Catholic Schools - Recruitment Incentive Procedure

Section 1 - Purpose

(1) The Catholic Diocese of Maitland-Newcastle (the Diocese) is committed to nurturing a high performing workplace culture and strengthening our capacity to serve all in the community so that they may experience life to the fullest.

(2) As part of this commitment the Diocese and Catholic Schools recognises the importance of recruiting and retaining quality employees in schools, primarily teachers to ensure a high standard of education and academic success for students.

(3) Incentives provide further support to schools that are hard to fill and have difficulty attracting and retaining desirable employees by offering additional monetary benefits.

Section 2 - Scope

(4) This procedure applies to all schools in the Diocese for permanent teacher positions and in limited circumstances temporary teacher positions.

(5) Positions within Catholic Schools that are not classified as a teacher may be considered in limited circumstances.

Section 3 - Responsibilities

ROLE	RESPONSIBILITIES
Bishop and Senior Leadership	• Endorse recruiting and retaining quality employees. • Authorise funding to implement this procedure.
Director People & Culture	• Ensure consistent implementation and application of this procedure. • Review and monitor procedure and establish appropriate governance.
People & Culture	• Provide advice, coaching and training to managers and employees on matters related to this procedure. • Ensure employment documentation reflects the approved incentive and is communicated appropriately.
Payroll	• Ensure payroll systems are updated and reflect the approved incentive. • Maintain timely and accurate data. • Audit pays to ensure compliance with this procedure and any applicable legislation.
Finance	• Provide analysis and confirmation of enrolment data and staffing allocations for schools. • Review incentives against budget and staffing model and provide advice.
Director and Assistant Directors of Schools	• Assess and determine incentive requests for all incentive-based positions in accordance with this procedure. • Review, approve and make recommendations if required for matters relating to this procedure.

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ROLE	RESPONSIBILITIES
Principals	• Implement this procedure within their school. •Assess incentive requests and propose recommendations for incentive-based positions and non-teaching positions in accordance with this procedure. • Review, approve and make recommendations if required, in relation to breaches of this procedure.
Managers	• Implement and ensure consistent application of this procedure. • Seek advice where required from appropriate Senior Managers or People & Culture.
Employees	• Understand and comply with the requirements of this procedure and any associated procedures. • Provide reasonable information and supporting documentation to support incentives being paid in accordance with this procedure and applicable legislation.

Section 4 - Procedure

Incentive Types

(6) All financial incentives outlined in this procedure will be considered as an allowance and do not form part of an employee's salary. The amounts detailed are total gross amounts and subject to tax.

(7) An incentive package may include the following:

a. Recruitment Attraction Payment.
b. Candidate attraction payment.
c. Housing payment.
d. Retention payment.
e. Experienced Teacher payment.

(8) The financial amounts detailed in Schedule 1 and Schedule 2 are maximum values. A manager has the discretion to offer lower amounts than listed in the schedule, except for the retention payment which will be as prescribed in the schedules.

(9) A manager has the discretion to select which incentive types will be offered to an eligible employee.

(10) A manager must discuss any budgetary and financial considerations in consultation with Finance.

Eligibility and Permanent Positions

(11) Incentives are applicable for new employees and existing employees in accordance with the relevant clause in this procedure and will be pro-rated against full-time equivalent status (FTE).

(12) An incentive-based school is eligible to receive an incentive in accordance with Schedule 1 of this procedure for any position classified as a teacher.

(13) An incentive-based position may receive an incentive in accordance with Schedule 2 of this procedure on a case-by case basis if there has been at least one (1) unsuccessful recruitment process for any position classified as a teacher.

(14) Positions within Catholic Schools that are not classified as a teacher may be considered for an incentive on a case-by-case basis and must have at least one (1) unsuccessful recruitment process.

(15) Each incentive-based position must be reviewed and assessed prior to an incentive being advertised and offered

by the following:

a. Assistant Directors of Schools where incentive amounts to be offered total less than $10,000; or
b. Director of Schools where incentive amounts to be offered total $10,000 or more.

Eligibility and Temporary Positions

(16) Eligibility for a temporary employee should be read in conjunction with other relevant clauses in this procedure.

(17) An employee in a temporary position must be engaged for four (4) consecutive terms or more to be considered for an incentive payment.

(18) A temporary position can have one (1) extension of the initial temporary contract of four (4) consecutive terms to be eligible to a further retention payment.

(19) An employee in a temporary position that has an extension is not eligible for a new incentive agreement and will retain the initial incentive package for the agreed period.

Incentive Agreement

(20) Incentives will apply for a fixed period and documentation must detail the incentive types and financial amounts offered.

Limitations and Position Changes

(21) The incentive type and financial amounts will remain in accordance with the version of the procedure at the time of the initial incentive agreement made with the employee and will not be adjusted with subsequent policies.

(22) Incentive payments for an existing employee will only be applicable when the employee first commences or takes a new position at another eligible incentive-based school or incentive-based position.

(23) An employee who moves to another incentive-based school or incentive-based position within the agreed period of the incentive agreement will retain the initial incentive package and is not eligible for a new incentive agreement.

(24) An employee who reduces or increases hours of work during the incentive agreement period permanently or temporarily for a fixed period of 12 months or more will have incentive amounts pro-rated against full-time equivalent status (FTE).

(25) An employee who is recruited to a position in an incentive-based school, will maintain the initial incentive agreement if the school is removed from Schedule 1 of this procedure for the remainder of the agreed period.

(26) An employee who is provided accommodation by the Diocese is not eligible to receive the housing payment at the same time.

(27) The retention payment is made on completion of a full year of service and in accordance with the relevant clause in this procedure in the final school term for that year. The retention payment is for a fixed period of 5 years for permanent positions and up to 2 years for temporary positions.

(28) The housing payment is a reimbursement from the Diocese to an eligible employee relating to housing costs such as but not limited to a rental bond, rental payments, mortgage repayments. Employees must provide evidence to the Diocese as requested of the actual costs incurred and the amount reimbursed by the Diocese must not exceed what is prescribed in schedule 1 or schedule 2.

(29) Where a housing payment forms part of a proposed incentive package People and Culture must advise Finance as

additional reporting requirements may be applicable.

(30) An employee who is provided accommodation by the Diocese is not eligible to receive the housing payment at the same time.

Ceasing a Contract Early

(31) An employee who ceases working in an incentive-based school or incentive-based position, is not eligible to continue to receive the agreed incentive package:

a. An employee who ceases a position prior to completing the full year of service will not be eligible to receive payment for the retention payment for that school year.
b. An employee who is paid a recruitment attraction payment, candidate attraction payment, housing payment or experienced teacher payment and where the employment contract is ceased early, the proportional amount based on the number of weeks not completed must be paid back by the employee within a mutually agreed and reasonable period.

Effect on Entitlement and Accruals

(32) The agreed incentive package will continue to be paid to an employee on parental leave.

(33) Periods of unpaid leave, other than parental leave will not be counted as service for the retention payment. The incentive package will not be paid during periods of unpaid leave, excluding parental leave.

(34) The Diocese will not provide any advice in relation to the personal implications of receiving an incentive package such as but not limited to:

a. Elements of the incentive package may impact on superannuation contributions and benefits. Employees are advised to contact their superannuation provider for advice.
b. Employees are advised to seek advice from either the Australian Taxation Office (ATO) or their accountant on the taxation implications of accessing incentive arrangements, including reportable fringe benefits tax.
c. A reportable fringe benefit may arise upon receipt of the incentives provided within this procedure. Where a fringe benefit event has occurred, the appropriate declarations must be submitted to Finance for lodgement with the Australian Taxation Office.

Section 5 - Schedule 1

(35) Incentive-based school locations are detailed in the below table.

Suburb	School Name
Merriwa	St Joseph's Primary School
Wingham	St Joseph's Primary School
Taree	St Clare's High School
Taree	St Joseph's Primary School
Muswellbrook	St James' Primary School
Scone	St Mary's Primary School
Denman	St Joseph's Primary School
Aberdeen	St Joseph's Catholic College

Suburb	School Name
Gloucester	St Joseph's Primary School
Bulahdelah	St Joseph's Primary School

(36) Incentive-based school incentive types and financial amounts are detailed in the below table.

Incentive Type	Amount	Payment	Applicable To (Temporary or Permanent)
Recruitment Attraction Payment	Up to $5000	Lump sum at commencement of contract.	Permanent and Temporary
Candidate Attraction Payment	Up to $10,000	Lump sum at commencement of contract.	Permanent and Temporary
Housing payment	Up to $3000	Reimbursement.	Permanent and Temporary
Retention payment	Year 1 - $5000	Lump sum at the completion of term 4.	Permanent and Temporary
	Year 2 - $6000		Permanent and Temporary
	Year 3 - $7000		Permanent
	Year 4 - $8000		Permanent
	Year 5 - $9000		Permanent
Experienced Teacher Payment	Up to $3000	Lump sum at commencement of contract.	Permanent and Temporary

Section 6 - Schedule 2

(37) Incentive-based position incentive types and financial amounts are detailed in the below table.

Incentive Type	Amount	Payment	Applicable to temporary and permanent
Recruitment Attraction Payment	Up to $5000	Lump sum at commencement of contract.	Permanent and Temporary
Candidate Attraction Payment	$10,000	Lump sum at commencement of contract.	Permanent and Temporary
Housing payment	$3000	Reimbursement.	Permanent and Temporary
Retention payment	Year 1 - $4000	Lump sum at the completion of term 4.	Permanent and Temporary
	Year 2 - $5000		Permanent and Temporary
	Year 3 - $6000		Permanent
	Year 4 - $7000		Permanent
	Year 5 - $8000		Permanent
Experienced Teacher Payment	Up to $3000	Lump sum at commencement of contract.	Permanent and Temporary

Section 7 - Notations

(38) If there is any inconsistency between a policy document in existence before the commencement of this policy,

and a policy document developed after the commencement of this policy, the later applies to the extent of the inconsistency.

(39) Historical arrangements agreed to prior to the introduction of this policy, would not change the agreed incentive package.

Section 8 - Document Review

(40) This policy may be reviewed annual to ensure it is consistent with any financial or budgetary requirements.

(41) This policy will also be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.

Status and Details

Status	Current
Effective Date	26th June 2026
Review Date	26th June 2029
Approval Authority	Acting Chief Operating Officer
Approval Date	25th June 2026
Expiry Date	To Be Advised
Unit Head	Eve Youman Director People & Culture
Enquiries Contact	People and Culture

Glossary Terms and Definitions

"Hard to fill" - A school or position that has difficulty attracting and retaining employees and may be due to:
• Geographic location of the school; • Key Learning Area of teaching; • Socio-economic advantage level;
• Higher number of vacancies due to aging workforce and retirements; and/or • Preference for a particular type of employment being permanent as opposed to temporary.

"Incentive-based school" - An incentive-based school is a hard to fill school that is eligible to receive an incentive, there is usually a difficulty relating to a: • Geographic location; and/or • Lower socio-economic advantage area as defined by the Australian Bureau of Statistics.

"Incentive-based position" - An incentive-based position is a hard to fill position that is eligible to receive an incentive, this may be based on unsuccessful recruitment processes or hard to fill key learning areas.

"Unsuccessful recruitment process" - A recruitment process undertaken in accordance with the Recruitment and Selection Policy and fails to identify a suitably qualified applicant. A recruitment process must occur for each vacancy at the time it becomes vacant.

"Housing payment" - A once off payment made to an employee commencing an incentive-based school position or incentive-based position. The payment is to support housing costs including but not limited to a rental bond, rental payments, mortgage repayments.

"Retention payment" - An annual payment made to an employee in an incentive-based school position or incentive-based position after completing a full year of service and will apply for an agreed period.

"Experienced Teacher payment" - An initial once off payment for an employee who at the time of commencing an eligible incentive-based school position or incentive-based position is a teacher classification step 3 or above as defined in the relevant Enterprise Agreement.

"Incentive package" - The financial amounts and types of incentives offered to an employee.

"Candidate attraction payment" - An initial once off payment for an employee commencing an eligible incentive-based school position or incentive-based position. This payment should only be considered to attract top talent for specialised skills or Senior Leaders, in a competitive job market.

"Recruitment Attraction Payment" - An initial once off payment for an employee commencing an eligible incentive-based school position or incentive-based position.

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