

CONDITIONS OF EMPLOYMENT;
Extended task component of the Year 8 Essential Secondary Science
Assessment (ESSA) 2009

Extract from ACER Enterprise Agreement October 2006.

Casual staff

The following provisions apply in respect to casual staff:

- The minimum period of work that a casual may be employed in one day is 4 hours, except by agreement between the staff member and ACER.
- Casual employees are engaged with no guarantee or expectation of work beyond the period of their current employment.
- Casual employees are not entitled to leave provisions but a loading in lieu is included in casual hourly rates of pay.
- Eligible Casual Staff, are entitled to the Pre-Natal Leave and Parental Leave provisions in clauses 21.8-21.12.

An Eligible Casual Employee is defined as a casual employee:

- (i) who has been engaged by a particular employer on a regular and systematic basis for a sequence of periods of employment during a period of at least 12 months; and
- (ii) who, but for an expected birth or an expected placement of a child, would have a reasonable expectation of continuing engagement by the employer on a regular and systematic basis.

A casual employee is also an Eligible Casual Employee if:

- (i) the employee was engaged by a particular employer on a regular and systematic basis for a sequence of periods during a period (the *first period*) of less than 12 months; and
- (ii) at the end of the first period of employment, the employee ceased, on the employer's initiative, to be so engaged by the employer; and
- (iii) the employer later again engaged the employee on a regular and systematic basis for a further sequence of periods during a period (the *second period*) that started no more than 3 months after the end of the first period of employment; and
- (iv) the combined length of the first period of employment and the second period of employment is at least 12 months; and
- (v) the employee, but for an expected birth or an expected placement of a child, would have reasonable expectation of continuing engagement by the employer on a regular and systematic basis.

- Casual staff who are requested to work more than 36 hours 40 minutes per calendar week commencing Thursday are entitled to be paid overtime at the rate of time and a half for the first three hours and double time thereafter. Casual staff must not be requested to work hours that will incur overtime rates without the approval of the relevant member of the Senior Management Group.
- A casual employee who has been employed on an average of 30 hours or more per week for 12 months, shall be offered a term contract appointment of not less than one year. The employee will be under no obligation to accept the offer and may continue to be employed on a casual basis.
- ACER contributes 9% to the Award Plus Plan of the superannuation scheme operated by Unisuper Ltd. for casual staff who earn more than the superannuation guarantee threshold per month or where this criterion is not met, where gross salary exceeds a statutory threshold in any month.

Although casual staff are engaged by the hour, ACER normally informs casual employees in advance of the hours required and the expected duration of a particular period of work.

If ACER's requirements change during such a period of work so that fewer hours or shorter duration are required, or if the person responsible for the employment of the casual staff member and one other supervisor agree that the casual staff member's performance is not adequate for the particular task, then ACER should:

- immediately inform the employee;
- make every effort to find suitable alternative work for the employee within ACER for the unexpired portion of the employed period;

If such alternative work is not available, the employee is entitled to be paid to their agreed finishing time on the day of the notice of change or termination, or be paid for 4 hours work, whichever is the greater.

A casual employee who notifies ACER in writing that they are unavailable for work for up to one year because of the birth of their child shall not be disadvantaged with regard to offers of future casual employment.

In addition the following clauses in this Agreement also apply to casual staff.

- 2 Operation of Agreement
- 6 Access to Agreement
- 22 Misconduct
- 22 Intellectual property and confidential material

Marking of essays and other responses to assessment tasks:

Rates of payment for marking of essays and other responses to assessment tasks are determined project by project on the basis of the complexity and nature of the work involved and are paid on the basis of either work completed or time spent. The nature of the work and the rate offered is made explicit prior to commencement.

Casual hourly rates of pay for the ESSA 2009 are

Classification	Casual Hourly Rate including loading
Marker	\$44.15
Assistant Group Leader	\$47.45
Group Leader	\$50.80
Task Leader	\$62.40

Essential Secondary Science Assessment 2009

LOCAL CONDITIONS OF EMPLOYMENT

Online Marking

The marking of the extended tasks of the 2009 Essential Secondary Science Assessment will be completed in an on line environment. 'On line' marking means that all scripts will be presented on a computer screen and marked by using a mouse to select the appropriate rating from a menu.

In order to successfully complete this task, markers will need to have basic computer skills including logging on and logging off and basic mouse manipulation including scrolling and selection of buttons, together with some keyboard skills to be able to annotate a text.

Marking and Training Times

All markers are required to be in attendance for the training and marking sessions advertised below.

Training ~ Group Leaders and Assistant Group Leaders

- **Leader training** Wednesday 2 December 4:00 pm - 9:00 pm

Training ~ Markers (Including Group Leaders and Assistant Group Leaders)

- **Marker training** Thursday 3 December 4:00 pm - 9:00 pm

Marking Saturday 5 December 8:30 pm - 4:00 pm

Monday 7 December to Saturday 12 December (unless finished beforehand)

Weekday Sessions

Hours of Operation (Evenings) 4:00 pm - 9:00 pm (45 minutes unpaid dinner break)

Saturday Sessions

Hours of Operation (Saturday) 8:30 am - 4.00 pm (45 minutes unpaid lunch break)

All markers are required to be in attendance for the hours advertised.

If markers are absent for a session, a medical certificate will need to be provided.

Appointment

Potential markers are invited to complete the details on the Essential Secondary Science Assessment 2009 Marker Application form available from ACER.

Upon receipt of all applications a database will be prepared. The criteria will be weighted so that an assessment of the applicant's appointability to the various roles available may be made. This database will be reviewed by ACER and DET staff and on the basis of the information provided a list of eligible applicants will be determined.

All appointees will be required to sign and return an acceptance form stating that he/she has read, understood and agrees to the Conditions of Employment and also sign a Confidentiality Statement. Upon receipt of these forms the marker will have his/her appointment confirmed in writing, preferably by e-mail.

All applicants will be advised of the outcome of the application by mid October 2009.

In the event of the unavailability of scripts to mark ACER reserves the right to cease marking operations on two hours notice, thereby terminating markers with two hours paid notice.

Monitoring of Marker Performance

Throughout the marking operation measures will be maintained regarding the accuracy of individual markers and the rate at which marking is performed. The implementation of these measures will be coordinated by the Group Leader. The record will be maintained centrally under the control of the Marking Supervisor. Markers are entitled to view the record by appointment with the Marking Supervisor with 24 hours notice.

At the conclusion of the operation these data will be included within the Group Leader's marker evaluation. The evaluation will be made available to the marker.

It is not uncommon that during the course of a marking operation individual markers or a group of markers will 'drift' off task in the scoring of one or more criteria. This will be identified by two methods:

1. Check marking by the Group Leader.
2. Daily Reliability Scripts that are assessed across the centre.

As information regarding a marker's performance on these two types of instruments is collected a 'reliability profile' emerges that allows a review of the overall pattern which may not be evident in single reviews. This may lead to a refocus of the marker's rating on particular criterion/criteria. This training will be coordinated by the Group Leader and is typically a one-on-one informal activity.

Remediation/Termination Process

The average expected marking rate across the centre will be determined in conjunction with the DET following evaluation of the task demands and as a result of reviewing the leader and marker training operations.

Should a case arise where a marker is identified as unreliable or performing at an unacceptable rate then the following process will be implemented:

STEP	Situation	Action	Responsibility	Outcome
1	Problem identified	Informal remediation by Group Leader	Group Leader	Successful or STEP 2
2	Problem reoccurrence	Marker made aware of problem by Group Leader Group Leader works with marker and suggests specific strategies to overcome problem	Group Leader	Successful or STEP 3
3	Problem continues	Marker made aware of continuing area of concern Task Leader and Group Leader work with marker to resolve issue. Marker advised that the problem must be rectified by the next session	Task Leader	Successful or STEP 4
4	Problem not rectified	Task Leader monitor marker work closely for 2 hours If Problem not rectified Marking Supervisor implements termination procedures in accord with the Enterprise Agreement provisions above.	Task Leader Marking Supervisor	Successful or Alternate duties/termination at end of session

ACER, Sydney

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