

PROCEDURE: Statement of Service

1. PURPOSE

The purpose of this procedure is to outline the requirements and responsibilities relating to evidence of prior employment of service of Brisbane Catholic Education (BCE) employees.

This procedure must be read in conjunction with Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland and relevant guidelines that have been produced for both school and office implementation.

2. RESPONSIBILITIES

2.1 General requirements

Employees must provide BCE with suitable documentary evidence of relevant, prior employment service to Payroll Administration Services in order for employee's rate of pay to be determined appropriately.

2.2 Roles and responsibilities

Role	Responsibilities
Employee	<ul style="list-style-type: none"> provide suitable documentary evidence of relevant, prior employment to Payroll Administration Services – People and Culture .
Payroll Administration Services – People and Culture	<ul style="list-style-type: none"> issue employee Statements of Service upon request.

3. PROCEDURE

3.1 Providing a Statement of Service

Employees must, in a timely manner following appointment, provide to Payroll Administration Services – People and Culture any statements of service detailing relevant prior employment service that would be necessary to appropriately determine an employee's rate of pay.

An employee will be paid at the rate of pay consistent with information provided until further supporting documentary evidence is provided to BCE.

Where an employee provides appropriate statements of service detailing relevant prior employment service within six (6) months of commencement of service with BCE, payment for any adjustment to an employee's rate of pay will be effective from the date of commencement with BCE.

Where an employee does not provide appropriate Statements of Service detailing relevant employment service within six (6) months of commencement then any payment relating to that service will be applied from the date of receipt by BCE of the Statements of Service from the employee.

Where an employee may have relevant employment service with multiple employers an appropriate Statement of Service from each previous employer(s) should be provided.

3.2 Content of a Statement of Service

Suitable documentary evidence of relevant, prior employment service must be provided in the form of a Statement of Service. This document applies to both teaching and non-teaching employees within BCE.

A Statement of Service is normally the appropriate proof of relevant prior employment service. In order for a statement of service to be deemed appropriate it must satisfy the following criteria. A Statement of Service must:

- be an original or certified copy of an original document
- be provided on the official letterhead of the authority responsible for the school or institution and it must be signed and dated by the employer or an authorised person
- specify the position held
- specify the period of employment
- specify the exact nature of the employment e.g. full-time, part-time, casual etc. and provide a detailed description of the relevant duties performed
- detail whether the employment was part-time – and if so the number of hours worked per week or their full-time equivalent, or the total number of hours paid for the total period of employment
- detail whether the employment was casual – and if so the total number of hours paid for the total period of employment
- indicate any periods of unpaid leave that were taken
- if no unpaid periods of leave were taken, the statement must show that 'no unpaid leave was taken'.

References or Offers of Appointment do not meet the above criteria and thus not deemed appropriate proof of relevant prior employment service.

3.3 Statutory declaration

Where an employee is unable to obtain the necessary documentation from a previous employer, for instance, if a school or company and its records no longer exist or exist in an area of civil disturbance or natural disaster, a statutory declaration may be submitted in lieu of a statement of service. Where a statutory declaration is accepted it should satisfy the criteria for a Statement of Service detailed above. The circumstances preventing the employee from obtaining the necessary documentation should be noted and retained.

All Statements of Service for staff of BCE must be issued from Payroll Administration Services – People and Culture. This practice ensures that consistency of BCE Statements of Service is provided. Principals may issue references on request but must not issue Statements of Service.

4. PERFORMANCE

This procedure will be reviewed every three years.

5. REFERENCE

- Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland.