of ancillary staff employees from the APR to schools or preschools will be managed centrally by HR Services – Preschools and schools.

#### 4.6 Ancillary staff employees requiring alternative appointments

The Assistant Director, Workforce Management, may approve alternative placements in special circumstances, such as for genuine compassionate reasons.

Special compassionate placement requests will normally be associated with a medical condition relating to the ancillary staff member or their immediate family, and be supported by appropriate documentation.

If a request has not been approved through normal processes, and it is deemed to be of urgent or high priority, it may be referred by the President of the AEU or PSA to the Executive Director, Human Resources Recruitment and Selection of Ancillary Staff in Schools and Preschools Policy Workforce Development for further consideration and determination.

#### 4.7 Modes of employment (SSO and ECW only)

GSE refer to SA Government Services Award, clause 3.1.

##### **Full Time Employment**

A full time employee is one engaged to work 37.5 hours per week over a calendar year.

##### **Part Time Employment**

A part time employee is one engaged and paid as such to work less than 37.5 hours per week and/or 41 weeks or less per year.

##### **Ongoing**

An ongoing employee is one engaged when:

- the position is greater than 15 hours per week\* and does not have an end date.

*\*Current permanent staff employed at 15 hours per week will maintain their permanent status. Any new ongoing positions from the commencement of this policy will be greater than 15 hours per week.*

## Temporary

As specified in the South Australian School and Preschool Education Staff Enterprise Agreement (Clause 2.1.6):

*“Temporary employment*

*(a) A temporary employee is one engaged for a specified term of up to 2 calendar years except in the following circumstances:*

- (i) a person may be engaged as a temporary employee for duties required for the carrying out of a specific program, project or provision of specialist student support of a duration that may exceed 2 years as long as the term is concomitant with the defined program, project or specialist support) but not so that the term of the engagement extends beyond the duration of the project, program or specialist support;*
- (ii) a person may be engaged as a temporary employee for a specified term of greater than 2 years for duties required to be performed because of the absence of another employee or while selection processes are conducted in respect of the duties and the engagement may be extended but not so that the term of the engagement extends beyond the absence of the employee or the completion of the selection processes;*
- (iii) a person may be engaged as a temporary employee for a specified term of greater than 2 years if the employer is satisfied that the engagement is to be funded wholly or substantially by grants or payments from a government other than the State Government or from a private or community body;*
- (iv) a person may be engaged as a temporary employee for a specified term of greater than 2 years if the employer is satisfied that the position will become unsustainable due to genuine operational reasons such as enrolment decline, amalgamation or closure at a site but not so that the term of the engagement extends beyond the period of enrolment decline, amalgamation or closure.*
- (v) a person may be engaged as a temporary employee for a specified term not exceeding 2 years for duties that are otherwise of a temporary nature and the engagement may be extended but not so that the term of the engagement extends beyond a total of 2 years.”*

## Casual

As specified in the South Australian School and Preschool Education Staff Enterprise Agreement 2012 (Clause 2.1.7):

*“Casual employment*

*(a) A casual employee is one engaged and paid as such provided that:*

- (i) The employment will continue for not more than 4 weeks; or*
- (ii) The employee will have hours that are irregular; or*
- (iii) The employment does not exceed 15 hours in a week.”*

Please note for GSE:

As specified in the South Australian Government Services Award Clause 3.1 Contract of Employment 3.1.3.1:

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*“A casual employee is one who is engaged to work on short term and/or variable employment arrangements. Such an employee does not have continuity of employment.”*

## 5. Roles and responsibilities

Table 3 - Roles and responsibilities

Role	Authority/Responsibility for
School Principal	<ul style="list-style-type: none"> <li>Identifying and describing a new vacancy in partnership with the PAC.</li> <li>Making a recommendation to Assistant Director for conversion to permanency.</li> <li>Approving leave up to and including 12 months.</li> </ul>
Preschool Director	<ul style="list-style-type: none"> <li>Identifying and describing a new vacancy with reference to the site's Human Resource plan.</li> <li>Making a recommendation to Assistant Director for conversion to permanency.</li> <li>Approving leave up to and including 12 months.</li> </ul>
Assistant Director, Workforce Management	<ul style="list-style-type: none"> <li>Approving special arrangements for the filling of vacancies or the appointment of an individual employee.</li> <li>Approving conversion to permanency.</li> <li>Approving classification levels of ancillary vacancies.</li> <li>Approving Alternative Placement Requests.</li> </ul>
HR Consultant	<ul style="list-style-type: none"> <li>Appointment of permanent employees from the APR.</li> <li>Assessing classification levels and making a recommendation to the Assistant Director.</li> </ul>

## 6. Monitoring, evaluation and review

Relevant data will be provided to the AEU and PSA on the implementation of the policy. This will include levels of permanency achieved in schools and preschools as a result of the implementation of the policy.

A joint review of the Recruitment and Selection of Ancillary Staff in Schools and Preschools Policy and the associated procedure will be conducted prior to the end of term 2 2016, with a view to identifying changes and improvements that may be required and having regard to:

- the policy outcomes specified in section 4 of this policy,
- changes to the demographics of the ancillary workforce and characteristics of the labour market, and
- operational issues and problems that are identified.

Modification may be made to the policy and procedure through agreement by DECD, the AEU and the PSA.

A review of this policy and implementation will be due at the end of **June 2016**.

## 7. Definitions and abbreviations

Table 4 - Definitions and abbreviations

Term	Meaning
AEU	Australian Education Union
AHR	Additional Hours Register
APR	Ancillary Placement Register
DECDjobs	Job board for advertising vacant positions and submitting applications
EAR	Employable Ancillary Register
ECW	Early Childhood Worker
GSE	Government Services Employee
HPW	Hours per week
PAC	Personnel Advisory Committee
PID	Position Information Document
PSA	Public Service Association
SSO	School Services Officer

## 8. Supporting documents

- Merit Selection Policy
- Merit Selection Procedure
- Merit Instructions
- Recruitment and Selection of Ancillary Staff in Schools and Preschools Procedure
- Right of Return Management Procedure
- Personnel Advisory Committee Handbook

## 9. References

- Children's Services Act (1985)
- Education Act (1972)
- South Australian School and Preschool Education Staff Enterprise Agreement 2012
- Early Childhood Worker Award
- Schools Services Officer (Government Schools) Award
- South Australian Government Services Award