

# **HR Policy Information and Operations Manual**

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**Australian Government**  
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## Introduction to the HR Operations Manual

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Dear colleagues,

The future leaders of this country are sitting at desks in classrooms across PNG. Our long-term growth and development rests with the generation currently in our schools. They are engaging with their teachers to develop insights into the complex world they will inherit. They are learning and expanding the practical and intellectual skills they need to manage the leadership roles that await them.

It is essential our children and young people have the best education the nation can provide.

The diverse communities of Papua New Guinea entrust teachers to prepare the next generation to accept the responsibilities that lie ahead. For teachers to fulfill this important task, they need to understand their roles, responsibilities and obligations as well as their rights and entitlements as members of the Teaching Service. They must be able to work with their students continuously, with minimal interruption.

This HR Manual has been designed and delivered by the Teaching Services Commission to assist teachers. It provides them with information and guidance about employment as a teacher in PNG. It also provides administrators who manage teachers' queries, salaries and entitlements, with consolidated and consistent information about terms and conditions of employment for teachers in PNG.

A copy of this HR Manual will be in every school, District Education Office, Provincial Division of Education, Division of the National Department of Education and Church Agency. Copies have also been made available to the PNG Teachers Association. With the same information available to all Education stakeholders, the Teaching Service Commissioners believe our teachers can be better served.

With all parties familiar with and accepting their responsibilities, teachers can focus on their core duty of delivering challenging but rewarding curriculum to their students. They can develop individual skills and abilities. They can prepare the next generation of informed PNG citizens with a vision for their country and its place in the world of the twenty-first century.

Alan Jogioba

Chairman: Teaching Services Commission

## Section 1: Managing the Teaching Service

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### Roles and Responsibilities of Teachers

Teachers in Papua New Guinea play a central role in developing the future of the country. They hold positions of trust in the communities in which they work. This brings with it a range of professional and general responsibilities.

The principle and policy of “no work, no pay” together with the requirements of Section 96 of the Teaching Service Act must apply.

Teachers must be aware that while they perform their roles and responsibilities with students they are, by law, *in loco parentis* and have a duty of care to each student at all times. This means they have the responsibility to care for each student as if they were the student’s parent.

A teacher remains a teacher at all times. It is not a profession that starts and finishes with the school day or applies only while a teacher is at school.

### Legal and policy framework

The legal framework that guides, protects and supports teachers includes the Constitution of PNG, the Criminal Code, Teaching Service Act, Education Act, the Public Service Management Act, the Public Financial Management Act, the General Orders and the Regulations, Instructions, Determinations and Circulars that lie under them. There may also be a Provincial Education Act. These documents apply to all teachers at all times.

Teachers are strongly advised to make themselves familiar with these documents and to seek explanation of their rights and responsibilities if there are aspects that remain unclear. Some of these documents are included in this manual for teachers’ reference.

### Teachers’ Obligations

Under the Teaching Service Act, teachers have a general obligation to discharge, to the best of their abilities, all the duties and functions, both curricula and extra-curricula, of the position of teacher.

Teachers are expected:

- To attend to the needs of their students.
- To assist their Head Teacher and other education leaders in the efficient management of their school and the Education system
- To deliver curriculum to their students as determined by the National Education Plan.
- To respect their communities’ customs and values.

The Teaching Service Act is specific in respect of a number of obligations on teachers. Teachers must take special note of the following:



- A teacher is not to engage in activities outside their employment as a teacher which impact on or conflict with their duties as a teacher.
- A teacher is not to become involved in outside political activities nor are they to promote the political views of any person, political party or organisation.
- A teacher is not to engage in any private occupation or trade, whether for remuneration or not, without the approval of the Teaching Service Commission.
- A teacher is not to engage in any other employment while employed as a teacher without the approval of the Teaching Service Commission.

If a teacher wishes to seek exemption from any of these specified obligations, they must contact the Teaching Service Commission in writing for approval.

If a teacher breaches any of these obligations s/he is at risk of disciplinary action including dismissal.

## **Teaching Service Commission Code of Behaviour**

To assist teachers in the performance of their duties, the Teaching Service Commission has developed a Code of Behaviour for teachers. This code is drawn from the General Orders that apply to all public sector employees.

The Code of Behaviour reflects the directions set down by the Government of PNG as it seeks to enhance the delivery of services to the people of PNG.

### ***Managing students***

#### ***Care of Students***

A teacher is responsible for the care and safety of all students under his/her supervision until:

- the students are placed under the supervision of another authorised person, or
- a parent, or
- are released from school at the normal hours of closure (unless another closure time has been advised to parents).

Teachers are especially vulnerable if they dismiss students earlier than a scheduled or advised closure time and children are not placed into the supervision of a parent or other authorised person.

#### ***Recording attendance***

All teachers must record the daily (or lesson) attendance of students under their supervision, in an *Attendance Register*.

#### ***Recording absences***

Where a student is absent, the reason has to be confirmed. (It is the responsibility of parents to advise the school if a student will be absent from school for what-ever reason).

### ***Access to attendance records***

The *Attendance Register* is to be accessible to the Head Teacher (or other supervisory teacher or official) at all times so that a student's presence at school can be verified.

### ***Late arrival***

A student arriving at school once classes have commenced must report to the Head Teacher (or other teacher in charge of student attendance). The teacher will record the late arrival together with the student's explanation. The student proceeds to class with a note from the Head Teacher (or teacher in charge of attendance).

### ***Absence during school hours***

If a student is irregular in attendance or absent without approval during school hours, it must be reported to the Head Teacher.

### ***Sexual abuse of students***

Teachers are in positions of trust in their communities and are responsible for the care and well-being of the students in their classes and at the school.

Any breach of trust through the sexual abuse of a student is both a criminal offence and a serious disciplinary offence.

Head Teachers are obliged to report immediately any incident of sexual abuse of a student in their school to the Provincial Division of Education and the Teaching Service Commission.

Any incident of sexual abuse of a student by a teacher will result in dismissal from the teaching service and de-registration as a teacher.

### ***Professional responsibilities***

#### ***Direction by superior officers***

A teacher must obey all instructions given by a person responsible for his/her control or supervision. If a teacher believes an instruction is illegal, s/he may seek to have that instruction reviewed by a senior officer.

#### ***Performance of duties***

A teacher must carry out all duties relating to their roles and responsibilities promptly, thoroughly and correctly.

Similarly, a teacher must comply with and implement all laws, regulations, and instructions made or issued to guide teachers in the performance of their duties.

#### ***Hours of duty***

*Hours of duty* is the period of time a teacher is expected to be in attendance and on duty in their school. This may be different from a teacher's scheduled contact hours.

The normal hours of duty and hours of attendance for teachers are 7.45 am to 12 noon and 1.00 p.m. to 4.06 p.m. However, in some schools, especially Secondary Schools and Vocational Centres, there may be variations to this schedule. Where there are approved variations to the normal duty hours, the total hours of attendance must be the same as those described above.

Within the hours of duty, a teacher is entitled to a break of one hour for lunch. However, even while on a scheduled lunch break, a teacher may be required to supervise students.

### ***Record of attendance***

All teachers must record their daily attendance, in an *Attendance Register* or other recording document as approved by the Chairman of the Teaching Service Commission. Head Teachers are responsible for maintaining this *Attendance Register*.

The *Attendance Register* must include the actual time of a teacher's arrival for duty at the start of the day and the teacher's departure from duty at the end of the day.

The *Attendance Register* (or other recording document) must be available to teachers at the scheduled time of commencing duty and at the scheduled time of ceasing duty.

### ***Late arrival to duty***

A teacher reporting for duty later than 15 minutes after the scheduled time of commencing duty must report to the Head Teacher, who will record the teacher's attendance and note the teacher's explanation for late attendance.

### ***Absence during hours of duty***

A Head Teacher must report to their Provincial Division of Education any teacher who is irregular in attendance or absents himself/herself without approval during normal hours of duty. This must be done as part of monthly staffing and leave returns forwarded to the Provincial Division of Education.

### ***Absence from the workplace***

A teacher is not to leave the school or class during the hours of duty except on official business unless s/he has the express permission of the Head Teacher.

Any period of absence not on official business must be recorded by the Head Teacher of the school in the *Attendance Register*.

### ***Absence through illness or emergency***

If a teacher is prevented from attending duty through illness or other emergency, s/he must, as soon as possible:

- a. advise their Head Teacher of the circumstances; and
- b. provide any details requested by his/her Head Teacher.
- c. complete the form indicating the reason for absence from duty.

***Absence without prior approval***

A teacher must not be absent from duty without prior approval unless s/he shows reasonable cause.

If a teacher is absent from duty without approval, the period of absence will be without pay.

A teacher must complete form IREC14.2 on his/her return to duty. If a teacher refuses to complete this leave form, the Head Teacher is to complete it on his/her behalf.

***Care of State Property***

A teacher is responsible to look after and preserve all property of the State with which s/he is entrusted for custody or safekeeping or for the performance of teaching duties.

***Security of Documents***

A Head Teacher is responsible for the safe keeping of all documents held in the school including;

- Student transfer certificates
- Student certificates (all unused, mutilated and damaged certificates and certificates with errors and un-issued certificates are to be cancelled and returned to the National Department of Education.)
- Stock books
- School Admission register
- Attendance registers
- Student record cards
- School Financial records (cheque books, used cheque butts, deposit records, receipt books, account statements, etc)

Any teacher, who allows any of these documents to be taken and/or misused, is guilty of committing a disciplinary offence (and sometimes a criminal offence also).

***Journals to be kept by certain teachers***

Every teacher, whose duties are not under direct supervision or not performed at a fixed place, must keep a journal showing his/her daily duties and time on duty. A teacher must produce his/her journal (or a copy) when requested by a supervisor.

***Sexual harassment***

Sexual harassment is a disciplinary offence. Any teacher found guilty of sexual harassment will be liable to disciplinary action including dismissal.

If a teacher is subjected to:

- a. demands of a sexual nature in exchange for promotion or other benefits, or
- b. refusal of benefits unless demands of a sexual nature are met; or
- c. unwelcome verbal or physical suggestions of a sexual nature which interferes with his/her work and creates an offensive or intimidating working environment;

the teacher must report the matter immediately to his/her Head Teacher or Provincial Education Adviser or other trusted senior officer.

A teacher subjected to harassment must notify the Teaching Service Commission, in writing, as soon as possible.

### ***Dress and general conduct***

A teacher must dress in a neat and tidy fashion and conduct himself/herself with courtesy and respect when dealing with other teachers and the general public.

If a teacher works in a teaching area or performs duties requiring protective clothing to be worn, s/he is obliged to do so. Failure to do so may jeopardize any claim s/he might have in case of an accident.

Every teacher must attend to their duties diligently and regard himself/herself as a servant of the public. Correspondence from members of the public and inquiries in person must be answered promptly.

### ***Smoking***

Smoking is strictly forbidden in all school buildings and in front of students.

Any teacher found smoking on a school premises will be charged with a serious disciplinary offence. A fine of not more than 10% of the teacher's gross fortnightly pay shall be imposed. Continual breaches may result in dismissal.

### ***Betel nut***

Chewing and/or spitting of betel nut is strictly forbidden in all school grounds and buildings and in front of students. Apart from any other reason it is a health hazard.

Any teacher found chewing and/or spitting betel nut will be charged with a serious disciplinary offence. A fine of not more than 10% of the teacher's gross fortnightly pay shall be imposed. Continual breaches may result in dismissal.

A Head Teacher can require a teacher to clean up an area s/he has spoiled by chewing and/or spitting betel nut.

### ***Consumption of alcohol***

Consumption of alcohol is strictly forbidden in schools.

Any teacher found consuming alcohol will be charged with a serious disciplinary offence. A fine of not more than 10% of the teacher's gross fortnightly pay shall be imposed. Continuous breaches may result in dismissal.

A Head Teacher can require a teacher to clean up an area spoiled by refuse from illicit drinking on school property.

***Production, consumption, dealing or sale of drugs of addiction (including marijuana)***

Any production, consumption, dealing in or sale of drugs of addiction (including marijuana) is both a criminal offence and a serious disciplinary offence under the teaching service regulations.

Any teacher found to be producing, consuming, dealing in or selling drugs of addiction (including marijuana) will be charged with a serious disciplinary offence and dismissed.

***Production, use of, dealing in or sale of weapons and or firearms***

The production, use of, dealing in or sale of weapons and/or firearms is not only a criminal offence but also a serious disciplinary offence under the teaching service regulations.

Any teacher found to be producing, using, dealing in or selling weapons and/or firearms will be charged with a serious disciplinary offence and dismissed.

Teachers, who in the course of their duties are required to own or use a firearm must hold a current licence for the firearm and a licence to use the firearm and must use the firearm in accordance with the purpose for which it was approved.

Teachers required to keep a firearm must secure it properly at all times.

***Confidentiality***

It is a disciplinary offence (and some times a criminal offence also) for a teacher to divulge confidential information to the public and/or to public or private institutions and organizations. Confidential information includes:

- Student and teacher records,
- Any examination and test paper until after the test or examination is completed.
- Student answers to tests and examinations
- Students results
- Students behavioural records
- Student record cards
- School financial records until prepared for the school AGM.
- Records of parent/guardian interviews or letters of complaint.

**Monitoring Teachers' Performance**

If a teacher is not performing his/her duties properly, it must be dealt with in a way that will help the teacher change and become a better teacher and member of the community.

The school Board of Management is to ensure that teachers are on duty and teaching properly.

If a teacher is failing to perform teaching duties as required or has problems that impact on his/her duties and relationships, the Board of Management must notify their education authority immediately. The matter can then be dealt with before it becomes serious problem.

School Inspectors are expected to inform teachers if they are not performing to expectations and to notify the Provincial Education Adviser.

## **Managing Inappropriate Teacher Behaviour**

Although the Teaching Service Commission expects all teachers to fulfill their obligations legally, diligently and competently, there are occasions where they break the law or breach their obligations.

In these circumstances the Teaching Service Commission has the power to take action against teachers.

Teachers are referred to Part VII of the Teaching Service Act for details of the processes associated with:

- The management of disciplinary offences.
- The roles and responsibilities of Provincial Education Board, National Education Board, Teaching Service Commission Disciplinary Committees and other authorised persons.
- Disciplinary offences.
- Disciplinary procedures available to the Teaching Service Commission when teachers are found to have committed offences.

## **Strikes**

The withdrawal of labour through strike action is a very serious decision. Teachers need to consider the implications of strike action for themselves, their students and their communities before deciding to go down this path.

If strike action is taken by a teacher, the time of absence from duty will be without pay.

Teachers need to acquaint themselves with Section 95 of the Teaching Service Act which deals with strike action.

## **Absence from duty without approval or notification**

Teachers are expected to discharge their teaching duties conscientiously, including meeting all administrative obligations.

Teachers must inform their Head Teacher when they are absent from duty and to complete required forms when they return.

If teachers absent themselves from duty without informing their Head Teacher the absences are to be recorded by the Head Teacher and communicated to the Provincial Division of Education at the beginning of each month as outlined in the HR Calendar.

Absences of this nature can lead to disciplinary action.

## **Absence from duty without approval for two weeks**

Teachers who are absent from the classroom for two weeks continuously without approval or explanation, are to be suspended from the payroll.

The action of suspending a teacher from the pay system is a serious step and is to be taken when a Head Teacher (or other person or body authorised by the Provincial Division of Education) is satisfied a teacher has been absent from duty for two weeks or more without approval.

A Head Teacher must inform the Provincial Division of Education when a teacher is absent from duty without due cause or explanation.

Using information from the school's *Attendance Register*, a Head Teacher is to notify their Provincial Education Adviser when a teacher has been absent continuously for two weeks. This information is to be brought to the attention of the Provincial Education Adviser either immediately or at the beginning of a month when staffing and leave information is forwarded to the Provincial Division of Education.

Provincial Education Advisers are able to act immediately to notify the Teaching Service Commission seeking the suspension of the absent teacher without pay.

A Provincial Education Adviser uses the *Provincial Suspension Authority* form to advise the Teaching Service Commission and to authorise the suspension of a teacher. A teacher suspended in this way cannot be resumed on the pay system until s/he completes a *Teacher Record of Appointment* form.

The *Provincial Suspension Authority* form is used only in situations where a teacher has effectively absconded from duty. The form is not to be used for other purposes.

Throughout this process, it is important each step is documented and all documents retained on file at the Provincial Division of Education.

Other disciplinary procedures are managed through the sections of Part VII of the Teaching Service Act.

A sample copy of the *Provincial Suspension Authority* and the procedures associated with it is included in this folder.

## **Special Responsibilities for Head Teachers**

As well as the roles, responsibilities and obligations applying to teachers detailed above, Head Teachers have additional responsibilities because of the important office they hold in the community and in the education system.

A Head Teacher will often be the most senior education representative available to the school community. A Head Teacher is responsible for overseeing the implementation of the policies and procedures of the Provincial Education Board, the Teaching Service Commission and the National Department of Education.

Head Teachers have a particular responsibility to manage students enrolled at their school and teachers appointed by the Provincial Division of Education. These responsibilities include:



- Ensuring the Provincial Division of Education is informed about the circumstances in their school by:
  - Maintaining attendance registers for teachers and students.
  - Notifying the Provincial Division of Education of teachers who are absent without approval for two weeks or more.
  - Forwarding monthly staffing returns.
  - Forwarding monthly leave claims.
  - Forwarding quarterly enrolment returns.
  - Ensuring teachers appointed to the school are on their correct positions.
  - Ensuring school planning takes account of the requirements of the HR calendar
  - Ensuring *Resumption of Duty Summary Sheets* and *Teacher Record of Appointment* forms are forwarded to the Provincial Division of Education on time.
- Supporting teachers appointed to the school in personnel management matters including:
  - Assistance in managing queries to salary and other entitlements.
  - Completing their administrative tasks, especially at the start of the school year.
  - Ensuring teachers are informed of their rights and entitlements.
  - Ensuring teachers are aware of timelines included in the HR calendar

## Section 2: Teacher Recruitment and Deployment

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### Application for Registration and Employment as a Teacher

This information applies to any person seeking to join the Teaching Service and to work as a teacher in PNG, including:

- Graduates from a Teachers College under the Teacher Education Services Division or the University of Goroka.
- Graduates who have completed qualifications in Education from another University or Teachers College either in PNG or another country.
- Former teachers, under the age of 55 years, seeking re-admission to the Teaching Service

For a person to be employed as a teacher in PNG under the Education Act, s/he must complete an *Application for Registration and Employment as a Teacher*. A sample copy of this form is included in this folder. This form is also to be completed by teachers seeking to join the Teaching Service in the unified Teaching Service.

Graduates from a teachers college under the Teacher Education Division or the University of Goroka may be employed as teachers by Provincial Divisions of Education as long as they have:

- Lodged an *Application for Registration and Employment as a Teacher* with the National Department of Education.
- Completed a satisfactory medical examination by an authorised medical practitioner.

Graduates from teachers colleges under the Teacher Education Division or the University of Goroka at the end of a year lodge an *Application for Registration and Employment as a Teacher* during their final academic year. This application form is processed by the National Department of Education and the Teaching Service Commission in readiness for employment at the start of the following school year.

Persons whose names are not forwarded to the National Department of Education by a teachers college under the Teacher Education Division or the University of Goroka will not be considered for registration as a teacher or for membership of the Teaching Service.

Graduates from tertiary institutions with no qualifications in Education cannot be considered for registration as a teacher or for membership of the Teaching Service until they have been approved by the Teaching Service Commission.

### Registration as a Teacher

Under provisions of the Education Act, a person cannot operate as a teacher in PNG without registration.

On nomination for graduation and satisfactory lodgement of an *Application for Registration and Employment as a Teacher*, a graduating teacher is awarded Provisional Registration which is retained for one year.

During the first year of a teacher's appointment, they are to be inspected in their school by an Inspector. If the teacher receives a satisfactory report, s/he is granted full registration.

## **Admission to the Teaching Service**

When a beginning teacher is awarded Provisional Registration by the National Department of Education, s/he is eligible to be considered for admission to the Teaching Service on being offered an appointment. While a teacher holds provisional Registration, s/he is granted provisional admission to the Teaching Service.

Provisional admission to the Teaching Service is upgraded to full membership on the satisfactory completion of a registration inspection and one year of teaching service in an approved school.

## **Seeking re-admission to the Teaching Service**

There are occasions where a teacher resigns from the Teaching Service and at a later date seeks re-admission.

A teacher seeking re-admission to the Teaching Service will have been identified by the Provincial Division of Education to take up a teaching position. The Provincial Education Board must provide the person with an *Application for Employment and Registration as a Teacher*.

There are sections of this form that apply only to teachers seeking re-admission. The completed form together with any other supporting documents is forwarded to the Chairman of the Teaching Service Commission for consideration.

The person seeking re-admission to the teaching service must undertake a medical examination by an authorised medical practitioner.

A person cannot be re-admitted to the Teaching Service and be paid without the approval of the Teaching Service Commission.

## **Updating Personal Information**

Personal information about teachers is captured at the time they are registered and admitted to the teaching service.

On the basis of the information provided by teachers at that time a number of the entitlements of their employment are determined, including taxation levels and leave fares.

These details remain the same unless teachers inform the National Department of Education, through their Divisions of Education and the Teaching Service Commission that their circumstances have changed.

The responsibility rests with individual teachers to make known changes to their personal circumstances quickly so they are not disadvantaged at some stage in the future.

Details that are especially important to update, and the documentation required to enable the change, include:

- Change in marital status: marriage certificate.
- Changes to numbers of dependents: birth certificates.
- Upgraded qualifications: copy of qualifications and academic transcript.
- Change of name: marriage certificate or deed poll.
- Adoption: adoption papers.
- Divorce: separation papers.

Teachers must make sure they forward all documents at the time they seek to change their personal details.

## Entry levels for teachers

The salary to which teachers are entitled on their first appointment depends on the Division to which they are appointed and their qualifications at the time of appointment.

The salary points for teachers in each institution type as they enter the teaching service on appointment are listed below.

Elementary Schools	Elementary Teacher	EO01
Community/Primary Schools	Education Officer	EO02
High Schools	Education Officer	EO02
Secondary Schools	Education Officer	EO03
National High Schools	Education Officer	EO04
Vocational Schools	Education Officer	EO02
Technical and Business Colleges	Education Officer	EO05
Teachers Colleges (Lecturers)	Education Officer	EO05

Elementary trainees in the Elementary Sector undertaking training prior to their full graduation as a teacher, receive an allowance for each of their years of training. The salary scales for Elementary trainees are:

- Allowance step 1: 25% of the EO01 salary.
- Allowance step 2: 50% of the EO01 salary.
- Allowance step 3: 75% of the EO01 salary.

Elementary trainees' progression from one allowance level to the next is not based on a calendar year. It is the consequence of satisfactory completion of all requirements for a particular year as registered by their elementary trainer and recorded at the Elementary Unit at PNGEI.

## **Teachers' employment status**

### ***Substantive status***

A teacher is made substantive to a level by applying for, winning and taking up an advertised position. A substantive appointment is always a tenure appointment.

Under normal circumstances, when teachers are first employed they hold no substantive status but for salary purposes they are placed on the base level of the Division in which they are employed.

Once a teacher is granted a substantive level, s/he retains that level unless:

- S/he applies for, wins and takes up a position at a higher substantive level.
- S/he applies for, wins and takes up a position at a lower substantive level in the same or another Division. In this situation the teacher demotes himself/herself.
- S/he resigns (or is deemed to have resigned) from the teaching service. If teachers are re-engaged at a later date they will hold no substantive status.
- S/he is demoted as a result of disciplinary action.

Substantive status is not transferable across Divisions. A teacher who transfers from one Division to another will be placed at the base substantive level of the new Division until s/he wins a promotional position in that Division.

A teacher retains his/her substantive level in a Division while s/he remains employed by the Teaching Service Commission.

### ***Non-substantive status***

An acting appointment, whether to a higher level or the same level, does not give a teacher substantive status to that level. An acting position is a non-substantive appointment. It will always have an end-date. If a teacher is appointed to an acting position above his/her substantive level, s/he is paid at the rate of the acting position.

If a teacher, who is on their tenure position, is directed by a Provincial Education Board to a position less than their substantive level, the teacher continues to be paid at their substantive salary level for one year. In this situation, the teacher concerned must apply for and be appointed to a suitable tenure appointment to return to their substantive salary level.

A teacher re-appointed to a position below his/her substantive level may apply to the Teaching Service Commission in writing for salary maintenance at their substantive level.

However, if a teacher requests an acting appointment below their substantive level, the teacher will be paid at the level of the position to which they have been appointed for the duration of their appointment. This will be a maximum of one school year.

An acting appointment is for a maximum of one school year. At the end of the school year a teacher's salary reverts to their substantive level.

## Teacher Selection and Appointment

### *Creating new Schools*

Requests for new schools are made by Provincial Divisions of Education to the National Department of Education.

Requests for new schools must be lodged with the National Department of Education by no later than 31 March of the year preceding the intended start of the new school. Requests for new schools lodged after this date are not guaranteed approval for commencement at the start of the following year.

Requests for new schools are made on the basis of verified student numbers in a location and must be part of the Provincial Education Plan and meet the requirements of the current National Education Plan.

All requests to create new schools must be made using form EDA212 with all required documents attached. Requests for the creation of new schools will not be processed without all documents and assurance that land is available for the school both immediately and for the longer term.

Please note: teachers cannot be allocated to schools that have not been approved. If a Provincial Division of Education operates a school without approval from the National Department of Education, any teachers appointed to that school cannot be paid.

### *Creating, reclassifying and abolishing teaching positions*

Requests to vary positions in existing schools, or create positions in new schools, must be lodged directly with the Teaching Service Commission using TSC form 26.

All requests to vary positions or to create new positions must be lodged by no later than 31 March in the year preceding the intended implementation of the changes.

All requests must be lodged using TSC form 26. A sample copy of this form is included in this folder.

As attachments to a form TSC form 26, all requests must include:

- Extracts from an Inspector's report on the school detailing student numbers, the number of classrooms and the availability of teacher housing.
- Extracts from the Provincial Education Board minutes approving changes to existing positions or the creation of new positions.

Without this full documentation, there can be no approval for the creation of new positions or the variation of existing positions.

Teachers cannot be allocated to positions that have not been approved and entered into the pay system.

The Teaching Service Commission closely monitors all vacant positions. **Any positions that remain vacant continuously for two years will be deactivated by the Teaching Service Commission.**

## Teacher Selection and Appointment

### ***Declaration of Eligibility***

Teachers are entitled to apply for advertised vacancies at the same level as their substantive level or for promotional positions up to the level of their current *Declaration of Eligibility*.

Teachers hold eligibility to a promotional level as the result of a satisfactory personal inspection carried out and signed by an Inspector.

To apply for advertised positions, teachers must hold a current *Declaration of Eligibility* indicating their eligibility level. This determines the level of promotion positions for which they are eligible to apply.

Teachers may not apply for positions above the level of eligibility in their current *Declaration of Eligibility*. If teachers lodge applications for positions above their level of eligibility, they will be disqualified from consideration for these positions even if they are recommended by a Provincial Education Board.

Teachers must be aware that if they apply for positions lower than their substantive level and they are successful in their application, they effectively demote themselves. The level of the new position becomes their substantive salary.

Teachers' eligibility applies for three years, unless extended by the Secretary for Education. If the Secretary for Education extends eligibility, teachers will be notified by Circular.

A teacher's eligibility comes into effect from the start of the year following their inspection.

### ***The Vacancy Gazette***

The *Vacancy Gazette* is the document published each year containing all vacancies available to teachers for the following school year.

This document is based on information provided by Provinces in preparation for the following school year. Requests for positions to be advertised must be lodged with the Teaching Service Commission by no later than 31 March each year.

Requests for positions for the following year not with the Teaching Service Commission by 31 March may not be published.

The *Vacancy Gazettes* are published by the General Education Service Division. The gazettes are published in their Division groupings with a separate gazette for each Division.

Teachers apply for positions in the Divisions for which they hold a current *Declaration of Eligibility*. Teachers are not able to apply to positions outside the Division in which they hold eligibility.

### ***Applying for advertised positions***

Teachers apply for positions advertised in the *Vacancy Gazette*. These are positions identified by Provincial Divisions of Education for appointment commencing at the start of the following school year.

The vacancies included in the *Vacancy Gazette* are those occupied on a temporary basis during the current year or created by Provincial Divisions of Education as the result of increased enrolments or the creation of a new school.

Any teacher with full registration can apply for advertised base level tenure positions in the Division for which they hold the appropriate qualifications. The teaching Divisions are:

- Elementary
- Community/Primary
- High School/ Secondary
- National High Schools
- Technical/Vocational
- Teacher Education

Teachers applying for positions are to lodge their applications with the Provincial Division of Education for any promotional position up to the level for which they hold eligibility or for positions that match their current substantive level.

The Provincial Division of Education forwards applications for positions in High Schools, Secondary Schools, National Institutions and Technical Schools to the individual institutions.

Teachers can apply for up to a total of nine advertised vacancies.

Applications for advertised positions are lodged using TSC form 28 for PNG citizens or form TSC form 29 for non-citizens.

A teacher who does not sign or in any other way invalidates his/her TSC form 28 or TSC form 29 will be disqualified from consideration for that position.

Teachers may apply for positions for which they hold appropriate eligibility, in any Province.

### ***Lodging preferences with the Central Sorting Unit of the National Department of Education***

Teachers who apply for advertised positions through the *Vacancy Gazette* must register the positions for which they have applied with the National Department of Education using TSC Form 30. A sample copy of this form is included in this folder.

This form must list the schools for which a teacher has applied in priority order. That is, the order in which the teacher wishes the positions to be considered. The intention is to try to appoint teachers to positions of their highest priority for which they are recommended by a Provincial/National Education Board.

Under normal circumstances, a teacher who does not provide a TSC Form 30 or does not list a position on their TSC Form 30 will be disqualified from consideration for that position even if they are recommended by a Provincial/National Education Board.

There may be circumstances where a teacher applies for an advertised position in a Community or Primary School is nominated by the Provincial Education Board but another teacher is appointed because s/he has a higher recommendation.



If identical positions remain unfilled in the same Community or Primary school as the one for which a teacher applied, that teacher will also be considered an applicant for these positions. A teacher may be appointed to one of these positions if the Provincial Education Board recommends no other applicant.

A teacher will be disqualified from consideration for a position if the information provided on Form F30 is incomplete or inaccurate or their form is not signed.

### ***Selection and appointment processes for Provincial institutions***

Appointments to positions in Provincial institutions are made by the Provincial Education Board, based on recommendations from a Selection Panel.

### ***Community, Primary and Vocational Schools***

The Selection panel for Community, Primary and Vocational Schools in a Province comprises the following members:

- The Provincial Education Adviser (who is the Chairman).
- One other member of the Provincial Education Board from the relevant level of education.
- One or two members appointed from a list recommended by the PNGTA.
- A representative from the education agency for positions in schools belonging to that agency.

All members of the Selection Panel must be present to consider all applications for all positions.

Wherever possible, the membership of a Selection Panel should be an odd number.

Under normal circumstances, the Appointment Officer for the Division of Education is the Executive Officer of the Selection Panel. This officer is not a member of the Selection Panel.

While Inspectors may be requested to provide written information to a Selection Panel, they are not members of the Selection Panel.

### ***Provincial High Schools, Secondary Schools and Technical schools***

Each Provincial High School, Secondary School and Technical School has its separate staff appointment committee established under the Education Act. The membership of each committee comprises:

- The Chairman of the Board of Governors.
- One representative of the Provincial Education Board.
- One staff representative
- One agency representative for positions belonging to that agency.
- One representative from the PNGTA.

The Headmaster of the school is an *ex officio* member of the staff appointment committee for vacancies in his/her school.

Wherever possible, the membership of a committee should be an odd number.

Teachers lodge their applications for positions directly with the Board of Governors who refer them to the screening committee for consideration.

Based on guidelines issued by the Teaching Service Commission, the appointment committee recommends appointments to the Boards of Governors. After endorsement, the recommendations are forwarded to the Provincial Education Board for approval.

The Provincial Education Board is the only body authorised to appoint a teacher to a position in a Provincial institution or to change a teacher's appointment.

While Inspectors may be requested to provide written information to a staff appointment committee, they are not members of the committee.

### ***Selection and appointment processes for National Institutions***

Each National Institution has its separate staff appointing committee established under the Education Act. The membership of each committee comprises:

- The Chairman of the Governing Council
- The Principal of the institution
- One agency representative
- One representative of the PNGTA.

In the case of Colleges, one representative from a relevant University may be added to the screening committee.

Teachers lodge their applications for positions directly with the Governing Council of the institution. The Governing Council refers them to the staff appointment committee for consideration.

Based on guidelines issued by the Teaching Service Commission, the staff appointment committee recommends appointments to the Governing Council. After endorsement, the recommendations are forwarded to the National Education Board for approval.

Wherever possible, nominations by Governing Councils will be accepted, within the guidelines of the Teaching Service Commission.

The National Education Board is the only body authorised to appoint a teacher to a position in a national institution or to change a teacher's appointment.

### ***Appointment to Tenure Positions***

Provincial/National Education Boards are responsible for selecting the most suitable applicant from a group of teachers who apply for an advertised vacancy.

Wherever possible, Provincial/National Education Boards must appoint teachers to tenure positions. This is the major objective of the teacher selection and appointment process.

Tenure appointments give teachers job security as well as the opportunity to know their students well and become active in helping the school and community. Teachers are better able to secure positions in schools for their own children and plan for their education.

Tenure gives a teacher the right to a particular position that s/he “owns” for a period of three years. This tenure can be extended by the Teaching Service Commission if the teacher’s performance in the position is satisfactory. Extensions of tenure are for periods of two years at a time. The Teaching Service Commission may extend a teacher’s tenure repeatedly. (See *Continuation of Tenure*)

Provincial/National Education Boards cannot appoint teachers to tenure positions who have not lodged an application on either TSC Form 28 or TSC Form 29 or who do not hold eligibility for an advertised position.

However, in situations where a teacher applies for one position in a school and there are other identical positions unfilled, that teacher may be appointed by the Teaching Service Commission to one of the unfilled positions as a tenure appointment. Teachers will not be appointed by the Teaching Service Commission to these positions if other teachers have applied and been recommended by the Provincial/National Education Board.

Teachers without qualifications in Education and with Provisional Registration cannot apply for advertised vacancies nor win the right of tenure. Teachers with restricted registration can apply for positions only in their specialist field.

Graduates from Teachers Colleges under the Teacher Education Division and the University of Goroka can apply for vacant base level positions in their respective Divisions.

### ***Recommendations from Provincial/National Education Boards***

Every registered teacher has the right to a teaching position. This does not guarantee the position will be at a teacher’s substantive level or at a location of a teacher’s preference.

Provincial/National Education Boards recommend teachers from the applicants who have applied for advertised positions. Boards may nominate up to nine teachers for each position.

The Provincial/National Education Boards are encouraged to nominate as many teachers as possible.

Recommendations are forwarded to the Central Sorting Unit of the National Department of Education using TSC Form 31. The TSC Form 31 is a summary of teachers who have been considered for a position. Teachers deemed eligible for appointment are listed in priority order. A sample copy of this form is included in this folder.

Provincial/National Education Boards must indicate on TSC Form 31 if a position is able to be appealed.

Each TSC Form 31 is checked at the National Department of Education to ensure the requirements of the selection processes have been followed. If a TSC Form 31 is incomplete or inaccurate, the position it represents will be withdrawn from the appointment process.

### ***Central Sorting***

Information provided by teachers on TSC Form 30 and the recommendations forwarded by Education Boards on TSC Form 31 is matched to provide the best teacher for each position.

### ***Confirmation of a tenure appointment***

At the completion of the matching exercise, the *Confirmation Gazette* is published and distributed. This document indicates the teachers who have been successful in their applications for tenure positions.

Once a teacher has been confirmed to a position, s/he must take up that position at the start of the following school year and remain in the position for a minimum of six months.

If a teacher fails to take up a tenure position and remain in that position for the minimum period, s/he forfeits the tenure.

### ***Notification of tenure appointment***

Once Provincial Divisions of Education are notified of the teachers appointed and confirmed through the selection process, each Provincial Education Board and National Education Board is responsible for notifying each successful teacher, in writing, of his/her appointment to a tenure position.

In the same letter of notification, the Provincial/National Education Board must also inform teachers if a position for which they have applied is able to be appealed.

### ***Appeals against an appointment published in the Confirmation Gazette***

If a position is identified as able to be appealed, a teacher can lodge an appeal in writing with the Chairman of the Teaching Service Commission using Form TS06 *Appeal against a position in the Confirmation Gazette* (Revised 2004).

The teacher appointed through the selection process to a position that is able to be appealed must lodge an appeal supporting their appointment. This appeal is lodged with the Chairman of the Teaching Service Commission using form TS06 *Appeal against a position in the Confirmation Gazette* (Revised 2004).

Teachers who can demonstrate they have been treated unfairly, unreasonably or harshly by the Provincial/National Education Board through the selection and appointment process can appeal to the Chairman of the Teaching Service Appeals Committee using the form *Appeal against a position in the Confirmation Gazette* TS06 (Revised 2004). A sample copy of this form is included in this folder.

Teachers' appeals must be completed and forwarded to the Teaching Service Appeals Committee within two weeks of the notification of tenure appointments through the *Confirmation Gazette*.

### ***Request to Retain a Tenure Position***

Because tenure is the right to "own" a position, a tenure holder should remain on their tenure position and not move from it unnecessarily.

Under normal circumstances, a teacher appointed to a position in another location forfeits a tenure position they hold.

Under special circumstances the Teaching Service Commission may approve a teacher moving from their tenure position and retaining their right of return to it. These circumstances include:

- A teacher on a tenure position being offered an acting promotional position for one year but returning to their tenure position at the start of the following school year.

Please note: teachers in the first year of a tenure position should only be offered acting promotional positions after six months because they could forfeit their new substantive status.

- A teacher going on sponsored study leave but returning to their tenure position at the conclusion of their study leave.
- A teacher on approved leave without pay for one year and s/he has requested to retain his/her tenure.

If a teacher is appointed to a position in another school but wishes to retain tenure, s/he needs to put a request in writing to the Chairman of the Teaching Service Commission.

Requests to retain tenure must reach the Teaching Service Commission by no later than mid-February each year. This timeline is included in the HR calendar.

### ***Continuation of Tenure***

If a teacher has applied for a personal report during their initial tenure appointment, s/he continues in the same tenure position beyond the initial three years provided the Teaching Service Commission does not receive an unsatisfactory report of the teacher's performance.

Extensions of tenure are for two years at a time and there may be repeated extensions.

### ***Cancellation of Tenure***

There are a number of actions or omissions by teachers that lead to the cancellation of tenure. They include:

- Deserting a tenure position.
- Absence from duty without leave or approval continuously for two weeks.
- Failing to request a personal report within the first three years of holding a tenure position.
- Receiving two consecutive unsatisfactory reports.
- Failing to request renewal of tenure.
- Failing to request a personal report during each two year extension of tenure.
- Being found to have breached the Teaching Service Act or the Education Act.
- Being found guilty of a criminal offence.
- Accepting an acting appointment at or below a teacher's substantive position.
- Failing to request for tenure to be retained when accepting an acting position.
- Failure to return to a reserved tenure position at the commencement of the next school year.
- Leaving a tenure position permanently on compassionate grounds.

There are also actions that might be taken by the Provincial/National Education Board that lead to cancellation of a teacher's tenure. These include:

- Abolition or reclassification of a position held by a tenure holder.
- A compulsory inspection report that proves malpractice by a tenure holder.

### ***Vacancies to be filled as acting appointments***

The *Confirmation Gazette* identifies teachers whose applications for advertised positions have been successful. However, there are positions that remain unfilled after the selection process and publication of the *Confirmation Gazette* or are created as consequential vacancies through the appointment exercise.

The National Department of Education provides each Province with a list of positions to be filled prior to the start of the following year, based on information provided by the Provincial Divisions of Education.

These positions are offered as acting positions from the commencement of the new school year.

Acting positions are filled for a maximum of one school year.

Teachers must be notified by Provincial/National Education Boards of their acting positions before the end of the school year. This provides teachers with the opportunity to plan their return from leave to take up their appointment on the first day of the new school year.

### ***Principles for appointing teachers to acting positions***

Every teacher currently in an acting position and who wishes to remain in that same position has the right of re-appointment to that position provided:

- S/he is willing to continue in the same position.
- S/he has performed satisfactorily in the position.
- S/he is not displaced by the appointment of a tenure holder.
- There is no-one more qualified for the position.

Wherever possible, Provincial Education Boards must minimise teacher movements from one acting position to another. Under normal circumstances, a teacher in an acting position at the end of a school year will return to the same acting position at the start of the following year unless:

- S/he has been successful in an application for a tenure appointment.
- The position the teacher occupies has another teacher appointed to it on tenure through the selection process.
- The position has been abolished.
- The position has been upgraded.

### ***Appeal against the offer of an acting appointment***

When offered an acting appointment by the Provincial/National Education Board, a teacher may refuse it. However, by doing so, the teacher may be forced into leave without pay, if there is no alternative posting available.

If a teacher refuses the offer of a posting, s/he needs to notify the Provincial/National Education Board using the form *Refusal of a Posting*. A sample of this form is included in this folder.

If a teacher can demonstrate s/he has been unfairly, unreasonably or harshly treated by the Provincial/National Education Board in an appointment to a acting position, s/he can appeal the posting as long as s/he is willing to accept the position if the appeal is successful.

If a teacher refuses to take up a position offered by a Provincial/National Education Board, s/he forfeits any right to a teaching position.

### **Position Number**

Every teacher occupies a position approved by the Teaching Service Commission, whether appointed to a substantive (tenure) position or an acting position. A teacher is appointed to a position by the Provincial/National Education Board.

Each teaching position approved by the Teaching Service Commission has a unique ten digit position number. This position number is retained in the pay system and made available to Provincial Divisions of Education through the Master Positions Register.

Provincial Divisions of Education must inform their teachers of their position numbers. Each teacher needs to know his/her position number. It needs to be quoted whenever a teacher has any query about his/her salary or entitlements. The position is what determines what a teacher is paid.

Position numbers are used in the *Vacancy Gazettes* to advertise positions available to teachers.

### **Teacher Resumption Exercise**

The *Resumption of Duty Summary Sheet* is the only means by which teachers are retained on the pay system at the start of a new school year. Teachers and Head Teacher are referred to the detailed instructions for completing start of the year documents.

It is important for staff in Provincial Divisions of Education, District Education Offices, the National Department of Education and schools to be briefed on the procedures and protocols for managing the start of the school year. This is to minimise disruption to teachers in the delivery of their salaries and entitlements.

Quality assurance of information included on the *Resumption of Duty Summary Sheet* is essential to ensure teachers return to duty at the schools to which they have been appointed by the Provincial/National Education Board.

Improper, invalid or fraudulent use of *Resumption of Duty Summary Sheets* will lead to disciplinary action including dismissal. There may also be criminal charges laid against teachers, Head Teachers, Provincial officers or National Department of Education officers who falsify information.

A sample copy of the *Resumption of Duty Summary Sheet* is included in this folder.

## ***Preparatory activities prior to the start of the school year***

### ***Province Responsibilities***

Before the end of the previous school year a number of activities must be completed in preparation for the start of the new school year. These include:

- Notifying, in writing, all teachers who have been appointed to tenure positions as published in the *Confirmation Gazette*. The notification must include the numbers of the positions they are to occupy in the school.
- Notifying all teachers of their postings for the following year, including the numbers of the positions they are to occupy in the school. Wherever possible, teachers remain in the same positions as they currently occupy.
- Notifying the National Department of Education of teachers who have changed locations or positions for the new school year. *Please note: information of teachers remaining in the same positions for the new school year is not forwarded.*
- Notifying the National Department of Education of teachers who are moving to other Provinces.
- Notifying the National Department of Education of which schools are identified as selected schools.
- Resolving any appeals against the offer of a posting before the end of the school year.
- Providing Head Teachers with the list of teachers for their schools with teachers' names against the position numbers to which they have been appointed by the Provincial/National Education Board.

### ***National Department of Education responsibilities***

The National Department of Education will complete the following activities in preparation for the new school year:

- Transfer all teachers currently in acting positions into the same positions for the following year.
- Place all teachers on a leave without pay booking commencing from an agreed auto-suspension date sometime in March.
- Input all changes to teachers' postings identified and forwarded by each Province.
- Forward to each Provincial Division of Education a copy of the Master Positions Register reflecting their appointments.

### ***Summary of procedures at the start of the school year***

Head Teachers supervise completion of Term 1 day 1 *Resumption of Duty Summary Sheet* paying particular attention to information on the instructions sheet.

Only teachers present on the first day are recorded on the sheet. No other names are to be entered on this form.

Only Head Teachers in Selected Schools identified by the Provincial Education Adviser can complete the *Resumption of Duty Summary Sheet* differently from the procedures described in the instructions. An explanation of selected schools is included later in this document.



Teachers must also complete a *Teacher Record of Appointment* form on the first day of the school year.

*Resumption of Duty Summary Sheets* and *Teacher Record of Appointment* forms must be forwarded to the Provincial Division of Education on the first day of the school year.

All forms must arrive at the Provincial Division of Education within the agreed timeframe. The timeframes are as follows:

- Urban schools - 1 day
- Rural schools - 3 days
- Disadvantaged schools - 1 week
- Remote and Maritime and Selected Schools - 3 weeks.

Teachers, Head Teachers, District Education Officers, Inspectors and Provincial Division of Education staff are to work together to ensure these agreed timelines are met. Failure to do so could mean teachers' salaries and other entitlements are affected.

### ***Provincial Division of Education responsibilities***

The Provincial Division of Education is responsible for ensuring all information is accurate before it leaves the Province. The Appointment Officer (or other officer identified by a Provincial Education Adviser) is responsible for quality assurance of information on each *Resumption of Duty Summary Sheet*. This entails thorough checks of the following information on each *Resumption of Duty Summary Sheet*:

- Each teacher is at the location, position and level as detailed in the postings list;
- Graduates, contract teachers, volunteers and transferees from other provinces have been appropriately identified on the form.
- The signature on the form is that of the Head Teacher.

Where discrepancies occur between a teacher's information on a *Resumption of Duty Summary Sheet* and the Province postings list, the Appointment Officer must delete the teacher's name from the *Resumption of Duty Summary Sheet* until the problem is corrected.

When a *Resumption of Duty Summary Sheet* is accurate it is signed by the Provincial Education Adviser (or approved delegate) to authorise those teachers to be paid. Completed *Resumption of Duty Summary Sheets* are faxed or delivered to the National Department of Education.

### ***National Department of Education responsibilities***

National Department of Education staff acknowledge receipt of faxed *Resumption of Duty Summary Sheets*, check school names against a master list for each province, reverse leave bookings, allocate teachers to positions and communicate with provinces about any problems.

Provinces are notified of any discrepancies detected between information on the *Resumption of Duty Summary Sheets* and the Province postings list.

### ***Late resumption of duty: week 2 update***

Teachers who resume duty after the commencement of the school year must complete a *Resumption of Duty Summary Sheet* on the day they report for duty at their appointed school.

Head Teachers maintain a second *Resumption of Duty Summary Sheet* until the end of week 2. They add the names of teachers as they report for duty up until that time. This *Resumption of Duty Summary Sheet* is then forwarded to the Provincial Department of Education for processing in the same way as the information forwarded on day 1.

Teachers who report for duty after the start of the school year complete a leave application to cover the period of their absence. Failure to submit a leave application will see salary deducted for the period of absence.

Although *Resumption of Duty Summary Sheets* are processed at the school level by the end of week 2, the National Department of Education will continue to accept *Resumption of Duty Summary Sheets* from Provinces until the end of the first term. *Resumption of Duty Summary Sheets* received after this time will not be accepted.

### ***Resumption of duty after week 2***

Teachers seeking to return to the pay system from the start of week 3 (that is after the close of the resumption exercise) must complete a *Teacher Record of Appointment* at their school and have it signed by their Head Teacher, Appointment Officer and Chair of the Provincial Education Board.

Teachers who resume duty after the end of week 2 of the school year do not complete a *Resumption of Duty Summary Sheet*.

Teachers, Head Teachers and administrative staff are referred to the details of the resumption exercise in Section 8 of this folder.

### ***Teacher Record of Appointment (EDB023)***

The *Teacher Record of Appointment* form (EDB023) is the official record of a teacher's service. It is completed:

- At the start of each new school year.
- On each occasion a teacher commences duty in a new location
- On each occasion a teacher commences on a new position.

The *Teacher Record of Appointment* is completed at the school where a teacher is appointed and requires the signature of both the teacher and their Head Teacher before it is forwarded to the Provincial Division of Education for action and storage.

The *Teacher Record of Appointment* form is produced in triplicate. All three copies (green, yellow and blue) are sent to the Provincial Division of Education when they have been completed by a teacher. After validation, the blue copy of the form is returned to the teacher for their records.

A sample of the *Teacher Record of Appointment* form (EDB023) form is included in this folder.

Teachers are referred to the details of this process in Section 8 of this folder.

## **Changes to Appointments**

Although teachers normally remain in their appointed positions for a complete school year, there may be occasions where a Provincial Education Board needs to relocate a teacher to a position in another school. This might be on compassionate grounds, concerns for the security of a teacher or for educational or administrative reasons.

### ***Changes to positions during the teacher resumption period***

At the start of the school year, the *Resumption of Duty Summary Sheet* is the means by which a teacher is maintained on the pay system.

This form is used until the end of term one to accommodate all teachers who return to duty at the start of the year and teachers in those locations where it is difficult to deliver information to the Provincial Division of Education.

Teachers' appointments at the start of the school year that are changed from those registered on the posting list must be identified on the *Resumption of Duty Summary Sheet*.

However, if there are discrepancies in a teacher's resumption information, the National Department of Education will require the original *Teacher Record of Appointment* as a source document to verify changes to a teacher's appointment details.

### ***Notifying changes to Teacher positions after the teacher resumption exercise***

#### ***Using the Teacher Record of Appointment form***

From the end of term one, any changes to teachers' positions and/or locations require a completed *Teacher Record of Appointment* form.

This form, completed as far as possible at the school location to which a teacher is appointed, is signed:

- By the teacher, to indicate the change has been negotiated with him/her.
- By the Head Teacher to indicate the teacher has reported for duty.
- By the Appointment Officer to indicate the change reflects the decision of the Provincial Education Board.
- By the PEA and stamped with the Provincial stamp, to authorise the teacher to be paid against the new position and at the new location.

Without all four signatures and the Provincial stamp the *Teacher Record of Appointment* is not valid and officers at the National Department of Education are not authorised to make changes to a teacher's position on the pay system or to enter a new teacher onto the pay system.

Incomplete or inaccurate *Teacher Record of Appointment* forms will be returned unactioned to the relevant Provincial Division of Education.

Incomplete or inaccurate *Teacher Record of Appointment* forms will not be actioned.

***New Appointments during the school year***

Most teacher appointments are made at the start of the school year. There are some occasions where a teacher is appointed much later in the year. To have a new teacher entered onto the pay system, there must be a completed *Teacher Record of Appointment* forwarded by the Provincial Division of Education.

A teacher must complete the *Teacher Record of Appointment* at the school to which they have been appointed, where it is also signed by the Head Teacher, and forwarded to the Provincial Division of Education. Once authorised, the blue copy is returned to the teacher and the original is forwarded to the National Department of Education. The final copy remains in the teacher's province file.

Once the original *Teacher Record of Appointment* is received at the National Department of Education, it is processed to allow the teacher to be entered onto the pay system. The teacher will be paid the salary of the position on the *Teacher Record of Appointment*.

## Section 3: Teacher Salaries, Allowances and Entitlements

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### Allowances

Under some prescribed circumstances, teachers are entitled to allowances as a result of the locations to which they are appointed, the positions they hold, the duties they perform or the responsibilities they accept as part of their roles.

Under normal circumstances, allowances detailed in this section apply to teachers in institutions apart from the Elementary sector. Allowances that apply to teachers in the Elementary sector are identified.

Teachers in the elementary sector who need clarification about their allowances are referred to the *Elementary School Teachers Employment Conditions (Determination No1 of 2004)*.

### List of allowances available to teachers

#### ***Head Teacher Responsibility Allowance***

This is paid to all Head Teachers at a rate of 10% of a person's annual base salary.

This allowance is paid on lodgement of a claim form.

This allowance is paid to Head Teachers in the Elementary sector.

#### ***One Teacher Community School Allowance***

This allowance applies to teachers in one teacher Community schools.

The allowance is paid at the rate of the salary difference between EO2 and EO3.

If a teacher is already at EO3 level, no allowance is paid.

#### ***One Teacher Elementary School Allowance***

This allowance applies to teachers in one teacher Elementary schools.

The teacher is paid at the rate of the salary difference between ET01 and ET02.

If a teacher is already at ET02 level, no allowance is paid.

#### ***Multi-grade Teaching Allowance***

This allowance is applicable to all declared multi-grade Community and Elementary Schools. These schools are identified by the Provincial Division of Education and notified to the Teaching Service Commission for approval.

The allowance is paid to teachers in an identified Community and Elementary Schools who teach two or more different grades. These teachers are to be verified by their Head Teacher as multi-grade teachers.

This allowance is not paid to teachers in other school sectors, including Primary Schools.

The allowance is paid at the rate of 10% of the teacher's current annual salary.

### ***Boarding Duties Allowance***

The Boarding Duties allowance is applicable to teachers performing boarding duties in boarding institutions in High Schools, National High Schools, Colleges and Secondary schools.

It is not applicable to Elementary, Primary, Community and Vocational institutions

When it applies to Headmasters/Principals the allowance is paid at a rate of K1000 per annum.

When it is paid to teachers the allowance paid at a rate of K800 per annum.

This allowance is paid as a lump sum on lodgement of a claim.

### ***Remote Rural Disadvantaged School Allowance***

This allowance is applicable to remote Community Schools in communities with no basic government services. These schools are identified by the Provincial Division of Education and notified to the Teaching Service Commission for approval.

Teachers at these selected schools are entitled to this allowance. It is paid at a rate of K1000 per annum on lodgement of a claim.

This allowance is paid as a lump sum in the final pay period of the school year. For a teacher to qualify for this allowance s/he must be on duty in the school at the end of a school year. This must be verified by the Head Teacher of the school.

A teacher appointed to a Remote Rural Disadvantaged school during the school year is entitled to the allowance on a pro rata basis as long as s/he is on duty in the school at the end of the school year.

### ***Domestic Market Allowance (for Heads and Deputy Heads of Schools and Colleges)***

This allowance is paid to substantive occupants of positions at the levels listed below and at the following annual rates:

- |   |       |
|---|-------|
| • Grade EO10 – EO11: Head of School/College | K3000 |
| • Grade EO08 – EO09: Head of School/College | K2250 |
| • Grade EO08 – EO09: Deputy Head            | K2250 |
| • Grade EO07: Head of School/College        | K1500 |
| • Grade EO07: Deputy Head                   | K1500 |

This allowance is paid fortnightly as part of the normal salary.

### ***Vocational Centres Overtime Allowance***

This allowance applies to Vocational Centres only. It is payable to teachers engaged in institutional and community projects.

When paid to Managers of Vocational Institutions, the amount is K275 per annum.

When paid to teachers other than Managers, the amount is K250 per annum.

This allowance is paid as a lump sum at the end of the year on lodgement of a claim approved by the Head Teacher and the Provincial Education Adviser.

### ***Demonstration School Allowance***

This allowance is applicable to Community, Primary and High Schools identified as demonstration schools. These are schools used to demonstrate and model good teaching methodologies to trainee teachers.

The allowance is payable to teachers in these identified institutions providing demonstration lessons.

The allowance is paid at a rate of K325 per annum for Head Teachers and K300 for all other teachers.

There is a maximum of six Demonstration School Allowances payable at any one such school each year.

### ***Teacher-in-charge Allowance***

This allowance is applicable to any base grade teacher in a Provincial High School or Secondary School who is given the responsibility as teacher-in-charge of a subject.

This allowance does not apply to teachers in other school types.

This allowance is paid at the rate of the salary difference between the base grade salary and the next salary level. This means:

- For teachers in Provincial High Schools, it is the difference in salary level between EO2 and EO3.
- For teachers in Secondary schools, it is the difference in salary level between EO3 and EO4.

This allowance is paid on lodgement of a claim form.

If a teacher is already at a salary level above the base grade for their school type, no allowance is paid.

### ***Caretaker Allowance***

The Caretaker Allowance is payable to teachers appointed to care for school property and students in Vocational Centres, High Schools, Secondary Schools, National High Schools, Teachers Colleges and Technical Colleges during the Christmas vacation.

This allowance is paid at the minimum fortnightly grade rate of the institution for which a teacher is caretaker. This means:

- For teachers in Vocational Centres, the allowance is paid at the rate of EO2.1.
- For teachers in Provincial High Schools, the allowance is paid at the rate of EO3.1.
- For teachers in National High Schools, the allowance is paid at the rate of EO4.1.
- For teachers in Teachers Colleges, the allowance is paid at the rate of EO5.1.
- For teachers in Technical Colleges, the allowance is paid at the rate of EO5.1.

Only one allowance is paid to each eligible school for caretaker duties over a Christmas vacation. The allowance is paid as a lump sum on lodgement of a claim form and report.

### ***Accommodation Subsidy***

The accommodation subsidy is payable to teachers in all sectors, including the Elementary sector, paying rent for properties not owned by the State.

The current subsidy rates are:

- Teachers in the salary range EO01-EO05      K6 per fortnight
- Teachers in the salary range EO06-EO11      K7 per week
- Teachers in Vocational schools                      K7 per week
- Teachers in the salary range ET01-ET05      K4.50 per week

This allowance is paid fortnightly.

### ***Mining Enclave Allowance***

The mining enclave allowance is applicable to all schools, including Elementary schools, within Districts with established mining operations. The Teaching Service Commission determines which schools attract this allowance.

The allowance is paid to all teachers in schools in these identified Districts.

Teachers are paid at a rate of 5% of their substantive salary on confirmation of their appointment to a position in a mining enclave school. Confirmation of appointment is done by completing the *Resumption of Duty Summary Sheet* and *Teacher Record of Appointment*.

This allowance is paid as part of the fortnightly salary.

### ***Attraction Allowance***

This allowance is paid to all lecturers at Dauli Teachers College in the Southern Highlands Province.

This allowance is paid at the rate of K200 per annum and is paid at the end of the year by confirmation from the Principal of the lecturers' attendance on duty for the entire year.



### **Higher Duties**

There is no claim required for Higher Duties.

Teachers appointed to temporary positions above their substantive salary level are automatically paid each fortnight at the higher salary level.

For a teacher to receive a salary at a higher level, s/he must be appointed to the higher level position by the Provincial Education Board. A teacher must resume duty on that position and complete the *Resumption of Duty Summary Sheet* and the *Teacher Record of Appointment*.

## **Performance Based Salary Structure (PBSS)**

### **Background and Purpose**

All teachers and public servants are affected by the performance-based salary structure (PBSS). It is the means by which teachers are able to progress up the incremental salary steps within a salary level.

### **Substantive and Non-substantive levels**

Each teacher has a substantive salary level within the Education Officer (EO) range. This may be a tenured position to which a person was confirmed through the *Confirmation Gazette* or it might be a fall-back position created for teachers who have been in one-year appointments for extended periods.

However, teachers may also occupy temporary positions either as a higher duties appointment or as concurrent appointment at their substantive level. These positions will always be for a maximum of one year. At the end date of an acting or concurrent position, a teacher reverts automatically to their substantive salary level.

In either situation, teachers are entitled to apply for PBSS salary increases, but any salary increase will only be calculated on their substantive salary level.

### **Salary Levels and Increments**

Teachers' salaries are organised into levels ranging from Education Officer (EO) 1 to Education Officer (EO) 11. Each teacher has a salary level and increment within that level that determines their annual remuneration. This salary level does not include any allowances to which a person might be entitled as the result of location or other duties they perform. Allowances are calculated and allocated separately.

In each salary level of the teacher salary scale, there are seven incremental steps through which a teacher can progress after completing a full year of active service. This means that periods of leave without pay impact on the completion of a full year of active service. It will extend the due date for a teacher's salary increase by the amount of leave without pay taken.

### **Applying for a PBSS Salary Increase**

For teachers to progress up the incremental scale within their salary level, they must demonstrate they satisfy the requirements to move to the next increment. This is done by having a Performance Appraisal form completed by a senior officer.

To progress through increment steps 1 - 4 (that is up to the mid-point within a salary level) a teacher does not need to complete a PBSS appraisal form. However, a teacher must request their increment increase in writing. This may be directly to the national; Department of Education.

Progression through steps 5 – 7 within a salary level requires a teacher's satisfactory performance to be verified by a senior officer. This is usually the Head Teacher. Progress beyond the mid-point of a salary level only happens if an authorised and satisfactory PBSS appraisal form is lodged.

Once the appraisal form is completed, it is forwarded to the Provincial Division of Education where it is processed by officers in the Staff & Salaries Section. If the province to which a teacher belongs is a centralised Province (that is, all personnel matters are managed through the National Department), the completed form is forwarded to the National Department of Education to be processed.

The PBSS operates only within a salary level. Once a teacher reaches step 7 of a salary level, they cannot progress further under the PBSS. To advance further, a teacher must apply for, be appointed to and confirmed in a promotion position advertised in the *Vacancy Gazette*. The new position at the higher level becomes the teacher's substantive level and s/he can again access the PBSS scheme.

Teachers, who occupy an acting position, above their substantive level, may still apply for a PBSS salary increase but it will apply to their substantive salary only. If their higher duties position remains at a level above their substantive salary, they will not receive any noticeable salary increase.

### **Teacher Qualifications**

Teachers are expected to hold minimum academic requirements to be registered under the Education Act and to be admitted to the Teaching Service.

- Elementary teachers are required to hold an *Elementary Teachers Certificate*.
- Teachers in Primary and Community schools are expected to hold a diploma. Teachers in Primary and Community schools, who hold as their only qualification the *Certificate in Teaching*, are expected to upgrade their qualifications to a diploma level.
- Teachers in Vocational schools must have a Trade Certificate and at least five years field experience.
- Teachers in High and Secondary schools are expected to hold a degree. Teachers in high schools and secondary schools, who hold as their only qualification a diploma, are expected to upgrade their qualifications to degree level.
- Teachers in Technical High schools must have trade qualifications at degree or diploma level and a post graduate Diploma in Education

A teacher's qualifications impact on the salary level to which s/he is entitled at the time of admission to the Teaching Service and taking up their first appointment.

The salary entry levels for teachers based on their qualifications are listed below. Apart from the *Certificate in Elementary Teaching*, the qualifications apply to all institution types.

- |  |                          |
|--|--------------------------|
| • Certificate in Elementary Teaching                         | EO1 (Elementary Teacher) |
| • Certificate in Teaching <sup>1</sup>                       | EO1                      |
| • Diploma <sup>2</sup>                                       | EO2                      |
| • Degree <sup>2</sup>  | EO3                      |
| • Degree <sup>2</sup> and post graduate Diploma of Education | EO4                      |
| • Degree in Education and post graduate Diploma <sup>2</sup> | EO4                      |

<sup>1</sup> This is an early teaching qualification and is no longer offered as an entry qualification. It is held by some teachers already in the Teaching Service.

<sup>2</sup> This degree qualification may be in any discipline accepted for registration and admission to the Teaching Service.

For a teacher to qualify for full registration and admission to full membership of the Teaching Service, s/he must hold a diploma or degree in an acceptable teaching field and a qualification in teaching or Education.

### **Upgrading Qualifications**

Teachers are encouraged to continue to upgrade their professional qualifications to enable them to build their skills, knowledge, methodologies and capacities in the classroom.

In some cases, upgraded qualifications lead to salary increases if the upgraded qualification exceeds the minimum entry requirement. For teachers to have their upgraded professional qualifications registered by the National Department of Education and to receive any salary increases, they must notify the Teaching Service Commission immediately they have any new qualification bestowed.

In some circumstances, upgraded qualifications enable a teacher to apply for base-level positions in other institution types. For example, a teacher in a Primary School who upgrades their qualifications to a Degree in Education to accompany a Diploma already held would be eligible to apply for a base level position in a National Institution.

### **Notifying the Teaching Service Commission**

Teachers must notify the Teaching Service Commission, in writing, of any new qualification they receive.

The Commission must be notified within 12 months of a teacher receiving a qualification. If the Commission receives notification of upgraded qualifications that warrant a salary increase within 12 months of the teacher receiving it, the salary increase will be backdated to the date on which the qualification was bestowed.

If the Commission is not notified within 12 months, the salary increase will not be backdated but become effective from the time of approval by the Commission.

## **Fares and Removal Expenses**

### ***Entitlements on Initial Appointment***

When a teacher applies for an advertised position and is first appointed by an Appointing Authority to a teaching position in the Province in which the teacher resides, the teacher is responsible for meeting travel fares and removal costs for himself/herself and family members unless other agreements have been negotiated with the relevant Provincial Division of Education.

If a teacher is initially appointed to a position other than by successful application for an advertised position, the Provincial Division of Education is responsible for meeting the travel costs for the teacher to take up the position.

If a teacher's initial appointment is to a position outside the province in which the teacher resides, the Teaching Service Commission will authorise payment of relocation and travel costs for the teacher and his/her family.

In all circumstances, travel costs are either from the teacher's home to the location of their appointment or from the institution from which the teacher has graduated to the location of their appointment.

Teachers are referred to the Teaching Service Act for definitions of travel costs and the people covered by these entitlements.

### ***Transfer entitlements***

During the course of a teacher's career s/he is likely to move teaching locations to accept other positions.

Where a teacher is directed to move by an Appointing Authority, the Provincial Division of Education must meet the relocation costs, including travel costs, of the teacher. Circumstances where the Provincial Division of Education is expected to meet the relocation costs for a teacher include:

- When a teacher is appointed to a tenure position as a result of the selection process.
- When a teacher is appointed to an acting position at a different location.
- When a teacher returns to their tenure position having completed an acting appointment in another school.
- When a teacher is displaced.

When a teacher transfers as a result of their specific request, the Provincial Division of Education is not required to meet the relocation costs. The teacher meets any costs associated with relocation under this circumstance.

### ***Relocation on medical grounds***

When a teacher relocates from one position to another on medical or compassionate grounds, the Teaching Service Commission will authorise payment of some or all of the fares and removal costs for the teacher and his/her family.

The teacher needs to apply to the Commission in writing detailing all removal costs.

The decision of the Commission in respect of the support it provides to the teacher will be final.

### ***Leave Fares***

A male teacher together with his wife and family (if any), is entitled to return leave fares to return to his home District or his wife's home District, on completing two years of continuous service in a location outside of his home District. This applies to situations where the teacher's wife is not a teacher or a member of the Public Service.

A female teacher together with her husband and family (if any), is entitled to return leave fares to her home District or her husband's home District, on completing 2 years of continuous service in a location outside of her home District. This applies to situations where the teacher's husband is not a teacher or a member of the Public Service.

In situations where a teacher's spouse is also a teacher or a member of the Public Service, the family is entitled to leave fares to each parent's home District on an alternating basis every two years, as long as each person completes two years of continuous service outside their home District.

Return leave fares are available only for travel at the end of the school year and only within PNG.

A teacher is entitled to the cost of travel by the most direct route and most economical means between the teaching location to which s/he is appointed by the Appointing Authority and the administrative centre of the teacher's home District.

Where a teacher elects to use their leave fares to travel to the home District of their spouse, when their spouse is not a teacher or a member of the Public Service, s/he is entitled only to leave fares equivalent to the cost of travel to the teacher's own home District. If travel to a spouse's home District exceeds the costs of travel to the teacher's home District, the teacher meets the cost difference.

Teachers must arrange their travel bookings, if they are approved for leave fares, so they arrive at their teaching location well before the start of the following school year.

Teachers need to refer to the Teaching Service Act to determine which members of their family are included in the provision of return leave fares.

Teachers will be notified by their Provincial Division of Education of the date in the year their applications need to be lodged.

Under special circumstances, and on written application from the teacher, the Teaching Service Commission may approve leave fares after one year's service by a teacher outside their home

District. Teachers need to be aware the Commission may not meet the full fares for the teacher and his/her family.

Teachers must be aware of the importance of keeping their personal details up-to-date. Information such as changes to the number of dependents or change in marital status impacts on entitlements available to a teacher.

It is an individual teacher's responsibility to inform the Teaching Service Commission of changes to their personal circumstances to ensure they are not disadvantaged.

### ***Removal expenses on retirement or death***

#### ***Entitlements on the retirement of a teacher***

When teachers retire from the Teaching Service, they and their families are entitled to travel and removal expenses to the teacher's home District.

Teachers need to refer to Part X of the Teaching Service Act to determine which members of their family are included in these provisions.

A teacher who retires is entitled to the cost of travel by the most direct route and most economical means between his/her final teaching location to which s/he was appointed by the Appointing Authority and the administrative centre of the teacher's home District.

#### ***Entitlements on the death of a teacher***

If a teacher dies, his/her body may be returned to the teacher's home District. The teacher's spouse is entitled to apply to the Provincial Division of Education for payment of all or part of the reasonable expenses for the return of the teacher's body.

If a teacher dies, his spouse and family (if any) is entitled to travel and relocation costs from the location where the teacher was last appointed by the Appointing Authority to the administrative centre of the spouse's home District.

For the spouse and family of a teacher to receive this support, the spouse must apply in writing to the Teaching Service Commission within 6 months of the date of death of the teacher. The spouse must attach all documentation and a copy of the teacher's death certificate.

Where a spouse of a deceased teacher, who is not a teacher or public servant, requests leave fares and relocation costs for themselves and their family (if any) to return to their home District, s/he is entitled only to leave fares and relocation expenses equivalent to the cost of travel to the teacher's own home District. If travel to the spouse's home District exceeds the costs of travel to the teacher's home District, the spouse meets the cost difference.

*Please Note: in a polygamous marriage, this entitlement applies only to the first wife.*

Teachers need to refer to the Teaching Service Act to determine which members of their family are included in these provisions.

## **Salary Deductions**

Teachers who are members of the teaching service receive their salary each fortnight. This salary will be delivered either as an encashable cheque or a direct deposit into a bank account set up for that purpose. If a teacher has his/her salary deposited directly into a bank account, s/he receives a pay slip summarizing the salary disbursements and nett pay.

### ***Compulsory Deductions***

Teachers need to be aware there are automatic deductions made from their fortnightly gross salaries. These include contributions to POSF and taxation.

The salary distributed to teachers after these compulsory deductions, is what is available to teachers for their own use. This is the nett salary

### ***Taxation***

All wage and salary earners, including teachers, pay tax on their earnings. The rates of taxation are set by the government and are automatically applied to teachers' salaries.

Rates of taxation are affected by a teacher's salary level and the number of dependents for which s/he is responsible. Teachers must complete a *Wages or Salary Declaration* form and attach copies of birth certificates for their dependent children.

### ***POSF Deductions***

Contributions to the Public Officers Superannuation Fund are compulsory. They are an investment a teacher makes to their future by making a small contribution from their salary throughout their working lives.

Teachers must be aware that their POSF contributions are a retirement benefit and, under normal circumstances, are only available on retirement or death.

### ***Garnishee and child maintenance payments***

If teachers are responsible for garnishee payments or child maintenance payments, these will also be deducted automatically from their fortnightly salaries prior to any personal deductions.

Before any garnishee deductions are processed, documentation must be provided to show all legal proceedings have been properly effected.

### ***Personal Deductions***

In addition to the compulsory deductions detailed above, teachers are able to arrange for deductions to be made from their salary each fortnight prior to the disbursement of their cheque or pay slip. These are arrangements made between the teacher and a government agency or a business house.

The Teaching Service Commission and the National Department of Education have no part to play in the decisions teachers make in relation to their salary, apart from what is determined by the *General Orders* and *Teaching Service Act*.

If a teacher wishes to arrange a deduction from their salary as permanent fixed deductions, for example Eda Ranu, PNG Power, Telikom PNG or the PNGTA, s/he can organise a direct deduction by contacting the department or the PNGTA. Once the deduction is set up, it continues automatically until the teacher authorises it to cease.

If a teacher wishes to arrange variable deductions to a private organisation such as a store or savings and loans company, s/he needs to arrange it directly with the company concerned. Each company has its own deduction form that has been designed with the needs of the National Department of Education pay system in mind.

Once the agreement has been reached between a teacher and a company, the company forwards the deduction advice to the National Department of Education for action.

Teachers must check their salary pay slips and cheques carefully each fortnight to ensure any deductions have been authorised. If teachers have any concerns about deductions from their salaries, they should contact their Provincial Division of Education immediately.

Teachers are encouraged to consider the level of deductions they authorise and ensure they retain sufficient funds each fortnight to meet their family living needs.

## **Teacher Housing**

Although housing is not a general condition of employment, it has always been recognised as a problem area for teachers.

Conscientious and concerned parents will always want to ensure they have a good teacher and their children are well taught. Provincial Divisions of Education, District Education Offices and local communities are strongly encouraged to provide adequate and appropriate housing for their teachers within the resources available to them.

The Commission and other agencies depend on the communities to provide and maintain suitable housing for their teachers. Parents in remote areas can provide good quality bush material housing equal to their own best housing.

Housing is a joint responsibility with parents providing the best they can and teachers looking after the housing they are given. Parents and the community in remote areas are responsible to ensure that housing is maintained in good condition and does not deteriorate to a level where it is not fit to accommodate a teacher and his/her family.

Where housing is provided and is of a suitable standard, a teacher will be expected to enter into a rental agreement with the educational authority responsible for the house.

If housing is not available for a teacher, the Provincial Division of Education may decide not to fill a vacancy at that location.

If a teacher does not accept an allocated house s/he can ply for leave without pay and be placed in the pool of teachers to be considered for other positions as they become available. There is no guarantee a teacher will be placed in another position.



***Housing Subsidy***

The housing subsidy is an allowance paid to all teachers in rental accommodation. It is an allowance to assist teachers to meet the cost of accommodation.

For details on the housing subsidy rates, refer to the section on teachers' allowances.

***Community Teacher Relationships***

In addition to good housing, parents and the community generally must provide a safe, secure working environment and a pleasant social environment to attract and retain teachers. Good co-operative relationships between children, parents, the community and school management help retain teachers. In return, teachers provide not only good education for children in a community but also help the community with the extra curricula services they offer.

***Method of Pay***

Teachers receive their salary each fortnight.

Most salaries are distributed as direct deposits into bank accounts with teachers receiving pay slips summarizing all their deductions and their final nett pay for a fortnight. Some teachers decide to receive their salaries as cheques. Again there are details included on the cheque recording any transactions that affect the final nett pay.

Teachers are strongly advised to arrange direct deposits of their salaries into accounts with their preferred bank. This is by far the most secure way for teachers to receive their money.

***The Pay Slip***

The pay slip is a summary document of a teacher's salary for a fortnight. A sample pay slip is included below with the various sections explained.

Please note: All details in the sample pay slip below are examples only.

EMP NO: 0123456789 NAME: Wantok, Wili PPOINT: Lae – Morobe		PNG Government Payslip		Period End: 25-DEC-2015	
		Morobe Provincial Administration		Award: TEACH	
Loc'n: Morobe Comm School		Please direct all queries in writing to your Payroll Clerk		Class: TS03 Base Salary: xxxxxxxx	
Salary & O/Time		Duty	Units	Rate	Amount
Salary			xxx.xx	6.7127	xxxx.xx
Allowance		Duty	Units	Rate	Amount
Housing (No Tax)				0.816	-6.00
Summary	This Pay	YTD	Deductions	Amount	Superannuation
Salary	xx.xx	x,xxx.xx	Tax	xx.xx	xx.xx
Allowances			PNG Teachers	x.xx	
Overtime			POSF Super	xx.xx	
Gross					
Tax					
Super					
Deductions					
Net					
				Disbursements	
				B BSP 0000000000	
				Amount	
				xxx.xx	

- This rectangle indicates the employee's identification details: employee number, name and the Pay Point. Teachers' pay point will be the Province where they are teaching. In the future it is hoped to include the teacher's position number.
- This indicates the Province where the teacher's salary is debited.
- This represents the pay period for which this pay slip is issued. The date is always the end date of the pay fortnight.
- All teachers are employed under the Teachers Award.
- The location is the name of the school to which the teacher has been appointed by the Provincial/National Education Board.
- The Classification is the level of the current position occupied by the teacher at the school identified in the previous section. This is the base salary paid against the position to which the teacher is appointed.
- This section provides the salary details for the fortnight covered by this pay slip:
  - Salary*: this is populated when there are back or advance payments for a teacher.
  - Duty*: this indicates whether the position a teacher occupies concurrent or Higher Duties.
  - Units*: the number of hours worked in the pay period.
  - Rate*: this is the salary per hour
  - Amount*: the gross base salary (without allowances) for the fortnight.
- This section provides details of allowances paid for the fortnight.
  - Allowance*: the names of any allowances are listed.
  - Duty*: this indicates whether the position a teacher occupies concurrent or Higher Duties.
  - Units*: the number of hours worked in the pay period.
  - Rate*: this is the salary per hour
  - Amount*: the total allowance payment for the fortnight.
- The summary of all aspects of a teacher's salary are included in this section of the pay slip both for the current pay fortnight and for the year-to-date (YTD).
- A summary of all deductions from a teacher's salary are summarised in this section. All deductions and their amounts are detailed in this section.
- Details of both employee and employer contributions to superannuation are included in this section.
- Disbursements are the actual amount of salary delivered to a teacher after all deductions and adjustments have been made for the fortnight. The account number into which a salary deposit is made is included in this section.

### ***Change of method of pay or banking details***

The form *Change of Method of Pay or Banking Details* (EDB022) highlights the importance of accuracy in delivering teachers' salaries in line with their requests. The form is designed for use by teachers who are already on the pay system and who wish to vary the method by which they receive their pay and/or the bank account into which their salary is deposited.

Teachers can complete and submit a *Change of Method of Pay or Banking Details* (EDB022) at any stage during the school year.

Teachers who are employed for the first time either as graduates from teachers colleges or the University of Goroka, graduates from other Universities (either within or outside PNG) or teachers seeking re-admission to the Teaching Service need to complete their method of pay and banking details on the *Application for Registration and Employment as a Teacher* (EDB022).

### **Managing Teacher Salary and Entitlement Queries**

Teachers are employed to teach students. To assist them in this, teachers entrust officers from their Provincial Divisions of Education (and the National Department of Education) to undertake various actions and activities on their behalf. This includes managing the processes associated with their appointments and postings and ensuring their claims for allowances, salary adjustments and deductions are processed accurately and on time.

When the responsibilities teachers' entrust to others are managed effectively and teachers are kept informed about the changes they request, there is no need for them to leave their classrooms and their students. When the trust is broken, teachers, of necessity, need to resolve matters themselves.

The teacher query procedures are designed to assist teachers to resolve matters without having to leave their classes. When occasions arise where teachers need to pursue unresolved matters themselves, these procedures assist in managing their movements and actions. They also minimise the effects on their students.

There are four steps in this procedure:

1. A teacher lodges an initial claim or query with their Provincial Division of Education. Each Provincial Division must have a standard for addressing queries raised by teachers and for notifying teachers of the outcomes.
2. If a teacher has no response to their claim or query within the standard time, s/he completes a *Teacher Query* form through their Head Teacher. The teacher receives an acknowledgement slip from the *Teacher Query* form. The lodgement of a *Teacher Query* form is the first indicator to a Provincial Education Adviser that something is wrong in the processing of teachers' entitlements.
3. If a teacher receives no response within the timeline on the acknowledgement slip of the *Teacher Query* form, s/he seeks permission to leave the school to pursue the matter directly. Their departure from the school is approved by the Head Teacher using form *School Release Authority*.

4. The final stage occurs if a teacher still receives no satisfaction at the Provincial Division of Education. Using the *Provincial Release Authority* form, a Provincial Education Adviser may release a teacher to journey to the National Department of Education to finalise a matter. The journey is at the teacher's own cost and risk.

## Salary Levels 1, 2 & 3

	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994
<b>1.B</b>													5927
<b>1.A</b>										6671	6353	6353	6156
<b>21.1</b>	9358	8998	8652	8652	8652	8086	7555	7195	7195	6918	6589	6589	6385
<b>1.2</b>	9701	9328	8969	8969	8969	8382	7834	7461	7461	7174	6832	6832	6620
<b>1.3</b>	10055	9668	9296	9296	9296	8688	8119	7732	7732	7435	7081	7081	6861
<b>1.4</b>	10397	9998	9613	9613	9613	8984	8397	7997	7997	7689	7323	7323	7096
<b>1.5</b>	10740	10327	9930	9930	9930	9280	8673	8260	8260	7942	7564	7564	7329
<b>1.6</b>	11094	10667	10257	10257	10257	9586	8959	8532	8532	8204	7813	7813	7571
<b>1.7</b>	11437	10997	10574	10574	10574	9882	9236	8796	8796	8458	8055	8055	7805
<b>2.1</b>	10676	10266	9871	9871	9871	9225	8624	8213	8213	7897	7521	7521	7288
<b>2.2</b>	11068	10642	10233	10233	10233	9563	8939	8513	8513	8186	7796	7796	7554
<b>2.3</b>	11471	11030	10606	10606	10606	9912	9264	8823	8823	8484	8080	8080	7829
<b>2.4</b>	11863	11407	10968	10968	10968	12250	9580	9124	9124	8773	8355	8355	8096
<b>2.5</b>	12255	11783	11330	11330	11330	10586	9898	9427	9427	9064	8632	8632	8364
<b>2.6</b>	12658	12171	11703	11703	11703	10937	10222	9735	9735	9361	8915	8915	8639
<b>2.7</b>	13050	12548	12065	12065	12065	11275	10539	10037	10037	9651	9191	9191	8906
<b>3.A</b>						10266							
<b>3.1</b>	12395	11918	11460	11460	11460	10710	9599	9142	9142	8790	8371	8371	8111
<b>3.2</b>	12849	12355	11880	11880	11880	11103	9946	9472	9472	9108	8674	8674	8405
<b>3.3</b>	13318	12806	12313	12313	12313	11507	10310	9819	9819	9441	8991	8991	8712
<b>3.4</b>	13772	13242	12373	12373	12373	11901	10660	10152	10152	9762	9297	9297	9009
<b>3.5</b>	14226	13679	13153	13153	13153	12293	11011	10487	10487	10084	9604	9604	9306
<b>3.6</b>	14695	14129	13586	13586	13586	12697	11377	10835	10835	10418	9922	9922	9614
<b>3.7</b>	15149	14566	14006	14006	14006	13090	11724	11166	11166	10737	10226	10226	9909

*\* Please note, different salary rates apply prior to 1994.*

## Salary Levels 4, 5 & 6

	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994
<b>4.B</b>						11328							
<b>4.A</b>					12583	11760							
<b>4.1</b>	14109	13567	13045	13045	13045	12191	10589	10085	10085	9697	9235	9235	8949
<b>4.2</b>	14626	14064	13523	13523	13523	12638	10976	10453	10453	10051	9572	9572	9275
<b>4.3</b>	15160	14577	14016	14016	14016	13099	11376	10834	10834	10417	9921	9921	9613
<b>4.4</b>	15677	15074	14494	14494	14494	13546	11763	11203	11203	10772	10259	10259	9941
<b>4.5</b>	16194	15571	14972	14972	14972	13993	12154	11575	11575	11130	10600	10600	10271
<b>4.6</b>	16727	16084	15465	15465	15465	14454	12552	11954	11954	11494	10947	10947	10608
<b>4.7</b>	17244	16581	15943	15943	15943	14901	12940	12324	12324	11850	11286	11286	10936
<b>5.B</b>						12523							
<b>5.A</b>					13400	13400							
<b>5.1</b>	16246	15621	15020	15020	15020	14037	11774	11231	11231	10782	10269	10269	9951
<b>5.2</b>	16842	16194	15571	15571	15571	14552	12205	11624	11624	11177	10645	10645	10315
<b>5.3</b>	17455	16784	16138	16138	16138	15082	12651	12049	12049	11586	11034	11034	10692
<b>5.4</b>	18051	17357	16689	16689	16689	15597	13073	12450	12450	11971	11401	11401	11047
<b>5.5</b>	18647	17930	17240	17240	17240	16112	13516	12872	12872	12377	11788	11788	11422
<b>5.6</b>	19260	18519	17807	17807	17807	16642	13961	13296	13296	12785	12176	12176	11798
<b>5.7</b>	19856	19092	18358	18358	18358	17157	14392	13707	13707	13180	12552	12552	12163
<b>6.B</b>						14160							
<b>6.A</b>					15202	15202							
<b>6.1</b>	18799	18076	17381	17381	17381	16244	13119	12494	12494	12013	11441	11441	11086
<b>6.2</b>	19488	18739	18018	18018	18018	16940	13600	12952	12952	12454	11861	11861	11493
<b>6.3</b>	20199	19422	18675	18675	18675	17453	14094	13423	13423	12907	12292	12292	11911
<b>6.4</b>	20888	20084	19312	19312	19312	18049	14575	13881	13881	13347	12711	12711	12317
<b>6.5</b>	21577	20747	19949	19949	19949	18645	15057	14340	14340	13788	13131	13131	12724
<b>6.6</b>	22287	21430	20606	20606	20606	19258	15552	14811	14811	14241	13563	13563	13142
<b>6.7</b>	22976	22093	21243	21243	21243	19854	16032	15269	15269	14682	13983	13983	13549

\* Please note, different salary rates apply prior to 1994.

## Salary Levels 7, 8 & 9

	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994
<b>7.B</b>						16025							
<b>7A</b>					17414	17414							
<b>7.1</b>	21561	20731	19934	19934	19934	18630	14636	13939	13939	13403	12765	12765	12369
<b>7.2</b>	22351	21492	20665	20665	20665	19313	15173	14450	14450	13894	13232	13232	12822
<b>7.3</b>	22945	22275	21418	21418	21418	20017	15725	14976	14976	14400	13714	13714	13289
<b>7.4</b>	23956	23035	21214	21214	21214	20700	16262	15488	15488	14892	14183	14183	13743
<b>7.5</b>	24747	23795	22880	22880	22880	21383	16799	15999	15999	15384	14651	14651	14197
<b>7.6</b>	25561	24578	23633	23633	23633	22087	17353	16527	16527	15891	15134	15134	14665
<b>7.7</b>	26352	25339	24364	24364	24364	22770	17890	17038	17038	16383	15603	15603	15119
<b>8.B</b>						18177							
<b>8.A</b>					19482	19482							
<b>8.1</b>	23913	22993	22109	22109	22109	20663	16387	15607	15607	15007	14292	14292	13849
<b>8.2</b>	24790	23837	22920	22920	22920	21421	16988	16179	16179	15557	14816	14816	14357
<b>8.3</b>	25693	24705	23755	23755	23755	22201	17607	16769	16769	16124	15356	15356	14880
<b>8.4</b>	26571	25549	24566	24566	24566	22959	18208	17341	17341	16674	15880	15880	15388
<b>8.5</b>	27448	26302	25377	25377	25377	23717	18810	17914	17914	17225	16405	16405	15896
<b>8.6</b>	28351	27260	26212	26212	26212	24497	19428	18503	18503	17791	16944	16944	16419
<b>8.7</b>	29228	28104	27023	27023	27023	25255	20030	19076	19076	18342	17469	17469	16927
<b>9.B</b>						20348							
<b>9.A</b>					21810	21810							
<b>9.1</b>	26680	25654	24667	24667	24667	23054	18344	17470	17470	16798	15998	15998	15502
<b>9.2</b>	27659	26595	25572	25572	25572	23899	19016	18110	18110	17413	16584	16584	16070
<b>9.3</b>	28667	27564	26504	26504	26504	24770	19709	18770	18770	18048	17189	17189	16656
<b>9.4</b>	29644	28504	27408	27408	27408	25615	20383	19412	19412	18665	17776	17776	17225
<b>9.5</b>	30622	29444	28312	28312	28312	26460	21055	20052	20052	19281	18363	18363	17794
<b>9.6</b>	31630	30414	29244	29244	29244	27331	21748	20712	20712	19915	18967	18967	18379
<b>9.7</b>	3260-9	31355	30149	30149	30149	28177	22421	21353	21353	20532	19554	19554	18948

*\* Please note, different salary rates apply prior to 1994*

## Salary Levels 10 & 11

	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994
<b>10.B</b>						22265							
<b>10A</b>					23982	23982							
<b>10.1</b>	29955	28803	27695	27695	27695	25983	20072	19116	19116	18381	17506	17506	19636
<b>10.2</b>	31053	29858	28710	28710	28710	26832	20807	19816	19816	19054	18147	18147	17584
<b>10.3</b>	32185	30947	29757	29757	29757	27810	21564	20537	20537	19747	18808	18808	18224
<b>10.4</b>	33283	32003	30770	30770	30770	28759	22302	21240	21240	20423	19450	19450	18847
<b>10.5</b>	34381	33058	31787	31787	31787	29708	22038	21941	21941	21097	20092	20092	19469
<b>10.6</b>	35513	34147	32834	32834	32834	30686	23795	22662	22662	21790	20752	20752	20109
<b>10.7</b>	36611	35203	33849	33849	33849	31636	24531	23363	23363	22464	21394	21394	20731
<b>11.B</b>						23993							
<b>11.A</b>					26621	26621							
<b>11.1</b>	33852	32550	31298	31298	31298	29250	21366	29349	29349	19566	18634	18634	18056
<b>11.2</b>	35093	33743	32445	32445	32445	30323	22149	21094	21094	20283	19317	19317	18718
<b>11.3</b>	36371	34972	33627	33627	33627	31428	22957	21864	21864	21023	20022	20022	19401
<b>11.4</b>	37613	36166	34775	34775	34775	32500	23739	22609	22609	21739	20704	20704	20062
<b>11.5</b>	38854	37360	35923	35923	35923	33573	24522	23354	23354	22456	21387	21387	20724
<b>11.6</b>	40134	38590	37105	37105	37105	34678	25330	24124	24124	23196	22091	22091	21406
<b>11.7</b>	41374	39783	38253	38253	38253	35750	26114	24870	24870	23913	22774	22774	22068

*\* Please note, for years prior to 1994, different salary scales apply.*



## Section 4: Teacher Leave Entitlements

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Teachers are entitled to various types of leave as part of their terms and conditions of employment.

Teachers are referred to the specific sections of the Teaching Service Act and Regulations for the details of these entitlements. The Teaching Service Act and Regulations are included in this folder.

The information below has been arranged as leave types with pay and leave types without pay. There are some instances, such as leave for national purposes, where there are combinations of leave with pay and leave without pay. These cases have been included with the leave with pay types.

Included with the explanation of each type of leave is a reference to the application form teachers need to complete to record any leave taken.

### Head Teacher Responsibilities

#### ***Monthly Staffing Returns***

The continued development of education services in PNG relies on quality information being delivered regularly to Provincial Divisions of Education and the National Department of Education.

The Annual HRM Calendar has set times for Head Teachers to forward information about the teachers on duty at their locations and teachers seeking leave approvals. This information is to be forwarded in the first week of every month.

Head Teachers are required to keep records of teacher attendance and absences and to forward details of the teachers on duty at their locations in the first week of each month to enable the Provincial Division of education to ensure teachers are paid at the locations and on the positions determined by the Provincial Education Board.

### Teacher Absences

Head Teachers must alert the Provincial Division of Education of teachers who are absent from duty. It is a part of their responsibility as Site Leader. This is especially so where teachers are absent from duty for two weeks continuously or more without due cause. Teachers in this situation may be suspended from the pay system on the determination of the Provincial Education Adviser. (See *Provincial Suspension Authority*.)

Head Teachers must also forward Applications for Leave from teachers who have been absent from duty during the previous month so these forms can be processed and adjustments made to teachers' entitlements.

Head Teachers are required to provide and maintain an *Attendance Register* for teachers appointed to their school and to instruct each teacher to sign the register as s/he reports for duty

each day and departs at the end of the day. The *Attendance Register* is important security for teachers should matters arise in relation to their attendance on duty.

The school *Attendance Register* is to be made available, on request, to the school's Inspector, to the Teaching Service Commission and to authorised senior officers from the Provincial Division of Education.

## **Leave with pay available to Teachers**

### ***Vacation Leave***

Teachers are considered to be on vacation leave for those specified periods between each school term and at the end of the school year. Actual vacation dates for a specific school year are included in the Education Calendar.

For a teacher to be entitled to vacation leave on full pay, s/he must be:

- (a) on duty on the last working day before the start of the leave; and
- (b) on duty on the first working day after the leave,

Any variation to this must be approved by the Teaching Service Commission.

If a teacher is absent from duty on the first working day after a period of vacation leave or the last working day prior to the commencement of a vacation period, s/he must repay to the State the whole or part of that pay for the vacation. The amount to be re-paid is determined by the Teaching Service Commission.

Teachers on institutional positions are entitled to vacation leave on full pay for all school vacations that apply to the educational institutions to which they are appointed.

If a teacher is directed to remain on duty s/he is entitled to:

- (a) an equivalent period of leave at a time determined by the Teaching Service Commission with the approval of the Secretary, or
- (b) pay in lieu; or
- (c) a combination of leave and pay in lieu equivalent to the period of leave lost,

The Teaching Service Commission will determine which entitlement a teacher is to receive. The usual practice is for the Commission to authorise payment in lieu.

Teachers in non-institutional positions are entitled to leave as determined by the Teaching Service Commission from time to time.

The Teaching Service Commission may advise the National Education Board that, for reasons specified by the Commission, a teacher should not be directed to remain on duty during a period of vacation leave.

### **Compassionate leave**

Teachers are entitled to 10 days of compassionate leave for urgent personal reasons in any 12 month period commencing 1 January in any year. This leave is not cumulative.

Compassionate Leave is granted for the following reasons:

- serious illness or death of a teacher's spouse.
- serious illness or death of a teacher's children.
- serious illness or death of a teacher's father or mother
- serious illness or death of the father or mother of a teacher's spouse.
- paternity leave.
- urgent personal reasons **in an emergency**.

Applications for compassionate leave are made on form IREC14.2. A sample of this form is included in this folder

If a teacher is working in a decentralised Province (that is, the Province is responsible for managing its own personnel matters), the leave request form is lodged with the Provincial Division of Education. If a teacher is working in a Centralised Province (that is, personnel matters are managed through the National Department), the form is lodged at the National Department of Education.

If a request for compassionate leave is not approved, a teacher would be considered to be on leave without pay.

Any issues associated with compassionate leave should be directed in writing to the Teaching Service Commission.

### **Sick leave**

The Teaching Service Commission may grant a teacher sick leave:

- (a) if a teacher produces a medical certificate for any period not exceeding 12 months; and
- (b) without a medical certificate for up to a total of five school days in any period of 12 months.

Teachers are expected to present a medical certificate:

- For all absences from duty for reasons of sickness of three continuous days or more.
- For all absences due to sickness that exceed a total of 5 days in any one school year.

A teacher's sick leave credits are calculated as follows:

	<b>Leave on Full Pay</b>	<b>Leave on Half Pay</b>
	<i>School Days</i>	<i>School Days</i>
On date of appointment to the Teaching Service	10	10
On completion of 12 months' service	10	10
On completion of each additional 12 months' service	10	10

Sick leave credits are cumulative.

Any periods of sick leave on full pay or half pay are deducted from a teacher's accrued entitlements.

Sick leave is granted:

- on full pay until sick leave credits on full pay are exhausted
- then on half pay until sick leave credits on half pay are exhausted,
- then leave without pay.

Teachers lodge applications for sick leave using form IREC14.2. a sample of this form is included in this folder.

A teacher is not entitled to sick leave with pay on account of illness caused by his/her own misconduct, or if s/he is absent from duty without sufficient cause. Head Teachers must inform their Provincial Division of Education if either of these circumstances applies to a teacher at their school.

Sick leave is not granted or continued after the date on which a teacher ceases to be a member of the Teaching Service or reaches the maximum retiring benefits age. Currently this is aged 60 years. Teachers are not remunerated for unused sick leave.

### ***Sick Leave of three months but less than twelve months***

If a teacher is absent on sick leave for a continuous period of three months but less than twelve months, the Teaching Service Commission may require him/her to undergo a medical examination before any further sick leave is granted or before s/he resumes duty.

If the Teaching Service Commission needs to be satisfied as to the cause of any illness of a teacher, it may require the teacher to undergo a medical examination. If this is so, the examination:

- Is to be performed by a medical practitioner approved by the Commission.
- Conducted at a time and place arranged by the Commission.
- Is paid for by the Commission.

The teacher must present the medical report to the Commission.

### ***Sick Leave while on approved leave without pay***

Sick leave may be granted for a period of illness occurring during approved leave with pay (apart from vacation leave) if a teacher produces a medical certificate to the effect that s/he has been unfit for duty for a period of at least five days continuously.

In this case the Teaching Service Commission may grant the teacher, at a time approved by the Secretary, leave of absence (which shall be counted as sick leave) equal to the period of illness falling within that other leave.

### ***Sick leave of twelve months or more***

If a teacher is absent on sick leave for a period of 12 months or more and a medical practitioner approved by the Teaching Service Commission certifies that his/her absence from duty through illness will exceed 12 months, the Teaching Service Commission may retire the teacher from the Teaching Service. The date determined by the commission for retirement will not be earlier than the date on which the teacher exhausts his/her sick leave credits.

### ***Health of teacher making him/her a danger to others***

If the Teaching Service Commission believes a teacher's health makes him/her a danger to fellow teachers, pupils or the public, it may require the member:

- (a) to provide a report about his/her condition from a medical practitioner; or
- (b) to be examined by a medical practitioner approved and paid for by the Commission, at a time and place arranged by the Commission,
- (c) to present the medical practitioner's report to the Commission.

On receiving this medical report, the Teaching Service Commission may direct the teacher:

- to take leave from duties for a specified period or,
- to continue on leave for a specified period, if s/he is already on leave.

The period of leave directed by the Commission is counted as sick leave. The teacher applies for sick leave using form IREC14.2. A sample of this form is included in this folder.

### ***Infectious disease contacts***

On a report by a medical practitioner that, as the result of contact with a person suffering from an infectious disease and through the operation of restrictions imposed by or under any law whether of Papua New Guinea or elsewhere in respect of that disease, a teacher is unable to attend for duty, the Commission may grant the teacher sick leave.

Where, by reason of the presence of an infectious disease, the Head of the Department responsible for health matters recommends to the Secretary that all or any educational institutions be closed for a specified period, the Secretary may order that the institutions be closed.

Teachers in institutions closed in this manner are deemed to be on leave on full pay for so long as the institutions remain closed. Teachers will be notified directly by the Teaching Service Commission.

Leave with pay is not granted beyond the period of restriction or closure of an institution.

### ***Accidents while on duty***

If a teacher sustains physical injury in the execution of his/her duty and the Teaching Service Commission is satisfied that the injury is not attributable to wilful misconduct:

- (a) the Commission may grant leave of absence on full pay to the teacher for a period not exceeding three months; and
- (b) if, at the end of that period, it is shown to the satisfaction of the Commission that the injured teacher is unable to resume duty, the Commission may approve further leave on conditions it determines.

The Teaching Service Commission may authorize the payment of transport, medical and hospital expenses bona fide incurred by an injury as it deems reasonable. The Commission will directly notify the teacher of any payments it will meet.

Leave granted by the Commission for physical injury sustained while carrying out his/her duties a teacher is not counted as sick leave.

Any leave approved by the Commission as the result of a physical injury sustained in the course of duty does not deny any rights a teacher has under any law relating to workers compensation. However, a teacher is not entitled to receive benefits under this section and equivalent or similar benefits under any other law at the same time.

Application for this leave is made using form IREC14.2, together with a letter explaining the circumstances of the request. A sample copy of the form is included in this folder.

### ***Claims for Worker's Compensation***

Claims for compensation for injury or death under the Worker's Compensation Act are to be submitted to the Teaching Service Commission within twelve months of the injury or death.

Applications for compensation are to be lodged using Workers Compensation form 3 (for injury) or form 4 (for death). Documentation on the injury or death including medical certificate(s), Head Teacher's report, witness statements, police reports and payment receipts or invoices must be attached.

Once the Commission has received all documentation relating to a claim, it will complete Worker's Compensation forms 11 and 12 and forward the claim to the Register of Worker's Compensation.

A sample copy of each of the Worker's Compensation forms is included in this folder.

### ***Leave to attend arbitration proceedings***

The Teaching Service Commission may grant leave with pay to not more than two representatives of the Papua New Guinea Teachers' Association (PNGTA) to attend proceedings under the Public Service Conciliation and Arbitration Act 1969, the Teaching Service Conciliation and Arbitration Act 1971 or the Industrial Relations Act 1962, or for purposes relating to any such proceedings or possible proceedings.

The PNGTA is expected to put a request in writing to the Teaching Service Commission for the release of their identified members for this purpose, including the names of the teacher representatives for whom it seeks paid leave.

The Commission may grant leave with pay to representatives of the PNGTA to prepare evidence for submission on behalf of the Association in any proceedings. The Commission will determine the length of this approved leave with pay.

The PNGTA is expected to notify the Teaching Service Commission in writing of the names of the teacher representatives for whom it seeks paid leave.

The periods during which a teacher is absent on leave granted under these provisions shall be counted as part of his/her period of service in the Teaching Service.

Teachers seeking leave to attend arbitration proceedings complete form IREC14.2. A sample of this form is included in this folder.

### ***Leave for national purposes***

The Teaching Service Commission may grant leave to a teacher to allow him/her to engage in civil or military service in the interests of Papua New Guinea as is prescribed.

This leave is subject to such terms and conditions as are prescribed.

The period during which a teacher is absent on this type of leave shall be counted as part service in the Teaching Service.

Teachers seeking leave to engage in civil or military service complete form IREC14.2.

Leave of absence to enable a teacher to engage in a service listed below is on full pay for the first 14 days and without pay for the remainder of the period.

The services are:

- (a) service in time of war as a member of the Defence Force or in the naval, military or air forces of the United Nations; and
- (b) service as a member of a part of the Defence Force or of the naval, area in which the forces of the United Nations are engaged in warlike operations; and
- (c) annual training required by law as a part-time member of the Defence Force; and
- (d) attendance at a school, class or course of instruction conducted for the training of part-time members of any part of the Defence Force.

Leave of absence to enable a teacher to engage in one of these services shall not exceed 14 days in any year. The Commission may grant such additional time for travelling, not exceeding 14 days, as it thinks fit.

A maximum period of leave specified above may be extended by the Commission by a period not exceeding four days, inclusive of Saturdays and Sundays, if the commanding officer of the teacher concerned certifies, in writing, that the additional period is required.

Leave of absence to enable a teacher to engage in a specified service shall not exceed 16 days in any year, and the Commission may grant such additional time for travelling, not exceeding 14 days, as it thinks proper.

Where the Commission is satisfied that special circumstances exist that justify the grant of leave of absence to a teacher to engage in a specified service exceeding the period specified the period for which the leave of absence may be granted shall be such as the Commission determines.

Where, in the opinion of the Commission, it would not be in the public interest to grant a teacher leave of absence to attend an annual training at a school, class or course of instruction, the Commission shall not grant leave of absence at that time, but shall grant leave of absence to the teacher to attend at an equivalent training or at an equivalent school, class or course of instruction.

A teacher granted leave to engage in a specified service must provide the Commission with a certificate from the commanding officer specifying the period of engagement in that service.

Leave of absence granted to a teacher to engage in a specified service is with pay.

Application for this leave is made on form IREC14.2 together with the attachments required for each type of leave detailed above. A sample of this form is included in this folder.

### ***Furlough Leave***

When a teacher has served in the Teaching Service for at least 15 years without breaking continuity of service, s/he has an entitlement to furlough leave.

Furlough leave is calculated on each year of completed service at the rate of:

- 9 days per year on full pay, or
- 18 days per year on half pay.

Periods of time where a teacher has been on Furlough Leave are not included in these calculations.

Once a teacher has met all eligibility criteria for Furlough Leave, s/he may access that leave as:

- six months on full pay, or
- twelve months on half-pay.

Teachers have three options for receiving their salary entitlements for Furlough Leave once eligibility has been established:

- A teacher may be paid for the period of their Furlough Leave as a lump sum paid at the time s/he commences their leave, or
- A teacher may be paid their normal fortnightly salary using their usual method of pay, or
- If a teacher takes their Furlough Leave at half-pay, s/he must accept payment for the full period as a lump sum, at the commencement of the leave.

If a teacher, who is eligible for furlough, retires or resigns from the Teaching Service, s/he is entitled to payment of a sum equivalent to his/her pay for a period of furlough not exceeding that which s/he could have been granted on full pay.



If a teacher who was eligible for furlough leave, dies, his/her dependants are entitled to a payment of a sum equivalent to his/her pay for a period not exceeding the period of furlough that s/he could have been granted on full pay had s/he retired immediately before the date of death.

If a teacher's death is presumed, the Commission may authorize payment to his/her dependants a sum equivalent to his/her pay for a period not exceeding the period of furlough that s/he could have been granted on full pay immediately before a date determined by the Commission.

The official conduct record of a teacher is taken into consideration in determining whether the whole or any portion of the furlough or pay may be granted.

***Leave to members not eligible for furlough.***

The Teaching Service Commission may grant to a teacher whose period of continuous service in the Teaching Service is less than 20 years, the following periods of furlough leave on full pay prior to retirement, as follows:—

- Service of 16 years and under 20 years: five months.
- Service of 12 years and under 16 years: four months.
- Service of eight years and under 12 years: three months.
- Service of four years and under eight years: two months.
- Service of one year and under four years: one month.

The Commission may grant a teacher leave on half pay for double the period.

A teacher seeking to access Furlough Leave either on full pay or half pay must lodge an application for retirement with the Teaching Service Commission prior to requesting the leave.

When a teacher, who is eligible for furlough leave, retires or is retired or is retrenched from the Teaching Service, the Teaching Service Commission may authorize payment on retirement of a cash sum equivalent to his/her furlough leave entitlement.

If a teacher who has not reached 55 years and has not completed 15 years service, retires or is retired from the Teaching Service, and satisfies the Commission that the retirement is caused by—

- (a) physical injury sustained in the execution of duty; or
- (b) ill-health that is permanent and is not due to misconduct or to causes within his control,

the Commission may authorize payment of a cash sum equivalent to his/her furlough leave not exceeding that for which s/he would have been eligible if at the date of retirement s/he had attained the minimum retiring benefits age.

Where, before a teacher has completed 15 years continuous service in the Teaching Service s/he dies or the Teaching Service Commission directs that his/her death be presumed, the Commission may authorize payment to his/her dependants a sum equivalent to his/her pay for the period of leave that s/he would have received if s/he had been eligible and been granted, leave immediately before the date of his death, or, where the Commission has directed that his death is presumed, immediately before a date determined by the Commission.

If a teacher resigns from the Teaching Service before they have completed 15 years of continuous service and before they have reached 55 years of age, s/he forfeits any entitlement to Furlough Leave.

The official record of a teacher shall be taken into consideration in determining whether the whole or any portion of the leave or pay is granted.

### ***Membership of Boards, etc***

Where a teacher is appointed to be a member of a Board, Committee or Council established by or under the Teaching Service Act, the Teaching Service Conciliation and Arbitration Act 1971 or the Education Act 1983, the Teaching Service Commission may grant leave with pay to perform his/her functions and duties as a member.

This leave shall be counted as part of his/her period of service in the Teaching Service for all purposes.

Applications for this leave are made using form IREC14.2. A sample of this form is included in this folder.

### ***Attendance as a witness before a court***

A teacher summoned as a witness before a court or tribunal, whether of a judicial nature or not, must immediately advise the Provincial Education Adviser/Assistant Secretary.

A teacher required as a witness on behalf of the State, the Commission or an education agency is entitled to leave with pay for the period during which s/he is necessarily absent from duty. To ensure their leave with pay, a teacher must complete an application for leave using form IREC14.2 and attach a letter from a relevant authority confirming their required participation in the court proceedings. A sample of this form is included in this folder.

A teacher summoned to court as a witness on behalf of the State is not entitled to receive any witness fee.

If a teacher incurs expenses as the result of attendance as a witness on behalf of the State, the Commission or an education agency, the State or the agency, as the case may be, shall reimburse the expenses as approved by the Teaching Service Commission. The teacher must forward all requests in writing and with all supporting documentation of expenses incurred directly to the Teaching Service Commission for consideration.

A teacher required as a witness other than on behalf of the State, the Commission or an education agency shall be granted leave without pay. Application for leave for this purpose is made using form IREC14.2.

In this circumstance, the teacher may retain any fees and allowances received as a witness.

Leave to attend as a witness before a court is counted as part of the member's period of service in the Teaching Service for all purposes.

### ***Attendance as a witness in arbitration proceedings, etc***

A teacher summoned as a witness in proceedings under the Teaching Service Act, the Public Service Conciliation and Arbitration Act 1969, the Teaching Service Conciliation and Arbitration Act 1971 or the Industrial Relations Act 1962 must immediately advise the Provincial Education Adviser/Assistant Secretary.

A teacher shall be granted leave with pay for the period during which s/he was necessarily absent from duty. A teacher completes form IREC14.2 for the period of absence as a witness. The completed form is lodged with the Teaching Service Commission. A sample of this form is included in this folder.

### ***Maternity leave***

If a woman teacher requests, maternity leave may be taken for periods not exceeding six weeks prior to the anticipated date of birth and six weeks immediately following the date of birth.

- For the period of leave granted prior to the anticipated date of birth, a woman teacher may utilise sick leave credits and remain on the payroll. If the teacher has no sick leave credits, she will be granted leave without pay. This leave without pay will count as service. Sick Leave credits on half pay may be converted to Sick Leave credits on full pay for this purpose only.
- For the period of leave granted after the date of birth, a teacher shall be entitled to leave with full pay.

Additional leave following the expiry of the six weeks leave after birth may be granted upon production of a certificate from a medical practitioner certifying that the teacher is unfit to resume duty due to illness resulting from the birth. Where a medical practitioner is not available, a medical statement made by an APO or HEO will be acceptable.

Leave granted on the presentation of a medical certificate for illness resulting from the birth shall be Sick Leave, as long as the teacher has Sick Leave credits. If a teacher's sick leave credits are exhausted, the leave taken by the teacher is considered leave without pay.

A teacher working in a decentralised Province (that is, one responsible for managing its personnel matters), lodges her request for Maternity Leave directly with her Provincial Division of Education. A teacher working in a centralised Province (that is, personnel matters are managed through the National Department of Education), lodges her request for Maternity Leave directly with the Teaching Service Commission.

In both cases, the teacher completes form IREC14.2. A sample of this form is included in this folder.

### ***Absence from duty for purpose of breast-feeding***

The Teaching Service Commission, or a person authorized by the Commission, shall allow a female teacher who is breast-feeding her child of the prescribed age, periods of absence from duty to breast-feed the child.

Periods of absence shall be not more than one half hour twice daily during normal working hours.

Teachers breast-feeding must include the absences in their daily lesson programs and must inform their Head Teacher of the arrangements.

The time is counted as working hours.

### ***Leave to care for an adopted infant***

Maternity leave is available to a female teacher to care for an adopted infant.

Leave to care for an adopted infant shall not exceed a period of six weeks immediately following the date of adoption. The period of leave shall be leave with full pay.

A female teacher seeking adoption leave must apply to the Teaching Service Commission in writing. The request for adoption leave must include:

- Details of the period of leave being sought to care for the adopted infant.
- The reason for the adoption.
- Any special circumstances to assist the Commission in its determination.
- A medical certificate confirming the child is a newly born infant
- A statutory declaration and copies of all adoption papers certifying she has legally adopted the infant.

The teacher must also complete form IREC14.2. A sample of this form is included in this folder.

### ***Pro rata leave, etc.***

Where during vacation leave a teacher ceases, to be a member of the Teaching Service (other than by death), the Teaching Service Commission may revoke the leave granted as from the date on which s/he ceases to be a member and authorize the payment of pay in lieu of the vacation leave for the residue of the period for which it was granted.

Where a teacher dies or the Teaching Service Commission directs that the death of a teacher be presumed, the Commission may authorize payment to his/her dependents of pay in lieu of:

- (a) any period of vacation leave; and
- (b) any pro-rata furlough leave,

to which he was entitled immediately before death.

A teacher who has qualified for furlough leave shall, in respect of service over 15 years, be eligible for pro-rata furlough leave.

### ***Representative leave***

Teachers are entitled to leave with pay if selected as a participant or official representing PNG under the following circumstances:

- (a) in any national team at the South Pacific Games, Commonwealth Games or Olympic Games; and
- (b) in any national team playing against the national team of another country within or outside PNG.

- (c) during training prior to the final selection of a national team.

Leave will be granted for the duration of the games.

Teachers selected to represent PNG must lodge form IREC14.2 together with a letter of application to the Chairman of the Teaching Service Commission. The application must also include written evidence which confirms that the teacher is a participant or official in a national team. A sample of this form is included in this folder.

The period of absence on representative leave does not affect a teacher's continuity of service and counts as service for all purposes.

## **Leave without pay available to teachers**

### ***Leave to accept approved positions***

The Commission shall grant leave of absence without pay to a teacher:

- (a) who has agreed to serve as an education secretary of an education agency; or
- (b) who wishes to take up fulltime employment as an employee of the Papua New Guinea Teachers' Association; or
- (c) who wishes to be employed fulltime outside the Teaching Service in an activity, which in the opinion of the Commission is to the educational advantage of Papua New Guinea and its citizens.

Applications for leave without pay are made using form TSC38. A sample of this form is included in this folder.

The period of leave granted for these purposes shall not exceed two years.

However, the Teaching Service Commission may extend the period of leave without pay from time to time for periods not exceeding 12 months on each occasion. Teachers seeking to extend leave without pay approved for these reasons must apply to the Commission in writing and attach supporting documentation from the organisation seeking their services.

A teacher granted leave without pay for these purposes for a period in excess of 12 months shall be transferred to a non-institutional position. The teacher will hold the same substantive classification s/he held immediately prior to the leave without pay being granted.

The position previously occupied by the teacher will be declared vacant. It will be able to be advertised in the next round of vacancies

The period during which a teacher is absent on leave without pay for these purposes will count as part of his/her period of service in the Teaching Service. It shall not affect the continuity of service in the Teaching Service.

### ***Leave without pay for other reasons***

The Teaching Service Commission may grant leave of absence without pay to a teacher for purposes other than those above. Leave without pay granted for other purposes shall not exceed 12 months in the first instance

Applications for leave without pay are made using form TSC38. A sample of this form is included in this folder.

However, the Commission may extend a period of leave without pay for a further period of 12 months. Teachers seeking to extend a period of approved leave without pay must apply to the Commission in writing and attach supporting documentation from the organisation seeking their services.

Requests to extend a period of leave without pay are made using form TSC38.

There shall be no further extensions of leave without pay for these reasons beyond a total period of two years.

The period during which a teacher is absent on leave without pay is not included as service but does not affect the continuity of his/her service in the Teaching Service.

### ***Leave to serve under other Acts***

If a teacher is appointed:

- (a) to an office under an Act, other than the Teaching Service Act; or
- (b) to the Teaching Service Commission,

the Commission may grant leave without pay for a period not exceeding the period of the appointment. A teacher seeking leave for these purposes must apply to the Commission using form TSC 38. A sample of this form is included in this folder.

The period during which a teacher is absent on leave to serve under another Act counts as part of his/her period of service in the Teaching Service.

When a teacher is granted leave to serve under another Act, his/her position becomes vacant at the commencement of their leave.

At the end of the period of leave to serve under another Act, a teacher is entitled to be appointed to a position not lower than his/her substantive salary, after taking into account any variation in the pay of that position during the period of the teacher's leave, unless:

- s/he has ceased to be a member of the Teaching Service or
- s/he has attained the maximum retiring benefits age..

If there is no vacant position to which a teacher may suitably be appointed at the completion of his/her leave, s/he will remain on leave without pay until a suitable position becomes available.

Teachers will not be granted leave of absence to take up other employment other than in accordance with the provisions of Section 105, 106 or 107 of the Teaching Service Act.

Any teacher who undertakes employment while on approved leave without pay, except in the circumstances included here, will be requested by the Teaching Service Commission to resign from the Teaching Service. If the teacher in this situation fails or refuses to resign from the Teaching Service, the Commission will deem the teacher to have resigned.

Under normal circumstances, the effective date of a teacher's deemed to have resigned is the start date his/her approved leave without pay.

### ***Leave to serve with other organisations, governments or authorities***

On request from one of the organizations, governments or authorities listed below for the services of a teacher, the Teaching Service Commission may grant leave without pay for a period not exceeding three years.

The prescribed organisations, governments and authorities are:

- the United Nations
- the Government of the United Kingdom
- the Government of Australia
- the Government of a state of Australia
- a British Dominion, colony or dependency
- the South Pacific Commission.

A teacher seeking to take up a position with one of these organizations governments or authorities must apply to the Commission using form TSC38. A sample of this form is included in this folder. The teacher must attach the request from the agency seeking their services.

Unless the Teaching Service Commission directs otherwise, the period a teacher is absent on leave without pay for this purpose shall not count as part of his/her service in the Teaching Service. However, it does not affect the teacher's continuity of service.

Where a teacher is granted leave without pay for this purpose, his/her position becomes vacant on the commencement of the period of the leave.

At the end of a period of leave without pay for this purpose, a teacher is entitled to be appointed to a position not lower than his/her substantive salary, after taking into account any variation in the pay of that position during the period of the teacher's leave under this section unless:

- s/he has ceased to be a member of the Teaching Service or
- s/he has attained the maximum retiring benefits age.

If there is no suitable vacant position to which a teacher can be appointed, s/he shall remain on leave without pay until a suitable position becomes available.

However, unless otherwise determined by the Teaching Service Commission, these periods of leave without pay will not be counted for any purpose as part of his/her period of service.

If a teacher does not return to duty at the completion of this leave without pay, s/he must resign or retire from the Teaching Service. A teacher can retire if s/he has reached 55 years of age.

### ***Study leave***

The Teaching Service Commission may grant a teacher leave for study or professional experience.

Leave for study or professional development may be for up to three years.

Further study programs are advertised by the National Department of Education and teachers may apply for them. If a teacher is successful in his/her application for a program, the teacher would be considered as a participant in a sponsored program. The teacher would remain on salary for the period of the program.

If a teacher is not accepted into a sponsored study program through the National Department of Education, s/he must take leave without pay.

Opportunities sometimes become available for teachers to access sponsored study leave. This provides teachers with income support for a period of leave. Sponsorships may be available through the National Department of Education or private sources. It is the responsibility for teachers to identify and arrange sponsorship.

Teachers seeking support for sponsored study leave need to lodge their applications with their Provincial Division of Education by no later than the end of April each year. This timeline is included in the HR Calendar.

Teachers seeking to access study leave but fail to secure sponsorship from any source will be considered on leave without pay.

Applications for this form of leave are made using form TSC 38. A copy of this form is included in this folder.

### ***Resignation or retirement while on approved leave***

Where a teacher gives notice of resignation effective from the end of a period of leave of absence to which s/he is entitled or which he has been granted, the Teaching Service Commission may direct that the resignation be effective from an earlier date.

In this circumstance the Commission, shall give approval for the payment of pay in lieu of the leave or the period of leave or the residue of the period, as the case may be.

Where a teacher gives notice of his/her intention to retire at the end of a period of leave, the Teaching Service Commission may, at any time during that leave, declare the teacher's position vacant, and appoint him/her to a non-institutional position.

Neither of these actions affects the effective date of retirement or resignation of a teacher.

Teachers must register their intention to retire or resign using form TSC38. A sample of this form is included in this folder.

Teachers are referred to the HR Calendar for the recommended timelines for these activities.



## **Section 5: Separation from the Teaching Service**

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### **Retirement from the Teaching Service**

Teachers are able to retire from the Teaching Service at any time after they reach 55 years of age. Under normal circumstances, teachers must retire from the Teaching Service on reaching 60 years of age.

Teachers intending to retire from the Teaching Service must lodge a form TSC38 with their Provincial Division of Education no later than the end of August. This is detailed in the HR Calendar.

Lodging an application to retire by this time allows the Provincial Division of Education to plan for a replacement teacher for the position. It also provides sufficient time to calculate the retiring teacher's entitlements so they are ready at the time of their separation from the Teaching Service.

While a teacher can register their intention to retire at any time, meeting the schedule detailed in the HR calendar and separating from the Teaching Service at the end of the school year will see their entitlements processed by the approved separation date.

#### ***Retirement other than at the end of a school year***

If a teacher plans to retire at a time other than the end of a school year, s/he must notify the Provincial Division of Education at least one term in advance. This provides sufficient time for the Provincial Division to arrange for a replacement teacher.

The timing of a teacher's retirement is negotiated with the Teaching Service Commission but wherever possible, needs to coincide with the end of a school term or the end of a school year.

Teachers are advised to read carefully the information included in the Leave Section to clarify their entitlements on retirement.

Teachers must be aware that if they are seeking pro rata leave entitlements on their retirement they must apply directly, in writing, to the Chairman of the Teaching Service Commission. There is no standard form for this.

Separation at a time other than that published in the Annual HR calendar cannot guarantee that a teacher's entitlements will be finalised by their preferred separation date.

#### ***Retirement while on approved leave***

If a teacher gives notice of their retirement, to become effective at the end of a period of approved leave, the Teaching Service Commission may direct that the retirement be effective from an earlier date and approve payment in lieu of the approved leave.

If a teacher gives notice of their retirement to become effective at the end of a period of approved leave, the Commission may declare the teacher's position vacant.

### ***Entitlement to Furlough Leave***

Teachers who retire from the Teaching Service may have an entitlement to full or pro rata Furlough Leave. Teachers need to carefully check the section of this document relating to Furlough Leave and the relevant section of the Teaching Service Act.

### ***Retirement by the Teaching Service Commission***

If the Teaching Service Commission determines a teacher is unfit or incapable of performing his/her teaching duties on grounds physical or psychological infirmity, it may retire the teacher from the Teaching Service or transfer him/her to another position at the same or lower level.

A teacher retired or transferred by the Teaching Service Commission may appeal the decision. The appeal must be in writing to the Minister and lodged within one month of receiving the decision of the Commission.

### ***Resignation from the Teaching Service***

Teachers intending to resign from the Teaching Service need to register their intention with their Provincial Division of Education by the end of August if they are planning to resign at the end of the current school year.

This allows sufficient time for the Provincial Division to plan for a replacement teacher for the position the teacher occupies. It also provides sufficient time to calculate a teacher's entitlements so they are ready at the time of the teacher's separation from the Teaching Service.

### ***Resignation while on approved leave***

If a teacher gives notice of their resignation to become effective from the end of a period of approved leave, the Teaching Service Commission may direct the resignation be effective from an earlier date and approve the payment in lieu of the approved leave.

If a teacher gives notice their resignation at the end of a period of approved leave, the Teaching Service Commission may declare the teacher's position vacant..

Teachers register their intention to resign using form TSC38.

### ***Entitlement to Furlough Leave***

Teachers who resign from the Teaching Service may have an entitlement to full or pro rata Furlough Leave. Teachers need to carefully check the section of this document relating to Furlough Leave and the relevant section of the Teaching Service Act.

### ***Resignation to contest an election***

If a teacher wishes to contest an election as a candidate for the National Parliament, Provincial Government or Local Level Government, s/he must resign from the teaching Service to do so.

If a teacher wishes to contest:

- A general election for the National Parliament or a Local-level Government, s/he must resign (or retire) from the Teaching Service at least 6 months before and not more than 12 months before the issue of writs for the election.
- A general election called outside the normal procedures, s/he must resign (or retire) within 2 weeks of the vote that brings about the election.
- A by-election s/he must resign (or retire) within 2 weeks of the event that causes the by-election.

If a teacher fails to meet the requirements of resignation (or retirement) detailed above to contest an election, s/he will not be readmitted to the Teaching Service if they seek to do so at a later date.

A teacher contesting an election notifies the Teaching Service Commission using form TSC38.

### ***Re-appointment to the Teaching Service after contesting an election***

A teacher who has met all the requirements set out in the Teaching Service Act to resign (or retire) to contest an election, contested the election as a candidate but failed to be elected, may apply to be re-appointed to the Teaching Service.

A teacher seeking re-appointment to the Teaching Service must do so within 2 months of the declaration of the results of the election. A teacher seeking re-admission to the Teaching Service must contact the Teaching Service Commission directly, in writing.

Re-appointment to the Teaching Service may be subject to:

- undertaking a medical examination, and
- the availability of a suitable teaching position.

If a teacher is re-appointed to the Teaching Service after unsuccessfully contesting an election, s/he will be deemed to have continued as a member of the Teaching Service and been on leave without pay from the day his/her resignation (or retirement) became effective until the day immediately preceding his/her re-appointment.

## Section 6: Forms

---

The forms included in this section have been approved by Provincial Education Advisers.

The forms aim to standardize the regular personnel processes that impact on teachers.

The forms included in this section are:

- *Appeal against an appointment in the Confirmation Gazette*

This form is used if a teacher has applied for a position identified by a Provincial/National Education Board as able to be appealed or a teacher can demonstrate s/he has been unfairly, unreasonably or harshly treated in the selection and appointment process.

- *Change to method of pay and banking details*

This form is used by teachers already employed by a Provincial Division of Education who wish to change their method of pay or banking details. Changes can be made by teachers at any time during the year.

Teachers joining the Teaching Service for the first time or seeking re-admission to the Teaching Service after resignation do not use this form. Their method of pay and banking details are included in the *Application for Registration and Employment as a Teacher*. The National Department of Education provides this form.

- *Application for Registration and Employment as a teacher*

This form must be completed by any person seeking employment as a teacher in PNG. The form must be accompanied by a completed medical report that indicates a person is fit and able to carry out the duties and responsibilities of a teacher. This form is provided by the national Department of Education.

- *Refusal of an offer of an acting appointment*

Teachers offered acting positions by a Provincial/National Education Board may refuse the offer. Teachers use this form to register their refusal and may attach any documents to support their reason. This form is provided to schools by their Provincial Division of Education.

- *Provincial release authority*

This is a form authorising a teacher to travel to the National Department of Education to pursue a salary matter. The form must be signed by the Provincial Education Adviser. This form is managed by Provincial Education Advisers.

- *Provincial suspension authority*

This form is used by Provincial Education Advisers to suspend a teacher from the pay system when they are satisfied a teacher has been absent from their teaching position for two weeks continuously. This form is managed by Provincial Education Advisers

- *Release to teach in other Provinces*

Teachers who win advertised positions in other Provinces or who wish to relocate to another Province to try to find a teaching position must complete this form. This form is provided by the Provincial Division of Education.

- *Request for retirement, resignation, resignation under Section 122, resignation under Section 124, Furlough Leave and application for extended leave*

Teachers use this form when they intend to separate from the Teaching Service or apply for any form of extended leave. This form is provided by the National Department of Education.

- *School release authority*

This form authorises a teacher to leave their school with the approval of their Head Teacher to travel to the Provincial Division of Education to pursue a salary matter. This form is provided to schools by the Provincial Division of Education.

- *Application for paid leave (including sick leave)*

Teachers need to account for every absence from their school. Head Teachers must require all teachers to complete this form on their return to duty from short periods of leave. These forms must be forwarded too the Provincial Division of Education in the first week of every month.

If teachers refuse to complete the form on their return to duty, Head Teachers must do so on their behalf with an explanatory note for the Provincial Education Adviser.

This form is provided to schools by the Provincial Division of Education.

- *Teacher query form*

Teachers who have delays in processing of their entitlements must complete this form as the first step in resolving the matter. The form is mailed or delivered by the Head Teacher to the Provincial Division of Education. The form is provided to school by the Provincial Division of Education.

- *Teacher record of appointment*

This form is the official record of a teacher's service. It is to be completed at the start of each school year and whenever there is a change to a teacher's position and/or location. The National Department of Education provides this form.

While there are sample copies of these forms in this folder, Head Teachers and Provincial Divisions of Education need to ensure teachers have access to them. The HR calendar has a schedule indicating when Head Teachers need to notify their Provincial Division of Education for more copies. Similarly, there is a timeline for Provincial Divisions of Education to notify the National Department of Education for copies of the forms for which it is responsible.

TS for  
Appeal against a Position Confirmed in the Education Gazette

TS form 6 (Revised 2004)

TSA Sec 60(1) Reg. Sec. 4

Complete the details in the sections below. On the reverse side of this form explain the reasons for your appeal against the confirmed appointment. If you need more space, securely attach other pages to this form. Forward this appeal to:

**The Chairman: Teaching Services Commission,**  
PO Box 6268  
BOROKO, NCD.

1. **Details of Appellant** (Please print. Use block letters)

Family Name: .....

Given Name(s): .....

Employee Number: 

--	--	--	--	--	--	--	--	--	--

Current Location: ..... School Code: 

--	--	--	--	--	--

Position Number: 

--	--	--	--	--	--	--	--	--	--	--	--

 Tenured or Acting (Circle one)

Eligibility level (Circle one):    2    3    4    5    6    7    8    9    10    11

Year Eligibility Awarded: 

--	--	--	--

 (Please attach a copy of the current eligibility letter)

**2. Details of the Position under Appeal** *(Please print. Use block letters)*

Province Name: \_\_\_\_\_

Name of School: \_\_\_\_\_ School Code: 

--	--	--	--	--

Position Number (if known) 

--	--	--	--	--	--	--	--	--	--

Name of Teacher Appointed: \_\_\_\_\_

[illegible]

TSA Sect. 59 (1) Reg. Sec. 4

TSC Form 6 (Revised 2004)

[illegible]

### Notification of a Change to Method of Pay or Banking Details

EDB 022

This form is to be used by teachers seeking to change their existing banking information.

### 1. Personal Details (Please print using block letters)

Family Name: ..... Given Name(s): .....

Previous Name: .....						Employee Number:						
----------------------	--	--	--	--	--	------------------	--	--	--	--	--	--

School Name: .....	School Code:			
--------------------	--------------	--	--	--

## 2. Current Method of Pay

Encashable Cheque		Bank Account		(Tick one)
-------------------	--	--------------	--	------------

If you ticked "Bank Account", provide the details of your current account.

Bank and Branch Name: .....

Branch Code

Account Number

--	--	--	--	--	--

[illegible]

Account name

[illegible]

## 3. New Method of Pay or New Banking Details

Encashable Cheque ☐ Bank Account ☐ (Tick one)

If you ticked "Bank Account" provide the details of your new account.

Bank Name and Branch: .....

Branch Code

Account Number

--	--	--	--	--	--

[illegible]

Account Name

[illegible]

I declare I am the owner of the Account detailed in this section and all information in this section is correct in all details.

Teacher's Signature: ..... Date: .....

### Bank Verification details

Name of Bank: .....

I have checked all details provided above and verify this person is a customer of this bank and owns the Account described in Section 3 of this form.

Bank Officer's Name (Block Letters): .....

Position: .....

Signature: ..... Date: .....  
(Bank Officer)

Input Officer: ..... Date: .....

Bank Stamp

EDB020

## Department of Education

### Application for Registration and Employment as a Teacher

- New Commencement ☐ (Tick this box if you are graduating this year from a Teachers' College or the University of Goroka or any other University or you are a teacher from overseas)
- Re-admission ☐ (Tick this box if you were previously a teacher and you are seeking to re-join the Teaching Service)

**General Introduction**

Read all instruction on Page 4 carefully as you complete this Application for Registration and Employment as a Teacher. Attach a completed and signed medical report. Firmly affix a standard passport-sized photograph at the designated place on the front page of this application. Include an additional two (2) copies of this photograph with your application. Retain a copy of your application. You will need to present a copy to your PEA on appointment. Print all information.

Affix  
photograph  
here

**1. Personal Details**

(Please complete accurately as this will be the official information recorded about you as a member of the Teaching Service. Print in block letters)

1. Title (Circle one): Mr Mrs Ms Dr Rev Fr Sr Br
2. Family Name: .....
3. First Given Name: .....
4. Second Given Name: .....
5. Previous Name (if any): .....
6. Date of Birth (ddmmyy) 

--	--	--	--	--	--
7. Gender (Circle one): M or F
8. Marital status (Circle one): Married Single Separated  
Divorced Widowed
9. Next of Kin: .....
10. Country of Birth: .....
11. Present Nationality: .....
12. Postal Address: .....
13. Telephone Number: .....
14. Home Province: .....
15. Home District: .....
16. Leave District: .....
17. Home Village: .....
18. Religion: .....
19. Vernacular Language: .....

**3. Personal Information** (Answer both questions)

1. Have you ever been convicted of a criminal offence? Yes No (Circle one)
2. Have you ever been dismissed from any employment? Yes No (Circle one)

If you answered "Yes" to either (or both) of these questions, attach details to this application

**2. Family Information** (Print in block letters)**(a) Spouse Information** (Legal spouse only)

1. Name: .....
2. Date of Birth (ddmmyy) 

--	--	--	--	--	--
3. Employer: .....
4. Employee No (if gov't employee): .....
5. Home Province: .....
6. Home District: .....
7. Home Village: .....

**(b) Dependents' Information** (Legal dependents only)

Name	Date of Birth	Relationship

**4. Declaration by a Medical Practitioner**

I have examined this person and confirm he/she is medically fit and able to carry out the duties and meet the responsibilities of a teacher.

Name: \_\_\_\_\_

Contact No(s): \_\_\_\_\_

Clinic Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Medical Practitioner

**Applicants must attach a completed copy of their medical report to this application.**



**5. Qualifications****(a) Tertiary Qualifications** (List highest qualification first. Attach certified copy)

Name of Qualification	Name of University/Teachers College	Year of Completion

**(b) Secondary Qualifications** (List highest qualification first. Attach certified copy)

Year Level	Name of School	Year of Completion

**6. Additional Skills and Abilities**

(This includes sporting interests, music, hobbies and subject specializations.)

**7. Teaching service in PNG and Overseas**

(Indicate teaching service, commencing with your most recent years)

**8. Declaration of Suitability** (Refer to Instructions for list of persons eligible to complete this section)

I declare this person is known to me and is a fit and proper person to undertake the roles and accept the responsibilities of a teacher in Papua New Guinea.

Signature: ..... Position: ..... Date: .....

**9. Teacher Registration**

APPROVED NOT APPROVED (Delete one)

Signature: .....  
Superintendent

Date: .....

**10. Teaching Appointment/Service Record** (Only applicants seeking re-admission to the Teaching Service complete this section. Other applicants leave this section blank.)Name of Proposed School: ..... School Code:     Position Number:        

Tenured / Acting (Circle one)

Date of First Appointment as a Teacher in Papua New Guinea (ddmmyy):      Teacher Registration Number:      Previous Employee Number (if known):       

Reason for Leaving the Teaching Service (Tick one)

Terminated/Deemed to have resigned ☐ Personal Resignation ☐ Other Reason ☐

If you have ticked "Other Reason", briefly state your reasons:

.....  
.....

**11. Verification by the Chairman of the National/Provincial Education Board**

I certify my Board has appointed this teacher to the said position. I further certify he/she will be available for services as a teacher for a period of not less than 12 months. I recommend his/her re-admission to full membership of the Teaching Service.

Name: ..... Signature: .....

Position: ..... Date: .....

**12. Teaching Services Commission Recommendation**

APPROVED NOT APPROVED (Delete one)

Signature: ..... Position: ..... Date: .....

**13. Banking Details (if known)**

Method of Pay (Tick one) Encashable Cheque ☐ Bank Account ☐

Complete the following if your preferred method of pay is to a bank account.

Bank and Branch Name: .....

Branch Code

--	--	--	--	--	--

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**14. Applicant's Declaration**

I declare the information provided in this document is accurate in all details. I understand any false information may lead to my termination as a member of the teaching service.

Signature:..... Date: .....

**NDoE Office Use Only**

Registration Number

--	--	--	--	--	--

Employee Number

--	--	--	--	--	--	--	--

Action Officer (Print): .....

Action Officer (Print): .....

Signature: ..... Date: .....

Signature: ..... Date: .....

Notes/Comments:

.....

.....

Name: .....

Signature: ..... Date: .....

EDB019

## Instructions for Completing the Application for Registration and Employment as a Teacher

### General Information

Complete all information in black or blue ink. Do not use pencil.

Ensure you attach a recent passport photograph to the front page of this application and include a further two (2) copies in an envelope for National Department of Education use. A fourth copy needs to be presented, with a copy of this Application, to a Province that appoints you. Indicate whether you are a New Commencement or a Re-admission by placing a tick in the correct box at the top of the first page.

### Section 1: Personal Details

All parts of this section must be completed. While most requirements are straight forward, pay special attention to what you write as your Home Province, Home District and Leave District. You may write **Not Applicable** at Nos 5, 12 and 13. Home Province means the Province in which you were born. Home District means the District in which you were born. Leave District will be the same as Home District, except if you are married. If you are married you may write the Home District of your spouse as your Leave District. Please note, you must complete Section 2 of this application if you wish to use a different Leave District.

### Section 2: Family Information

Please note you may only include information in relation to your legal spouse and dependents. If you are married, complete all information relating to your spouse. If your spouse is not a government employee, leave the Employee Number entry blank. If you have dependents, you may only include those who are legal dependents. That is, dependents who are your off-spring or your legally adopted children. If you require more space to list dependents, securely attach another page to this application.

### Section 3: Personal Information

Both questions in this Section must be answered. If you answer "Yes" to either or both of these questions, you must provide written details explaining the circumstances in an attachment to this application.

### Section 4: Declaration by a Medical Practitioner

You need to be medically fit to meet the duties and responsibilities of a teacher in Papua New Guinea. For this reason, you must attend a medical examination. A qualified medical practitioner must sign this **Application for Registration and Employment as a Teacher** and complete a medical clearance form. The medical clearance form must be attached to this application. If you do not provide a completed medical clearance form, your application may be delayed and you may not be able to be appointed to a teaching position in Papua New Guinea.

### Section 5: Qualifications

Complete this section by writing in your tertiary and secondary qualifications. Include your current course of study if you are graduating from a Teachers College or a University and are seeking employment as a member of the Teaching Service in the coming year.

### Section 6: Additional Skills and Abilities

This is your opportunity to include additional information to present the qualities you bring to a school in addition to your academic qualifications. If you require more space, securely attach another page to this application.

### Section 7: Teaching Service in Papua New Guinea and Overseas

Starting with your most recent experience, list the schools where you have taught and the year levels you have taught.

### Section 8: Declaration of Suitability

This section must be completed by one of the following: a Judge or Magistrate, a Commissioner for Oaths, a Minister of religion who is an authorized celebrant under the Marriage Ordinance 1963, a Provincial Administrative Secretary, an Assistant Secretary of Education, the Principal of a Teachers College or the Education Secretary of an education agency.

### Section 9: Teacher Registration

The Superintendent, Operations in Teacher Education Services, completes this information.

### Sections 10, 11 and 12: Teaching Appointment Service Record, Verification by the Education Board and Teaching Services Commission Recommendation

Complete Section 10 only if you are seeking re-admission to the Teaching Service. Students of Teachers Colleges in Papua New Guinea or the University of Goroka or another University either in Papua New Guinea or abroad, who are seeking employment in the year following their graduation, do not complete this section. Applicants do not complete Sections 11 and 12. Other authorities complete these sections.

### Section 13: Banking Details

Accurate completion of this section will ensure you are paid accurately and on time. Ensure you indicate your preferred method of pay.

### Section 14: Applicant's Declaration

Check your application to ensure all information is complete and accurate. Incomplete applications will not be processed. Including false information may lead to termination of employment and possible legal action.

### Refusal of a Posting made by the Provincial Education Board

This form is to be used by a teacher declining a posting made by the Provincial Education Board or a teacher seeking another posting on compassionate grounds. It is a notification to the Provincial Education Board the teacher will not be taking up the allocated position at the commencement of the following school year.

There may be compassionate grounds (including medical reasons) for declining the position offered. These reasons may be explained over the page. If more space is required, securely attach **of her documents**.

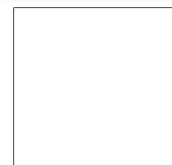
It is advisable to keep a copy of this for reference to the Teaching Service Commission.

Address this form to: **The Chairman, Provincial Education Board**

[illegible]

### Provincial Release Authority

This Authority verifies this teacher has approval from the Provincial Education Adviser to be absent from this Province to attend to matters of personal importance. This release authority must be attached to a "Teacher Query" form and a copy of a return travel ticket.



#### 1. Teacher Details (Please print using block letters)

Family Name: ..... Given Name(s): .....

Province: ..... School Name: ..... School Code: 

--	--	--	--	--

#### 2. Province Release Authority

I have released this teacher to travel to the National Department of Education to attend to the matter included on the "Teacher Query" form. The teacher is on leave without pay until he/she confirms his/her return to duty at this Province. In approving this leave, I have seen this teacher's return travel ticket. A photocopy is attached to the "Teacher Query" form.

This teacher departed this Province on (dmmmy): 

--	--	--	--	--	--

This teacher is expected to return to duty on (ddmmyy) 

--	--	--	--	--	--

Signature: .....  
PEA/Superintendent of Education

Date: .....

#### 3. Teacher's Declaration

I understand I have leave without pay approved for the period detailed above. I undertake to return to the Provincial Education Office by no later than this date. Should I fail to do so, I will be suspended from the payroll from the commencement of my approved leave without pay.

Teacher's Signature: ..... Date: .....

#### 4. NDoE Verification

This teacher presented at the NDoE on (ddmmyy): 

--	--	--	--	--	--

This teacher's query was resolved on (ddmmyy): 

--	--	--	--	--	--

Officer's Name: ..... Signature: ..... Date: .....

#### 5. Province Clearance and Leave Approval

This teacher returned to this Provincial Office on (ddmmyy): 

--	--	--	--	--	--

Leave Approval  
He/she has been absent from duty for a total of 

--	--	--

 days.

Leave is to be approved as follows: Leave with pay 

--	--

 Leave without pay to count as service 

--	--

Leave without pay not to count as service 

--	--

Signature: ..... Date: .....  
PEA/Superintendent of Education

#### NDoE Office Use Only

Leave Action Officer: ..... Date: .....

Checked by: ..... Date: .....

<b>Provincial Suspension Authority</b> This Authority verifies this teacher has been Absent Without Leave (AWOL) for at least 10 consecutive duty days and is to be suspended from the payroll until the teacher resumes duties and is confirmed by the Superintendent for Education or Assistant Secretary. This form is to be forwarded directly to: The Chairman, Teaching Services Commission.		Province Stamp	TSC Date Stamp	TSC Form 37
<b>1. PEA/Superintendent of Education</b> PEA/Superintendent of Education's Name (Please print): ..... Telephone: ..... Mobile: ..... Fax: ..... E-mail Address: .....				
<b>2. Teacher Details</b> (Please print using block letters) Family Name: ..... Given Name(s): ..... Employee Number: <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table> School Name: ..... School Code: <table border="1" style="display: inline-table; width: 60px; height: 20px; vertical-align: middle;"></table> Position Number: <table border="1" style="display: inline-table; width: 120px; height: 20px; vertical-align: middle;"></table>				
<b>3. PEA/Superintendent of Education Declaration</b> I have investigated the information provided to me about this teacher and I am satisfied it is true and accurate and details are attached to this Suspension Authority. I hereby request this teacher be suspended from the payroll as of <div style="text-align: center;">           (ddmmy) <table border="1" style="display: inline-table; width: 80px; height: 20px;"></table> </div> This teacher shall not be returned to the payroll until my approval has been received.  <div style="display: flex; justify-content: space-between;"> <div>Signature: ..... PEA/Superintendent of Education</div> <div>Date: .....</div> </div>				
<b>4. Teaching Services Commission Action</b> The action recommended by the PEA/ Superintendent of Education to suspend the teacher named above is: <div style="text-align: center;">           Approved    Not Approved    Endorsed    Not Endorsed    (Circle one)         </div> signature: ..... Position: ..... Date: .....				
<b>5. Confirmation of Suspension</b> <div style="text-align: center;">I confirm the teacher named above is suspended as requested.</div> Action Officer: ..... Signature: ..... Date: ..... Date Province Notified: .....				
<b>6. Cancellation of Suspension</b> I am satisfied this teacher has returned to duty and is satisfactorily performing duties as a teacher. The teacher is to be returned to the payroll as of (ddmmyy) <div style="text-align: center;"> <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table> </div> Signature: ..... <div style="text-align: center;">PEA/Superintendent of Education</div> Date .....		<b>7. Confirmation of Resumption</b> <div style="text-align: center;">I confirm this teacher has been returned to the payroll as requested.</div> Action Officer: ..... Signature: ..... Date: ..... Date Province Notified: .....		

**Release Authority to Teach Elsewhere**

A teacher completes this form when a he/she is appointed to a position in another Province or is seeking a teaching position in other Provinces. This form ensures a teacher's salary is redirected to the new teaching location and debited to the correct Provincial budget. Please note: Complete either Section 2 or Section 3.

**1. Teacher's Details** (Please print. Use block letters)

Family Name:..... Given Name(s):.....

Previous Name:..... Employee Number: 

Province:..... Current School:.....

School Code:  Position Number: **2. Release to Accept an Appointment** (Please Note: Complete either this Section or Section 3. Do not complete both)

I am seeking release from this Province to accept a position offered to me by another Provincial Appointing Authority. I understand this release means I forfeit any tenured position I hold in this Province. I understand I will be placed on leave without pay, not to count as service, until I take up my new position and the appropriate resumption of duty paperwork is finalised. Failure to take up a position within 12 months may result in me being deemed to have resigned under the Teaching Services Act Section 24 (4) if I do not advise the Teaching Service Commission of my situation

**Position Details**

Province offering Position: ..... School of Appointment: .....

School Code: Position Number: Commencement Date (ddmmyy)  Requested Release Date (ddmmyy) 

Teacher's Signature: .....

Date: .....

**3. Release to Seek Positions Elsewhere** (Please Note: Complete either this Section or Section 2. Do not complete both)

I am seeking release from this Province to pursue employment as a teacher in other Provinces. I understand this release means I forfeit any tenured position I hold in this Province. I understand I will be placed on Leave Without Pay (Section 103), not to count as service, until I take up my new position and the appropriate resumption of duty paperwork is finalized. Failure to take up a new position within 12 months may result in me being deemed to have resigned from the Teaching Service under TSA Sec. 24 (4) if I do not advise the Teaching Service Commission of my situation.

Requested Release Date (ddmmyy) 

Teacher's Signature: .....

Date: .....

**4. Province Action**Your request for release from this province has been **APPROVED** **NOT APPROVED** (Delete one)

Reason (if not approved): .....

Leave without pay, not to count as service, is approved from (ddmmyy): 

Leave without pay will be cancelled once it is verified you have commenced duty at a new position.

Signature: .....  
(PEB Chairman)

Date: .....

**Office Use****Leave Management**

Leave details entered into pay system: .....

Action Officer:..... Date: .....

Document Filed: .....

**File Management**

Salary File Received: Yes No (Delete one)

Filed in Transit File:..... Date: .....

Action Officer:.....

New Province:.....

Dispatch Date: .....

Action Officer:.....

TSC Act Sections 102, 103, 104, 107, 108, 109, 120, 122, 124

TSC Form 38

## Request for Retirement, Resignation, Resignation under Section 122, Resignation under Section 124 and Application for Extended Leave

Teachers seeking to separate from the Teaching Service or applying for Furlough Leave or extended leave of one year or more complete this form. Complete the form using blue or black ink and forwarded to the appropriate Superintendent of Education/PEA, or Assistant Secretary.

<b>1. Teacher Details</b> (Please print. Use block letters)																												
<b>Family Name:</b> .....	<b>Postal Address:</b> .....																											
<b>Given Name(s):</b> .....																												
<b>Previous Name:</b> .....	<b>Telephone Number:</b> .....																											
<b>Date of Birth</b> (ddmmyy) <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							<b>Employee Number</b> <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																					
<b>2. Location Details</b> (Please print using block letters)																												
<b>Province:</b> .....	<b>School Name:</b> .....																											
<b>School Code:</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							<b>Position Number:</b> <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																					
<b>3. Notification of Retirement/Resignation</b> (Tick one only)	<b>4. Application for Extended Leave</b> (Tick one only)																											
<b>Retirement</b> <input type="checkbox"/> <b>Resignation (s122)*</b> <input type="checkbox"/>	<b>Furlough Leave</b> <input type="checkbox"/> <b>Leave without Pay*</b> <input type="checkbox"/>																											
<b>Resignation (s124)*</b> <input type="checkbox"/>	<b>Release to another Government Agency*</b> <input type="checkbox"/> <b>Study Leave*</b> <input type="checkbox"/>																											
Provide reasons over page for separations marked *.	Provide reasons over page for leave requests marked *.																											
<b>Planned Separation Date</b> (ddmmyy) <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							<b>Requested Leave Dates</b> <b>From:</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> (ddmmyy)																					
<b>Signature:</b> ..... <b>Date:</b> .....	<b>To:</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> (ddmmyy)																											
<b>5. Province/Division Endorsement</b>																												
<div style="text-align: center;"> <b>Endorsed</b>      <b>Not Endorsed</b>      (Delete one)          If "Not Endorsed", please provide explanation over the page.       </div>																												
<b>Signature:</b> ..... <b>Date:</b> ..... <small>PEA/Superintendent of Education)</small>																												
<b>6. Teaching Services Commission</b>																												
<div style="text-align: center;"> <b>Approved</b>      <b>Not Approved</b>      (Delete one)       </div>																												
<b>TSC Signature:</b> ..... <b>Officer's Title:</b> ..... <b>Date:</b> .....																												
<b>7. Application Management</b>																												
<b>Date teacher notified by the TSC:</b> .....																												
<b>Date Forwarded to OIC Salaries NDoE/ Province</b> (Delete one): .....	<b>Signature:</b> .....																											
<b>Date Received by OIC Salaries:</b> .....	<b>Referred to:</b> ..... <b>Date:</b> .....																											
<b>Date Action Completed:</b> .....	<b>Date Input completed:</b> ..... <b>Input Officer:</b> .....																											
<b>Date Application Filed:</b> ..... <b>Filing Officer:</b> .....																												



Receipt Date: _____	<b>School Release Authority</b> This Authority verifies this teacher has approval from the Head Teacher to be absent from the classroom to attend to matters of personal importance at the Provincial Education Office. This release authority must be attached to a Teacher Query form.	PDoE Reference No: _____
---------------------	--	--------------------------

**1. Teacher Details** (Please print using block letters)

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Province: \_\_\_\_\_ School Name: \_\_\_\_\_ School Code:           

Employee Number:                 

**2. Previous Attempts to Resolve Query**

Date issue was first raised (ddmmyy):             

Officer Contacted (if known): \_\_\_\_\_

Attach any relevant correspondence to the "Teacher Query" form.

**3. Head Teacher Release Authority**

I am aware of previous attempts by this teacher to resolve the matter included on the attached Teacher Query Form. I have discussed the matter with the teacher and I have approved his/her release to visit the Provincial Office for the following period.

Start Date of Release (ddmmyy):              End date of Release (ddmmyy):             

I recommend        days' leave of absence.

Head Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Province Management Checklist**

Receiving Officer: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Referred to: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken:

Query resolved on: \_\_\_\_\_ Teacher notified of action taken on: \_\_\_\_\_

Query referred to Supervisor on: \_\_\_\_\_ Query referred to NDoE on: \_\_\_\_\_

Action Officer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Leave Approval by PEA/Superintendent of Ed.**  
 Leave for this teacher is approved as follows:
 

Days as leave with pay

Days as leave without pay to count as service.

Days as leave without pay not to count as service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(PEA/Superintendent of Education)

**6. Personnel Records Management**

**1. Teacher's Leave/Salary Records**  
 Date Leave/Salary Updates Completed: \_\_\_\_\_  
 Action Officer: \_\_\_\_\_

**2. Information to NDoE**  
 Date information forwarded to NDoE: \_\_\_\_\_  
 Action Officer: \_\_\_\_\_

**3. Finalising Actions**  
 Date Teacher Query closed and filed: \_\_\_\_\_  
 Action Officer: \_\_\_\_\_

FORM IREC 14.2



## DEPARTMENT OF PERSONNEL MANAGEMENT

## APPLICATION FOR LEAVE

NUMBER

## A. TO BE FILLED IN BY APPLICANT (TICK APPROPRIATE BOXES)

SURNAME (USE BLOCK LETTERS)		GIVEN NAMES	
DESIGNATION	DEPARTMENT	DIVISION/BRANCH	
PERIOD OF ABSENCE FROM.....AM ON...../...../..... TO.....AM ON...../...../..... PM PM			
REASON FOR ABSENCE		MEDICAL CERTIFICATE ATTACHED YES <input type="checkbox"/> NO <input type="checkbox"/>	
TYPE OF LEAVE REQUIRED <input type="checkbox"/> SICK LEAVE <input type="checkbox"/> REPRESENTATIONAL LEAVE <input type="checkbox"/> OTHER (SPECIFY) ..... <input type="checkbox"/> COMPASSIONATE LEAVE <input type="checkbox"/> LEAVE WITHOUT PAY			
SIGNATURE OF OFFICER	...../...../..... DATE	ENSURE THAT ALL INFORMATION IS CORRECTLY FILLED IN AND SIGNED	

## B. FOR DIVISION OR BRANCH USE ONLY

NOTIFIED INABILITY TO REPORT FOR DUTY AT ..... AM PM.....	RECOMMENDED YES <input type="checkbox"/> NO <input type="checkbox"/>	RELIEF ARRANGEMENTS .....
SIGNATURE OF DIVISION/BRANCH HEAD	DESIGNATION	DATE

## C. FOR STAFF SECTION ONLY

DETAILS OF LEAVE TAKEN						
<input type="checkbox"/> SICK   LEAVE WITHOUT PAY <input type="checkbox"/> COMPASSIONATE <input type="checkbox"/> DEDUCTION FROM REC. LEAVE <input type="checkbox"/> OTHERS (SPECIFY)	PAYMENT	WEEKS	DAYS	HOURS	MINUTES	AUTHORITY
	FULL PAY					
	HALF PAY					
	WITHOUT PAY					
	TOTAL					
HIGHER DUTIES ALLOWANCE	PAYABLE <input type="checkbox"/> NOT PAYABLE <input type="checkbox"/>					
REMARKS		..... DEPARTMENT DELEGATE				
		..... DESIGNATION				
		..... SIGNATURE				
		..... DATE				

E08 021

### Teacher Query Form

This form is to be used by teachers seeking to have a query investigated. Without this form, staff at Provincial Offices (or the National Department of Education) will not be able to accept and process queries.

---

#### 1. Teacher Details (Please print. Use block letters)

Family name: ..... Given Name(s): .....

Previous Name (if applicable): ..... Employee Number:

Province: .....

School Name: ..... School Code:

---

#### 2. Nature of Enquiry (Tick the box of the area you wish to have investigated. Complete a separate form for each query)

<input type="checkbox"/> Allowances <input type="checkbox"/> Higher Duties <input type="checkbox"/> Appointment <input type="checkbox"/> Lost Cheque(s)	<input type="checkbox"/> Unactioned Variations <input type="checkbox"/> Over-deductions <input type="checkbox"/> Not receiving Pay <input type="checkbox"/> PBSS/Underpayments	<input type="checkbox"/> Changes to Deductions <input type="checkbox"/> Retired/Resigned <input type="checkbox"/> Banking/Accounts <input type="checkbox"/> Decrease in Net Pay
--	---	--

Other Issues (Provide details on the reverse side if required): .....

---

Documents attached (Y or N) ☐ If "Y", number of documents attached:

---

#### 3. Site Leader Comment

This teacher has discussed the matter relating to this query form with me prior to forwarding it for your attention.

Site Leader's Name: ..... Signature: ..... Date: .....

---

#### 4. Query Management

Action Officer (Please print): .....

Action Taken: .....

.....

.....

.....

.....

.....

Receipt Date

Date Teacher Notified

Date Action Completed

Date Filed

---

#### Acknowledgement Slip

(This section is to be detached and given (or forwarded) to the teacher.)

An Officer from the Staff & Salaries Section will address the issues you have raised within \_\_\_\_\_ days of receipt of your request. You will be notified of the outcome of your query, in writing, to your school.

Officer's Name: ..... Signature: .....

Date of receiving Query: .....

---

#### Additional Information to Explain the Query

---

Teacher's Signature: ..... Date: .....

## Teacher Record of Appointment

EDB012 (Revised 2004)

This form is completed at the commencement of each school year and whenever a teacher relocates from one school to another during a school year or changes their position in a school.

Place an "X" in one of the following boxes.

Start of the school year ☐      Relocation during a school year ☐      Change of position in the same school ☐

### 1. Personal Details (Please print. Use block letters)

Family Name: ..... Given Name(s): .....

Previous Name (if applicable): ..... Employee Number:

Employee Status (Tick one):    Continuing Teacher ☐    New Commencement ☐    Re-admission ☐

Contract Teacher ☐      Volunteer Teacher ☐

### 2. Position Details (This is the school/institution or position where you commenced duty at the start of the year or to which you were relocated during the year)

School/Institution Name: ..... Location Code:

Position Number:       Commencement Date:

Level of Position (eg., EO3):       Designation (eg., Head Teacher, Senior Teacher): .....

### 3. Tenure Appointment Details (This is your tenured position. It may be the same or another location from Section 2)

School/Institution Name: ..... Location Code:

Tenure Pos'n No:       Commencement Date:

Level of Position (eg EO3):       Designation (eg., Head Teacher, Senior Teacher): .....

### 4. Details of Last Position (This is the location where you last occupied a position)

School/Institution Name: ..... Location Code:

Last Pos'n No:       Date Ceased Duty:

Level of Position (eg., EO3):       Designation (eg., Head Teacher, Senior Teacher): .....

### 5. Teacher Declaration

I acknowledge my posting to the position identified in Section 2 above. I will remain on this position until notified of an alternative position by the Provincial Education Board. I will carry out my duties as a teacher to the best of my ability in accordance with the terms and conditions detailed in the Teaching Services Act 1988.

Teacher's Signature: ..... Date: .....

### 6. Verification Signatures (The signatories below verify this teacher is at the named school; the teacher has been appointed to the position indicated on this form and the teacher has been appointed by the appointing authority for the Province)

Head Teacher: ..... Date: .....

Appointment Officer: ..... Date: .....

Chair of Appointing Authority: ..... Date: .....

## Section 7: HR Calendar

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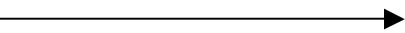

The HR Calendar is a support tool for everyone involved in managing teachers and their entitlements. It gives an overview of all activities over a year and shows how various functions rely on each other, even when carried out in different places.

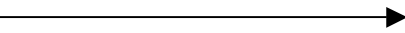
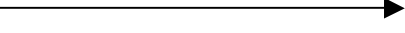
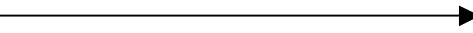
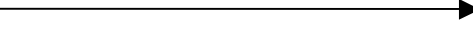
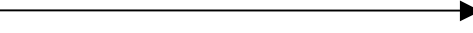
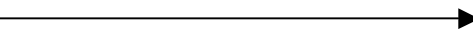
The calendar is a clear guide as to when specific tasks start and finish. It identifies activities at school, Province and National Department of Education levels and highlights the interdependence of one upon the other.

The calendar can be used to assist Head Teachers, teachers and other officers to plan, manage, and organise their work to ensure information is forwarded to where it needs to go at the time it should.

It also highlights who is responsible for completing various tasks through the year and provides the opportunity for officers to organise themselves and the resources they will need to carry out their roles and responsibilities.

Schools, District Education Offices and Provincial Divisions of Education are encouraged to collaborate to develop their personalized calendar that specifies for its officers the timelines by which tasks need to be completed.

HRM Annual Calendar				January
	Week 1	Week 2	Week 3	Week 4
School/District Activities			Teachers return from leave for the new school year.	Day 1 activities to be completed in every school: <ul style="list-style-type: none"> <li>Teachers resume duty and complete Resumption of Duty Summary Sheet and EDB012</li> <li>Head Teachers signs EDB012 &amp; Resumption of Duty Summary Sheets.</li> <li>Resumption of Duty Summary Sheets leave school for PDoE</li> </ul>
Province Activities		PEA (with Senior Officers) finalises detailed HR calendar for the year and distribute to Provincial staff.  PEA/PAO provides training for new staff in HR processes.  PEA forwards any late variations to Postings List as a result of appeals	Equipment for resumption of teachers checked.  Appointment Officer checks: <ul style="list-style-type: none"> <li>Postings List and notifies NDoE by fax of any variations.</li> <li>Checks MPR and notifies NDoE by fax of errors.</li> </ul>	Appointment Officer ensures: <ul style="list-style-type: none"> <li>Resumption of Duty Summary Sheets are checked against Postings List for completeness of information, accuracy of location, position and signatures.</li> <li>Incomplete teacher entries are deleted and returned to schools for amendment.</li> <li>Summary Sheets are forwarded to the PEA for signing then faxed to NDoE</li> </ul> PEA meets with senior staff to confirm tasks for February.
NDoE & TSC Activities	NDoE continues allocation of teachers from Provincial Postings Lists.   TSC finalises appeals from the previous year appointments process by 31 January	 Call printout of MPR.  Distribute MPR to Provinces  HR Section inputs final variations to Postings Lists as the result of Appeals against postings	Check equipment to be used for teacher resumption exercise.  Training for all staff involved with the teachers resumption exercise  Suspension date applied and all teachers placed on leave booking	HR Section commences confirmation of teachers' resumption by reversing leave bookings  Notify PEAs of receipt of resumption information   Staff Meeting to confirm tasks for February.

HRM Annual Calendar				February
	Week 1	Week 2	Week 3	Week 4
School HR Activities	<p>Teachers forward requests to retain tenures to PDoE.</p> <p>Head Teachers in High and Sec Schools lodge Caretaker Duty claims with PDoE</p> <p>Teachers resuming late complete Resumption of Duty Summary Sheet and EDB012</p> <p>Head Teacher forwards Summary Sheet to PDoE at end of Week 1.</p>	 		
Province HR Activities	<p>Appointment Officers continue quality assurance checks of Resumption of Duty Summary Sheets.</p> <p>PEA signs confirmed Summary Sheets.</p> <p>Summary Sheets faxed to NDoE</p>	<p>PDoE commences process for new schools, positions and restructures.</p>	<p>PDoE forwards endorsed requests to retain tenure to TSC</p> <p>PEAs forward Caretaker Duty claims to TSC</p>	   <p>PEA meets with staff to confirm tasks for March.</p>
NDoE & TSC HR Activities	<p>HR Section continues confirmation of teachers' resumption of duty by reversing leave bookings.</p>			 <p>TSC processes requests for Caretaker Allowances.</p> <p>TSC advises teachers of receipt of requests to retain tenure.</p> <p>Staff Meeting to confirm tasks for March</p>

HRM Annual Calendar				March
	Week 1	Week 2	Week 3	Week 4
School HR Activities	<p>Head Teachers forward February staffing return to PDoE with a copy to DEO.</p> <p>Head Teachers forward leave forms for the previous month</p>			
Province HR Activities	<p>PDoE completes planning for:</p> <ul style="list-style-type: none"> <li>• New schools and positions for the following year.</li> <li>• Restructuring of schools for the following year.</li> </ul> <p>Appointment Officer continues checks of Resumption of Duty Summary Sheets and forward them to NDoE.</p>	<p>Appointment Officer</p> <ul style="list-style-type: none"> <li>• Checks February staffing returns against MPR.</li> <li>• Forwards MPR variations to PEA for approval.</li> </ul>	<p>PDoE forwards information about:</p> <ul style="list-style-type: none"> <li>• new positions and restructures to TSC.</li> <li>• schools to be registered to NDoE/TSC Committee</li> </ul> <p>PEA forwards approved MPR variations to NDoE for amendment</p>	<p>PEA meets with staff to confirm tasks for April.</p>
NDoE & TSC HR Activities	<p>HR Section continues confirmation of teachers' resumption of duty by reversing leave bookings.</p> <p>NDoE notifies Provinces of schools from which it has not received Resumption of Duty Summary Sheets</p>		<p>TSC informs teachers by letter of outcomes of requests to retain tenures.</p> <p>NDoE provides TSC with Report of positions where teachers have not reserved tenure</p> <p>NDoE inputs staffing variations from Provinces</p>	<p>TSC acknowledges receipt and considers requests for new schools, positions and restructures received by 31/3.</p> <p>NDoE/TSC Committee completes registration processes for new schools.</p> <p>NDoE provides reports to TSC of:</p> <ul style="list-style-type: none"> <li>• positions unfilled for 2 years</li> <li>• teachers who have occupied HD positions for 2+ years.</li> </ul> <p>Staff Meeting to confirm tasks for April.</p>



HRM Annual Calendar				April
	Week 1	Week 2	Week 3	Week 4
School HR Activities	<p>Head Teachers forward quarterly enrolment returns to Planning Officer at PDoE with a copy to DEO.</p> <p>Head Teachers forward March staffing return to PDoE with a copy to DEO.</p> <p>Head Teachers forward leave forms for the previous month</p>			<p>Teachers complete Resumption of Duty Summary Sheet on Day 1, Term 2.</p> <p>Head Teachers forwards completed forms to PDoE on Day 1.</p> <p>Teachers send applications to PDoE for:</p> <ul style="list-style-type: none"> <li>• Furlough Leave for the following year.</li> <li>• Sponsored Study Leave for the following year.</li> </ul>
Province HR Activities		<p>Planning Officer checks enrolment information from Head Teachers.</p> <p>Appointment Officer:</p> <ul style="list-style-type: none"> <li>• Checks March staffing return against MPR.</li> <li>• Forwards MPR variations to PEA for approval.</li> </ul>	<p>Planning Officer forwards enrolment information to Superintendent, GES.</p> <p>PEA forwards approved MPR variations to Manager: HR Services for amendment</p>	<p>Appointment Officer undertakes quality assurance checks on Resumption of Duty Summary Sheets for Term 2</p> <ul style="list-style-type: none"> <li>• Identifies variations and forwards to PEA for approval.</li> <li>• Forwards approved variations to HR Section for input.</li> <li>• Follows up missing returns.</li> </ul> <p>PEA meets with staff to confirm tasks for May.</p>
NDoE & TSC HR Activities	<p>TSC completes processing of all requests for new schools, positions and restructures by 30 April</p> <p>TSC notifies teachers who have been on HD for 2+ years to seek a personal report</p> <p>MPR update sent to Provinces</p>		<p>HR Section inputs staffing variations from Provinces</p>	<p>GES:</p> <ul style="list-style-type: none"> <li>• Acknowledges receipt of enrolment information.</li> <li>• Follows up missing returns</li> <li>• Enters information into database</li> </ul> <p>Staff Meeting to confirm tasks for May.</p>

HRM Annual Calendar				May
	Week 1	Week 2	Week 3	Week 4
School HR Activities	<p>Head Teachers forward April staffing return to Planning Section at PDoE with a copy to DEO.</p> <p>Head Teachers forward leave forms for the previous month</p>			
Province HR Activities	<p>Appointment Officer continues quality assurance checks of Term 2 Resumption of Duty Summary Sheets:</p> <ul style="list-style-type: none"> <li>Identifies variations and forwards to PEA for approval.</li> <li>Forwards approved variations to NDoE for input.</li> <li>Follows up missing returns</li> </ul>	<p>PEA in centralized Provinces forwards list of teachers approved for Furlough Leave to TSC</p> <p>All PEAs forward Sponsored Study Leave requests to SDU</p> <p>Appointment Officer:</p> <ul style="list-style-type: none"> <li>Checks April staffing return against MPR.</li> <li>Forwards variations to PEA for approval</li> </ul>	<p>PEA forwards approved MPR variations to HR Section for amendment</p>	<p>PEA meets with staff to confirm tasks for June.</p>
NDoE & TSC HR Activities	<p>NDoE inputs Term 2 Resumptions variations forwarded from Provinces.</p> <p>Vacancies Gazette reports called for:</p> <ul style="list-style-type: none"> <li>All National Institution positions</li> <li>All Level 2 base positions</li> <li>All Level 3-9 positions</li> </ul>	<p>Vacancies Gazette forwarded for printing.</p> <p>Reports called for TSC:</p> <ul style="list-style-type: none"> <li>Teachers suspended for more than one year.</li> <li>Teachers to be suspended for current year.</li> </ul>	<p>HR Section input staffing variations from Provinces.</p>	<p>Vacancies Gazette released by 31 May for National Institutions positions.</p> <p>Level 2 base positions in Community and Primary Schools sent to Provinces.</p> <p>TSC approves:</p> <ul style="list-style-type: none"> <li>Termination of teachers suspended for more than one year.</li> <li>Teachers to be suspended for current year.</li> </ul> <p>Staff Meeting to confirm tasks for June.</p>

HRM Annual Calendar				June
	Week 1	Week 2	Week 3	Week 4
School HR Activities	Head Teachers forward May staffing return to PDoE with a copy to DEO.	Teachers lodge applications for National Institutions positions.		
	Head Teachers forward leave forms for the previous month	Teachers lodge F30s with TSC		
Province HR Activities	PDoE checks and prints Level 2 base positions.	Appointment Officer: <ul style="list-style-type: none"> <li>Checks May staffing return against MPR.</li> <li>Forwards variations to PEA for approval.</li> </ul>	PEA forwards approved MPR variations to HR Section for amendment	
				PEA meets with staff to confirm tasks for July.
NDoE & TSC HR Activities	TSC issues termination letters to identified teachers.		Vacancies Gazette for positions at Levels 3-9 forwarded for printing	Levels 3-9 Vacancies Gazette released by 30 June
	TSC processes requests from centralized Provinces for Furlough Leave for the following year. To be completed by 30 June.		NDoE commences processing applications for National Institutions.	
	NDoE arranges for distribution of National Institutions vacancies Gazette			TSC advises PEAs of centralised Provinces of teachers approved for Furlough Leave for the following year.
	MPR update sent to Provinces.		HR section inputs staffing variations from Provinces	Staff Meeting to confirm tasks for July.

HRM Annual Calendar				July
	Week 1	Week 2	Week 3	Week 4
School HR Activities	Head Teachers forward June staffing return to PDoE with a copy to DEO.	Teachers lodge applications for positions advertised in the Vacancies Gazette.	Teachers complete Resumption of Duty Summary Sheets for Term 3.	
	Head Teachers forward quarterly enrolment returns to Planning Officer at PDoE with a copy to DEO.		Head Teacher forwards completed Summary Sheets to PDoE on Day 1, Term 3.	
	Head Teachers forward leave forms for the previous month	Teachers forward F30s to TSC		
Province HR Activities	PDoE distributes Levels 2-9 Vacancies Gazette to schools	Planning Officer checks enrolment information from Head Teachers.	Appointment Officer completes quality assurance checks on Term 3, Resumption of Duty Summary Sheets, forwards variations to PEA for approval before forwarding to NDoE.	PEA meets with staff to confirm tasks for August.
		Appointment Officer: <ul style="list-style-type: none"> <li>Checks June staffing return against MPR.</li> <li>Forwards variations to PEA for approval</li> </ul>	Planning Officer forwards enrolment information to GES  PEA forwards approved MPR variations to NDoE for amendment.	
NDoE & TSC HR Activities	NDoE action terminations and suspensions.	NDoE arranges for printing of HR forms for the following year	NDoE HR section inputs staffing variations from Provinces	Recommendations for National Institutions forwarded to Central Sorting.  GES: <ul style="list-style-type: none"> <li>Acknowledges receipt of enrolment information.</li> <li>Follows up missing returns</li> <li>Enters information into database</li> </ul>
	Teachers Colleges and UoG provide NDoE with lists of graduating students and AFEs distributed to students.  NDoE continues selections for National Institution positions - to be completed by Week 3.  MPR update sent to Provinces		GES inputs F30s for teachers applying for Level 5+ positions	
				Staff Meeting to confirm tasks for August.

HRM Annual Calendar				August
	Week 1	Week 2	Week 3	Week 4
School HR Activities	<p>Head Teachers forward July staffing returns to PDoE with copy to DEO.</p> <p>Head Teachers leave forms for the previous month</p>			Teachers seeking LWOP for the following year or resigning or retiring, complete applications and forward to PDoE.
Province HR Activities	<p>PDoE commences selection processes for Levels 2-9 positions for completion by no later than 31 August.</p> <p>PDoE forwards F30s for teachers applying for Levels 2-9 positions to Central Sorting by end of Week 2.</p>	<p>Appointment Officer:</p> <ul style="list-style-type: none"> <li>• Checks July staffing return against MPR.</li> <li>• Forwards variations to PEA for approval.</li> </ul>	PEA forwards approved MPR variations to NDoE for amendment	PEA meets with staff to confirm tasks for September.
NDoE & TSC HR Activities	<p>Central Sorting commences sorting and selection for National Institutions.</p> <p>Applications for Employment for the following year lodged by graduates with TES and input .</p> <p>NDoE arranges distribution to Provinces of HR forms for the following year.</p> <p>MPR update sent to Provinces</p> <p>Teacher Inspections commence</p>		<p>Central Sorting commences input of F30s for Levels 2-9 positions.</p> <p>NDoE HR inputs staffing variations from Provinces</p>	<p>TSC checks National Institution appointments from Central Sorting</p> <p>Staff Meeting to confirm tasks for September.</p>

HRM Annual Calendar				September
	Week 1	Week 2	Week 3	Week 4
School HR Activities	<p>Head Teachers forward August staffing return to PDoE with copy to DEO.</p> <p>Head Teachers forward leave forms for the previous month</p>			Teachers and Head Teachers complete all allowance claims and forward to PDoE for processing.
Province HR Activities	<p>PDoE complete selection processes for Levels 2-9 positions and lodge recommendations with Central Sorting by no later than the end of Week 2.</p> <p>Provinces arrange distribution of HR forms to schools for the following year.</p>	<p>Appointment Officer:</p> <ul style="list-style-type: none"> <li>Checks August staffing return against MPR.</li> <li>Forwards variations to PEA for approval</li> </ul>	PEA forwards approved MPR variations to NDoE for amendment	<p>PEA meets with staff to confirm tasks for October.</p>
		PEA forwards applications for LWOP, resignations and retirements to TSC.		
NDoE & TSC HR Activities	<p>Central Sorting continues input of F30s and processing of Levels 2-9 positions.</p> <p>MPR update sent to Provinces.</p> <p>Teacher Inspections continue</p>		<p>NDoE HR inputs staffing variations from Provinces</p> <p>TSC commences processing of LWOP, resignations and retirements forwarded by PEAs.</p>	<p>Central Sorting completes Levels 2-9 appointments for checking by TSC</p>
				<p>Staff Meeting to confirm tasks for October.</p>

HRM Annual Calendar				October
	Week 1	Week 2	Week 3	Week 4
School HR Activities	<p>Head Teachers forward September staffing return to PDoE with a copy to DEO.</p> <p>Head Teachers forward quarterly enrolment returns to Planning Officer at PDoE with a copy to DEO.</p> <p>Head Teachers forward leave forms for the previous month</p>	<p>Teachers complete Resumption of Duty Summary Sheets for Term 4.</p> <p>Head Teachers forward completed Summary Sheets to PDoE on Day 1, Term 4.</p>		Examinations
Province HR Activities	<p>PDoE processes all teachers' and Head Teachers' allowance claims for the year</p>	<p>Appointment Officer completes quality assurance checks on Term 4 Resumption of Duty Summary Sheets, forwards variations to PEA and approved changes to NDoE.</p> <p>Appointment Officer checks September staffing return against MPR and forwards variations to PEA for approval. Planning Officer checks enrolment information from Head Teachers</p>	<p>Appointment Officer advises outcomes of tenured appointments</p> <p>PDoE forwards allowance claims to NDoE for input into HRMIS.</p> <p>PEA forwards approved MPR variations to NDoE for amendment</p> <p>Planning Officer forwards enrolment information to GES</p>	<p>PDoE commences Acting appointments for the following year.</p> <p>PEA meets with staff to confirm tasks for November.</p>
NDoE & TSC HR Activities	<p>TSC checks Level 2-9 positions</p> <p>TSC continues processing LWOP, resignations and retirements</p> <p>MPR update sent to Provinces.</p> <p>Inspections Reports continue</p>	<p>Confirmation Gazette report (including unfilled and consequential vacancies) distributed to Provinces.</p>	<p>NDoE HR inputs staffing variations from Provinces</p>	<p>GES:</p> <ul style="list-style-type: none"> <li>Acknowledges receipt of enrolment information.</li> <li>Follow up missing returns.</li> <li>Enters information into database.</li> </ul> <p>Staff Meeting to confirm tasks for November.</p>

HRM Annual Calendar				November
	Week 1	Week 2	Week 3	Week 4
School HR Activities	<p>Examinations</p> <p>Teachers lodge appeals with TSC against Appointments notified through the Confirmation Gazette.</p> <p>Head Teachers forward October staffing return to PDoE with a copy to DEO.</p> <p>Head Teachers forward leave forms for the previous month</p>		Teachers register refusals of postings, in writing, with the PDoE by no later than 30 November	
Province HR Activities	PDoE continues postings for the following year.	<p>Teachers notified of their postings for the following year</p> <p>Appointment Officer:</p> <ul style="list-style-type: none"> <li>Checks October staffing return against MPR.</li> <li>Forwards variations to PEA for approval.</li> </ul>	PEA forwards approved MPR variations to NDoE for amendment.	PEA meets with staff to confirm tasks for December.
NDoE & TSC HR Activities	<p>MPR update sent to Provinces</p> <p>Ratings Conference</p>	NDoE processes teachers' vacation pay.	<p>TSC responds to teachers appeals against appointments</p> <p>NDoE HR inputs staffing variations from Provinces</p>	<p>GES:</p> <ul style="list-style-type: none"> <li>Acknowledges receipt of enrolment information.</li> <li>Follow up missing returns.</li> <li>Enters information into database</li> </ul> <p>Staff Meeting to confirm tasks for December.</p>



HRM Annual Calendar				December
	Week 1	Week 2	Week 3	Week 4
School HR Activities	<p>Head Teachers forward November staffing return to PDoE with a copy to DEO.</p> <p>Head Teachers forward quarterly enrolment returns to Planning Officer at PDoE with a copy to DEO.</p> <p>Head Teachers forward leave forms for the previous month</p>		Teachers vacation begins	
Province HR Activities	<p>PDoE resolves teachers' appeals against their postings for the following year by last day of the school year.</p>	<p>Following information sent to NDoE:</p> <ul style="list-style-type: none"> <li>• Postings List</li> <li>• Lists of graduates, transferees provinces and overseas teachers.</li> </ul> <p>Appointment Officer checks November staffing return against MPR.</p> <p>Planning Officer checks enrolment information from Head Teachers</p>	<p>PEA forwards letters of release to teachers leaving their Province, TSC and receiving Provinces.</p> <p>PEA forwards approved MPR variations to NDoE for amendment.</p> <p>Planning Officer forwards enrolment information to GES</p>	<p>PEA meets with staff to confirm tasks for January.</p>
NDoE & TSC HR Activities	<p>TSC resolves written appeals by teachers against Appointments for the following year.</p>	<p>NDoE commences input of Postings information into HRMIS</p>		<p>GES:</p> <ul style="list-style-type: none"> <li>• Acknowledges receipt of enrolment information.</li> <li>• Follows up missing returns</li> <li>• Inputs information into database.</li> </ul> <p>Staff Meeting to confirm tasks for January.</p>

## Section 8: Details of Recurrent HR Procedures

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### Lodging an appeal against a position in *Confirmation Gazette*

Teachers are referred to the *Teacher Recruitment and Deployment* section of this folder for further information about appeals against appointments to tenured positions and other aspects of the teacher selection and appointment procedures.

Teachers use the *Appeal against a Position in the Confirmation Gazette* form to appeal an appointment made and confirmed in the *Confirmation Gazette* where:

- A position has been identified by a Provincial/National Education Board as able to be appealed. Teachers will be notified of this on their letter of notification.
- A teacher is able to demonstrate s/he has been unfairly, unreasonably or harshly treated by a Provincial/National Education Board in relation to a position for which s/he applied.

A sample of this form is included in the Forms section of this document.

### Completing the *Appeal against a Position in the Confirmation Gazette* form

#### Teacher Actions

A teacher completes an *Appeal against a Position in the Confirmation Gazette* form if either of the circumstances mentioned above apply. Teachers who have been appointed to a position identified as appealable by a Provincial/National Education Board must complete this form and provide information explaining why they should remain in the position.

In these circumstances, the teacher seeking to lodge an appeal completes Sections 1 and 2 of the *Appeal against a Position in the Confirmation Gazette* form, ensuring all required information is accurate.

It is the appellant teacher's responsibility to ensure:

- all supporting documentation such as letters are provided and securely attached
- all reasons for an appeal are detailed on the reverse of the form.

Teachers need to be aware that appeals without supporting documents or explanations may not be considered by the Teaching Service Commission.

Teachers must forward appeal documents by mail or other delivery method to the Chairman, Teaching Service Commission at the address included at the top of the *Appeal against a Position in the Confirmation Gazette* form. Appeals must be lodged with the Commission within two weeks of the publication of the *Confirmation Gazette*. This allows the Commission to resolve all appeals prior to the start of the following school year when the confirmed positions come into effect.

### **Teaching Service Commission actions**

Officers of the Teaching Service Commission date stamp the *Appeal against a Position in the Confirmation Gazette* form on receipt and forward it to the appropriate officer in the Commission to determine the appeal.

Reasons for the decision by the investigating officer of the Teaching Service Commission are recorded on the form to validate the appeal process.

If a teacher's appeal is unsuccessful, the teacher is notified in writing by the Commission and no further action is taken.

If a teacher's appeal is successful, the Commission informs the teacher and the Provincial/National Education Board in writing. The Appointing Authority takes appropriate steps to redress the situation.

### **Refusal of an acting position offered by a Provincial/National Education Board**

Teachers are referred to the *Teacher Recruitment and Deployment* section of this folder for further information relating to appointments to acting positions and other aspects of the teacher selection and appointment procedures.

Following the appointment of teachers to tenure positions, teachers who have not been appointed on tenure are offered acting positions for the following school year by their Provincial/National Education Board, in accordance with the timeline included in the Annual HR calendar.

There may be some teachers who decide their postings for the following year are untenable and wish to inform their Provincial/National Education Board of this, together with their grounds for refusal.

There may also be circumstances where teachers can demonstrate they have been unfairly, unreasonably or harshly treated in their appointment to an acting position by the Provincial/National Education Board. In most cases this will be a teacher has not been re-appointed to the position s/he occupied in the current school year. In this instance, a teacher must be willing and able to take up the position about which s/he is lodging an appeal.

Teachers lodge appeals with the Provincial Education Board for Provincial positions and with the National Education Board for positions in national institutions.

### **Teacher Actions**

To notify the Provincial/National Education Board that s/he is refusing its offer of a posting or to appeal an appointment on the grounds of unfair, unreasonable or harsh treatment, a teacher completes Sections 1, 2 and 3 of the *Refusal of a Posting* form. The completed form, together with any attachments is forwarded to the Chairman of the Provincial/National Education Board for consideration.

The *Refusal of a Posting* form must be sent to the Chairman of the Provincial/National Education Board within two weeks of the teacher being notified of his/her posting for the following school year. .

Teachers are able to include reasons for refusing postings on the reverse of the *Refusal of a Posting* form and to attach additional documents such as medical certificates. Any documents must be securely attached. The Provincial/National Education Board will consider all information provided by a teacher as part of their request for a change of appointment.

Teachers must take special note of the implications of refusing the posting detailed in Section 3 of the *Refusal of a Posting* form. It is important for teachers to understand their actions may lead to them being suspended from the pay system if there is no alternative position available for them.

### ***Actions of the Provincial/National Education Board***

The Provincial/National Education Board will complete its considerations within the timeline detailed in the Annual HR Calendar to ensure teachers know the outcome in time to make preparations for the following school year. The outcomes include:

- Rejection of a teacher's request for relocation to another position. In this case the teacher will be placed on leave without pay from the commencement of the new school year.
- Acceptance of the teacher's request and appointment of the teacher to another position. In this case, the change is noted on the *Refusal of a Posting* form and to the Province posting list to reflect the decision of the Provincial Education Board.

The deliberations and decision of the Provincial/National Education Board are recorded on the *Refusal of a Posting* form and retained on file at the Provincial/National Division of Education.

The teacher is informed in writing of the outcome and the *Refusal of a Posting* form is filed in the teacher's Personal File.

If the teacher receives an alternative posting, he/she is expected to resume duty at that location on the first day of the new school year. Failure to do so will see the salary for the teacher's absences recouped through the pay system as part of the resumption of duty exercise.

If a change is made to a posting after a postings list has been forwarded to the National Department of Education, the change is to be indicated on the *Resumption of Duty Summary Sheet* by the Appointment Officer.

### ***Appeal to the Teaching Service Commission***

If a teacher has lodged an appeal on the grounds of unfair, unreasonable or harsh treatment by the Provincial/National Education Board and s/he is not satisfied with the determination of the Board, s/he may lodge an appeal with the Chairman of the Teaching Service Commission.

The Commission may establish a Teaching Service Appeals Committee for this purpose under Part V of the Teaching Service Act.

## Teacher Resumption exercise: details of roles and responsibilities

Teachers, Head Teachers and staff in District Education Offices, Provincial Divisions of Education and the National Department of Education are referred to the *Teacher Recruitment and Deployment (Teacher Resumption exercise)* section of this folder for further information related to responsibilities at the start of each school year.

This section includes actions by each Provincial Division of Education and the National Department of Education prior to the commencement of the new school year.

### **Responsibilities of teachers**

Teachers must report for duty at the schools to which they have been appointed on the scheduled first day of the school year. Teachers must arrange their travel times to ensure they are at their schools in the week prior to the commencement of the new school year.

Teachers can resume duty only at the school to which they have been appointed by their Provincial Education Board. They are not able to resume duty:

- Prior to arrival at their schools.
- At another school,
- At the Provincial Division of Education
- At the National Department of Education.

Teachers must have their attendance acknowledged and reported by their Head Teachers.

On the first day of the school year, teachers must attend to the following:

- Complete their section of the *Resumption of Duty Summary Sheet* against the position they occupy at their school.
- Check the accuracy of their Employee Number, remembering this is an 8 digit number. This number is on a teacher's pay slip.
- Ensure their name on the *Resumption of Duty Summary Sheet* is accurately spelled and is the same as the previous year. (The pay system will only recognize the name currently registered by a teacher. If a teacher has changed their name the Provincial Division of Education must be notified to enable the name change to be registered on the payroll system. The name on a teacher's pay slip is the one to be used at the time of resumption of duty.)
- Sign and date their entry on the *Resumption of Duty Summary Sheet*.
- Complete a *Teacher Record of Appointment* form as the official personal record of their duty in that school. All copies of this form will be sent to the Provincial Division of Education (Provincial Division of Education) for verification. One copy will be returned to the teacher for their records.

### **Responsibilities of Head Teachers**

On the first duty day for teachers, each Head Teacher is required to complete a *Resumption of Duty Summary Sheet*, recording the teachers on duty at their school. This form is the official notification to the Provincial Division of Education and the National Department of Education of teachers who have resumed duty and are eligible to be maintained on the payroll.

If a Head Teacher is absent on the first day of the school year, the most senior teacher present at the school completes the form. The most senior teacher is the person occupying the highest level, approved position at the school. If there is more than one teacher at the same level, the teacher who has been in a tenure position at the school for the longest period of time completes the form.

### ***Instructions for completing the Resumption of Duty Summary Sheet***

Complete the form in blue or black ink. Do not use pencil.

1. Head Teachers must include their own name as the first entry on the *Resumption of Duty Summary Sheet*.
2. Use the list of position numbers issued to Head Teachers by the Provincial Division of Education to complete the form, listing positions from the most senior to the least senior.
3. Following the example below, write the required information on the *Resumption of Duty Summary Sheet*. In larger schools, use more than one sheet if necessary.
4. If more than one sheet is required, a Head Teacher needs to sign and date each sheet.
5. Only teachers on duty on the first duty day of the school year can be listed. Make sure the name used is the same as that registered on the pay system.
6. Ensure each teacher checks their Employee Number and signs his or her information.
7. On the line on the Summary Sheet following the last teacher's entry, write "NO FURTHER ENTRIES" in block letters.
8. Draw a clear "Z" line through all lines following the last teacher entry.
9. Sign and date the form on the last line on the page.
10. For Primary, Community and Elementary schools, the completed *Resumption of Duty Summary Sheet* is to leave the school for their District Office by the close of the first duty day together with all *Teacher Record of Appointment* forms. For other schools they are to be lodged with their Inspectors on the first duty day for teachers.

## RESUMPTION OF DUTY SUMMARY SHEET

Return dates (Tick the appropriate box):      Day 1, Term 1   ☒      Week 2, Term 1   ☐  
Day 1, Term 2   ☐      Day 1, Term 3   ☐      Day 1, Term 4   ☐

Province name: \_\_\_\_\_ School Code: \_\_\_\_\_  
School Name: \_\_\_\_\_

Head Teacher's/Principal's Name (Please print): \_\_\_\_\_ Willi Wantok \_\_\_\_\_  
PEA's Signature: \_\_\_\_\_

Position Number	Teacher Information						Office Use		
	Employee Number	Family Name	Given Name(s)	Date Resumed	M F	Teacher's Signature	C, G N, PV **	T A *	In pu t
1234567890	00012345	Wantok	Willi	24/01/05	M	WWW			
2345678901	00023456	Kenai	Kenny	24/01/05	M	KKKK			
3456789012	00034567	Miri	Mary	24/01/05	F	MMMM			
4567890123	00045678	Nenawa	Niri	24/01/05	F	NNNN			
5678901234	00056789	Somare	Samuel	24/01/05	M	SSSS			
		NO FURTHER ENTRIES							
						WWW			
						24/01/05			

\* = Tenured or Acting Position  
from another Province); V (Volunteer)

\*\* = C (Contract teacher), G (Graduate), N (New Commencement); P (Transferee)

## **Responsibilities of District Officers**

### **Primary Inspectors & Elementary Trainers**

Primary Inspectors and Elementary Trainers are to be on duty to receive *Resumption of Duty Summary Sheets* and *Teacher Record of Appointment* forms from their Head Teachers.

These forms must be delivered to the Provincial Division of Education as soon as possible. The timeline for delivering this information depends on the zone to which a school is allocated by the Provincial Education Adviser.

### **Secondary & Vocational Inspectors**

Inspectors in the Secondary and Vocational sectors are responsible for coordinating the collection of the *Resumption of Duty Summary Sheets* and *Teacher Record of Appointment* forms from their Head Teachers and delivering them to the Provincial Education Office as soon as possible, but within the agreed timeline.

### **Inspectors in National Institutions**

Inspectors in National Institutions are responsible for coordinating the collection of *Resumption of Duty Summary Sheets* and *Teacher Record of Appointment* forms from their Head Teachers and forwarding them to their Assistant Secretary as soon as possible.

The sooner *Resumption of Duty Summary Sheets* and *Teacher Record of Appointment* forms are lodged at the National Department of Education the sooner teachers can be confirmed on the payroll.

## **Responsibilities of Provincial Education Advisers/Assistant Secretaries**

Through their officers, each Provincial Education Adviser/Assistant Secretary must ensure of all information on the *Resumption of Duty Summary Sheets* and *Teacher Record of Appointment* forms is checked thoroughly. These include:

- Checking every *Resumption of Duty Summary Sheet* to identify each graduate (G), contract teacher (C), volunteer teacher (V), each teacher who has transferred from another province (P) and each teacher whose posting has changed since the end of the previous year (X). In each case these teachers must be identified in the correct columns on the form as shown in the sample form below.



### RESUMPTION OF DUTY SUMMARY SHEET

Return dates (Tick the appropriate box): Day 1, Term 1 [☒] Week 2, Term 1 [☐] Day 1, Term 2 [☐] Day 1, Term 3 [☐] Day 1, Term 4 [☐]

Province name: \_\_\_\_\_ School Code: \_\_\_\_\_

School Name: \_\_\_\_\_

Head Teacher's/Principal's Name (Please print): \_\_\_\_\_ Willi Wantok \_\_\_\_\_

PEA's Signature: \_\_\_\_\_

Position Number	Teacher Information						Office Use		
	Employee Number	Family Name	Given Name(s)	Date Resumed	M F	Teacher's Signature	C, G N, PV **	T A *	In pu t
1234567890	00012345	Wantok	Willi	24/01/05	M	WWW		T	
X 2345678901	00023456	Kenai	Kenny	24/01/05	M	KKKK		A	
3456789012	00034567	Miri	Mary	24/01/05	F	MMMM	P	T	
4567890123	00045678	Nenawa	Niri	24/01/05	F	NNNN		T	
X 5678901234	00056789	Somare	Samuel	24/01/05	M	SSSS		A	
		NO FURTHER ENTRIES							
						WWW 24/01/05			

- Checking teacher entries on the *Resumption of Duty Summary Sheets* against the Provincial postings list to ensure teachers have returned to duty at their appointed schools and against the correct positions.
- If there are discrepancies between the Province's postings and where the teacher has resumed duty, delete the teacher's name from the summary sheet. Teachers whose names are deleted will only be included on the pay system when they are in their correct position and location and the updated information forwarded to the National Department of Education.

When these checks have been completed, the Provincial Education Adviser/Assistant Secretary signs the *Resumption of Duty Summary Sheets*. This authorises the listed teachers to continue to be paid.

The signed forms are faxed (or delivered) to the National Department of Education immediately.

If a PEA/Assistant Secretary is not on duty at the start of the school year, a delegate must be authorized to sign and forward the forms. The delegate's name and a specimen of their signature must be lodged with National Department of Education.

## **Responsibilities of the National Department of Education**

Officers in the National Department of Education are responsible for processing *Resumption of Duty Summary Sheets* delivered from each Province and Division. Once *Resumption of Duty Summary Sheets* arrive at the National Department of Education, officers must:

- Acknowledge receipt of faxed information.
- Check school names against a master schools' list for each Province
- Reverse leave without pay bookings for teachers who resume duty as expected.
- Allocate teachers to positions if they are different from the postings list and have been identified on the *Resumption of Duty Summary Sheets*.
- Communicate with Provinces about any discrepancies or other issues associated with the *Resumption of Duty Summary Sheets*.

## **School Zones**

Each school in PNG has been allocated to a zone. These zones reflect the difficulty for Head Teachers and Inspectors to deliver information to the Provincial Division of Education. While allowances are made for information to be delivered to the National Department of Education, the Head Teacher in each school must complete the *Resumption of Duty Summary Sheet* on the first day of the school year.

- **Zone 1 Schools** These are schools in urban and near-urban areas within 3 hours of the Provincial Education Office and include all schools in the National Capital District. Schools in this zone must have their *Resumption of Duty Summary Sheets* lodged with their PEA/Assistant Secretary by the end of the first duty day for teachers.
- **Zone 2 Schools.** These are schools where Inspectors (or other officers) are able to return *Resumption of Duty Summary Sheets* to their Provincial Office within three days. Schools in these zones must have their *Resumption of Duty Summary Sheets* lodged with their PEA by the middle of the first week.
- **Zone 3 Schools** These are rural and remote schools where there is no road or boat transport, but there is an airport. Schools in this zone will have up to one week to deliver their *Resumption of Duty Summary Sheets* to the Provincial Office. Schools in these zones must have their *Resumption of Duty Summary Sheets* lodged with their PEA by the beginning of week 2.
- **Zone 4 Schools** These are rural, remote and disadvantaged schools where there is neither road, boat nor regular air transport. Through advice from their PEA, Head Teachers at these schools are able to use alternative methods to register the teachers who have resumed duty on time with the Provincial Office. Methods could include: radio reports, delivery of forms by Chairmen of Boards of Management, or using other government or agency personnel and facilities.
- **Selected Schools** In each Province there will be a small group of schools, identified by their PEA, that are too remote to lodge information within an agreed timeline. PEAs will notify the National Department of Education of these schools so they can be managed separately. A PEA will identify this group of schools and notify the National Department of Education, in writing, prior to the start of a school year by the PEA.

All Provinces must have their resumption information lodged with the National Department of Education by the end of week three of the school year.

### ***Resumption update: week two***

Every teacher is expected to be on duty at the scheduled commencement of the school year. However, there may be occasions where teachers do not report for duty on this date.

Teachers who report for duty after the first day of the school year but before the end of the second week must complete their details on a *Resumption of Duty Summary Sheet* on the day they arrive at their school. The resumption date is the date on which the form is completed. Head Teachers are to ensure teachers who report late for duty complete their entries on the *Resumption of Duty Summary Sheet* and *Teacher Record of Appointment* form.

Head Teachers in Elementary, Primary/Community schools keep this *Resumption of Duty Summary Sheet* until the end of week 2 of the school year. At that stage it is forwarded to the Provincial Division of Education following the same procedures used for the first day.

Head Teachers of schools in other sectors must forward completed update forms to their Inspectors.

Teachers' entries on update *Resumption of Duty Summary Sheets* must have a start date after the first day of the school year.

Teachers who resume duty after the first day of the school year must complete a leave application or their salary will be affected. Teachers who arrive at their schools after the first day of the school year cannot be re-activated on the payroll until their Head Teacher and Provincial Education Adviser has signed a *Resumption of Duty Summary Sheet* and it has been received at the National Department of Education.

The principle and policy of “no work, no pay” together with the requirements of Section 96 of the Teaching Service Act must apply.

### ***Resumption of duty after week two***

There are only two collections of *Resumption of Duty Summary Sheets* as part of the teacher resumption exercise. Teachers who do not report for duty by the end of week two of the school year must complete a *Teacher Record of Appointment* (EDB023) form and a *Leave* (IREC14.2) form.

The *Teacher Record of Appointment* (EDB023) must indicate the date on which the teacher actually commenced duty and leave application.

The leave application form and *Teacher Record of Appointment* must be dated on or after the start of week three of the school year.

If either form is missing, the teacher cannot be returned to the pay system.

### ***Delivery of Resumption of Duty Summary Sheets to the National Department of Education***

There are agreed processes negotiated with Provincial Education Advisers for delivering *Resumption of Duty Summary Sheets* to the National Department of Education. There are only four ways the National Department of Education will accept *Resumption of Duty Summary Sheets*:

- By fax transmission from a Provincial Division of Education. This is the preferred method.
- Delivered in a sealed envelop by Post PNG or delivery company the Manager: Payroll and Related Services.
- Hand delivered in a sealed envelop by a senior officer from a Province to the Manager: Payroll and Related Services.
- Hand delivered in a sealed envelop by a senior officer from the National Department of Education to the Manager: Payroll and Related Services.

*Resumption of Duty Summary Sheets* delivered in any other way will be returned unactioned to Provinces for verification.

### ***Changes to appointments after the resumption exercise***

The teacher resumption exercise closes no later than the end of term one each year.

*Resumption of Duty Summary Sheets* completed by the end of week two will continue to be accepted up to the end of the vacation period at the end of term one. This extended time is to allow for transport of forms from isolated communities.

*Resumption of Duty Summary Sheets* will not be processed by the National Department of Education after this time.

Once the teacher resumption exercise has closed, Provincial Divisions of Education must forward to the National Department of Education a fully completed *Teacher Record of Appointment* form, an *Occupancy Update* and a leave application form (IREC14.2).

The principle and policy of “no work, no pay” together with the requirements of Section 96 of the Teaching Service Act must apply.

### ***Term 2, 3 and 4 Updates***

On the first day of each of terms 2, 3 and 4 Head Teachers may be required to complete a *Resumption of Duty Summary Sheet* by their Provincial Division of Education to indicate the teachers on duty at the start of each school term.

If the Provincial Division of Education requires these forms, Head Teachers follow the same procedures as detailed for the start of the school year. These *Resumption of Duty Summary Sheets* are to be forwarded to the Provincial Division of Education and checked by the Appointment Officer (or other officer designated by the PEA) against the postings list.

If there are no changes to the information on the *Resumption of Duty Summary Sheets*, the forms remain at the Provincial Division of Education as an on-going record.

If there are changes to the information on the *Resumption of Duty Summary Sheets*, the Appointment Officer (or other designated officer) completes forwards a completed *Teacher Record of Appointment* form to the National Department of Education for input. The *Resumption of Duty Summary Sheets* remain with the Provincial Division of Education.

## **Teacher Record of Appointment**

Teachers are referred to the *Teacher Recruitment and Deployment* section of this folder for further information regarding the activities involving teachers and other officers at the start of each school year.

### **Completing the Teacher Record of Appointment**

A copy of the *Teacher Record of Appointment* (EDB012) form is included in the forms section.

The *Teacher Record of Appointment* form details a teacher's service record. Accuracy is essential. Therefore, when completing the various sections of the form teachers must be aware of the following:

- Section 2 describes the position to which s/he has been appointed by the Provincial Appointing Authority and where s/he is currently serving.
- Section 3 describes a teacher's tenure position. It may be the same as Section 2 if s/he has been appointed on tenure to that position or it could describe a tenure appointment elsewhere if the teacher's current position is an acting appointment. If a teacher does not have a tenure appointment, the words *Not Applicable* should be entered in the space for the name of the school or institution.
- Section 4 describes the position where the teacher last served. It could be the same as Section 3.
- Section 5 is a teacher's agreement to fulfill his/her obligations in the school of appointment. It must be signed by the teacher.

The teacher's Head Teacher must verify a teacher has reported for duty and the position s/he is filling is the one to which s/he has been appointed by the Provincial Appointment Authority.

Head Teachers must ensure all *Teacher Record of Appointment* forms are completed by their teachers before dispatch to the Provincial Division of Education. They need to be forwarded together with the school's *Teacher Resumption of Duty Summary Sheet*.

### **Managing the Teacher Record of Appointment**

At the Provincial Division of Education the Appointment Officer checks the teacher has resumed duty at the school and on the position to which they were appointed or posted.

If all information is correct, the Appointment Officer signs Section 6 of the *Teacher Record of Appointment*. The Chairman of the Appointing Authority verifies a teacher's appointment to the school by also signing Section 6.

Once processing is complete at the Provincial Division of Education, the *Teacher Record of Appointment* forms are filed.

- The blue copy is returned to the teacher.
- In Decentralised Provinces (those responsible for managing their personnel matters) the remaining two copies are filed in the teacher's Personal File at the Provincial Division of Education.
- In Centralised Provinces (those where personnel matters are managed through the National Department of Education):
  - The yellow copies are filed in the teachers' personal files at the Provincial Division of Education.
  - The green copies are batched and temporarily stored in Employee Number order at the Provincial Division of Education.

### ***Using the Teacher Record of Appointment***

There may be occasions, especially during the teacher resumption exercise, when a *Teacher Record of Appointment* form is required to resolve a discrepancy. In these instances, the Appointment Officer forwards the original form (green) to the National Department of Education. It is used as a source document to verify a teacher's appointment.

Unless a *Teacher Record of Appointment* form is required by the National Department of Education to resolve a discrepancy, Centralised Provinces retain the green copies until the end of Term 1. At that time they send them as a package to the National Department of Education for filing in teachers' personnel files. Decentralised Provinces retain both copies (yellow and green) in their teachers' personnel files.

The *Teacher Record of Appointment* is not the means by which teachers are returned to or maintained on the pay system although it may be used to clarify discrepancies in teachers' information. The *Resumption of Duty Summary Sheet* is the source document for teachers to be activated on the payroll at the position they are currently holding.

Details about the use of the *Resumption of Duty Summary Sheet* are found in the section dealing with the Teacher Resumptions exercise.

## **Retirement from the Teaching Service**

Teachers are referred to the *Separation from the Teaching Service* section of this folder for further information related to retirement.

### ***Teacher Actions***

To register their intention to retire, a teacher completes form TSC 38.

A teacher lodging their intention to retire completes Sections 1, 2 and 3 of the form.

If a teacher wishes to request extended leave without pay or Furlough Leave followed by retirement or resignation, s/he must complete a separate form for each leave request

When completing Section 3, teachers must ensure the correct details are completed.

### ***Provincial Division of Education actions***

The teacher must forward their form TSC38 to the Provincial Division of Education for endorsement.

Provincial Divisions of Education must complete their processing of notifications of retirement by the end of week 2 in September each year and forward requests to the Teaching Service Commission for processing.

The Provincial Division of Education forwards the notification of retirement to the Teaching Service Commission as soon as possible regardless of whether or not they approve it.

### ***Teaching Service Commission actions***

The form is sent to the Teaching Service Commission and the responsible officer makes their determination.

The Teaching Service Commission must complete its processing of notifications of retirement by the end of October each year. Their approvals are to be forwarded to the Payroll and Related Services Branch of the National Department of Education so that retiring teachers' entitlement calculations can be completed.

Officers in the Teaching Service Commission and Payroll and Related Services Branch must ensure each step in the *Application Management* process is correctly completed in a timely manner and the teacher is notified of the outcome as soon as possible.

## **Resignation from the Teaching Service**

Teachers are referred to the *Separation from the Teaching Service* section of this folder for further information relating to resignation.

### ***Teacher Actions***

To register their intention to resign, a teacher completes form TSC38.

A teacher lodging their intention to resign completes Sections 1, 2 and 3 of the form.

If a teacher wishes to request extended leave without pay or Furlough Leave followed by their resignation, s/he must complete a separate form for each request

When completing Section 3, teachers must ensure the correct details are completed.

If a teacher plans to resign at a time other than the end of a school year, s/he must notify the Provincial Division of Education at least one term in advance. This provides sufficient time for the Provincial Division to arrange for a replacement teacher.

The timing of a teacher's resignation is negotiated with the Teaching Service Commission but wherever possible, needs to coincide with the end of a school term or the end of a school year.

Teachers are advised to read carefully the information included in the Leave Section to clarify their entitlements on resignation.



Teachers must be aware that if they are seeking pro rata leave entitlements on their resignation they must apply directly, in writing, to the Chairman of the Teaching Service Commission. There is no standard form for this.

### ***Provincial Division of Education actions***

The teacher must forward their form TSC38 to the Provincial Division of Education for endorsement.

Provincial Divisions of Education must complete their processing of notifications of resignation by mid-September each year and forward requests to the Teaching Service Commission for processing.

The Provincial Division of Education forwards the notification of resignation to the Teaching Service Commission as soon as possible regardless of whether or not they approve it.

### ***Teaching Service Commission actions***

The form is sent to the Teaching Service Commission and the responsible officer makes their determination.

The Teaching Service Commission must complete its processing of notifications of resignation by the end of October each year. Their approvals are to be forwarded to the Payroll and Related Services Branch of the National Department of Education so that resigning teachers' entitlement calculations can be completed.

Officers in the Teaching Service Commission and Payroll and Related Services Branch must ensure each step in the *Application Management* process is correctly completed in a timely manner and the teacher is notified of the outcome as soon as possible.

While teachers are able to notify their Provincial Division of Education and the Teaching Service Commission of their intention to resign any time, they cannot be guaranteed their entitlements will be available at the time of their separation if they have not lodged form TSC 38 by the end of August.

## **Application for Leave Without Pay or Furlough Leave**

Teachers are referred to the *Leave Entitlements* section of this folder for further information relating to furlough and extended leave without pay from the Teaching Service.

The following procedures describe applications for the following leave types:

- Furlough Leave.
- Leave without Pay to accept approved positions.
- Leave without pay for other reasons.
- Leave to serve under other Acts.
- Leave to serve with other organisations, governments, or authorities.

Please note: teachers seeking pro rata leave entitlements must apply directly in writing to the Chairman of the Teaching Service Commission. This is no standard form for this.

Teachers are referred to the section explaining their leave entitlements before they complete the application for leave form.

Managing applications for the various forms of leave available to teachers needs to be standard, especially as teachers increasingly move to different Provinces. The form teachers are to use to apply for leave without pay (for any reason) or Furlough Leave is form TSC38. a sample of this form is included in this folder.

Teachers are informed that:

- Applications for leave without pay are identified in the HR Calendar to be completed and lodged with the Provincial Division of Education by no later than the end of August.
- Applications for Furlough Leave are to be lodged with a teacher's Provincial Division of Education by no later than the end of April.

Specific dates for any given year will be available from the relevant Provincial Division of Education.

### ***Teacher Actions***

A teacher completes Sections 1, 2 and 4.

If a teacher wishes to request two different types of leave or leave at different times, s/he must complete a separate TSC 38 form for each leave request

When completing Section 4 care must be taken to ensure the correct form of leave is indicated.

Reasons for the action should be supplied in writing on the back of the page and any supporting documentation securely attached.

### ***Provincial Division of Education actions***

The teacher must forward the application to the Provincial Division of Education for endorsement.

If the PEA/Assistant Secretary does not endorse the application reasons must be given on the reverse.

Regardless of whether the request is endorsed or not, the form is then sent to the Teaching Service Commission for determination. If a request is not endorsed it is still possible for the Teaching Service Commission to approve the request.

The Provincial Division of Education forwards the request for leave without pay or Furlough Leave to the Teaching Service Commission as soon as possible regardless of whether or not they approve it.

### **Teaching Service Commission actions**

The responsible officer in the Teaching Service Commission considers the request and makes their determination.

Once a decision has been made the form will be dealt with according to the *Application Management* section on the form. The teacher is notified of the outcome as soon as possible.

Officers in Teaching Service Commission and salaries must ensure each step in the *Application Management* process is correctly completed in a timely manner to ensure the teacher does not have an overpayment to reimburse.

### **Application for Short Leave with pay**

Teachers are referred to the *Leave Entitlements* section of this folder for further information relating to furlough and extended leave without pay from the Teaching Service.

The following procedures describe applications for the following leave types:

- *Sick Leave (more than 5 days in one calendar year and less than one year)*
- *Leave to attend Arbitration Proceedings*
- *Maternity Leave (with and without pay)*
- *Adoption Leave*
- *Representative Leave*
- *Appearance in Court as a Witness*
- *Membership of Boards*
- *Compassionate Leave*
- *Leave for National Purposes (with and without leave)*

### **Teacher actions**

Teachers need to complete form IREC 14.2 to register the type of leave requested. The completed form is used to adjust leave entitlements on the pay system. A sample of this form is included in the Forms section.

A teacher completes Section A of the form.

The Head Teacher must complete Section B of the form recommending the leave.

The form is forwarded to the Provincial Division of Education for determination and action by the Provincial Education Adviser (PEA).

### **Provincial Division of Education actions**

If the Province is decentralised (that is, it is responsible for managing its personnel functions), the teacher's leave records are adjusted, and a copy of the form placed in the teacher's salary file. The teacher is informed of the action taken by the provincial officer.

A copy of the form is forwarded to the National Department of Education for data entry into the pay system.

If the Province is centralised, (that is all personnel functions are managed through the National Department of Education), the form is forwarded directly to the National Department of Education once the PEA has made a determination.

On receipt of the form, National Department of Education staff complete Section C and amend the teacher's record.

The form is filed in the teacher's personnel file and the teacher notified of the action taken.

If a teacher does not have sufficient credits to cover the requested period of leave with pay, any periods of absence that cannot be met by the teacher's leave credits will be considered leave without pay. Teachers are not able to call on future leave credits to cover periods of absence.

## **Changes to Method of Pay or Banking Details**

Teachers are referred to the *Teacher Salaries, Allowances and Entitlements* section of this folder for further information relating to varying the manner in which they receive their salaries.

### ***Teacher Actions***

Teachers must accurately complete all details in Sections 1, 2 and 3 of form EDB022. The teacher authorising changes to their method of pay or banking details must sign the *Change of Method of Pay or Banking Details* (EDB022) at the end of Section 3.

### ***Changing method of pay to direct deposit***

If a teacher is requesting to change their bank account details only, they must enter the details of their current account as well as the details of their new account to ensure the change is clear. This change in banking details needs to be verified by an officer from the teacher's bank.

If the change is from Encashable Cheque to Direct Deposit, a teacher must ensure the bank account details are accurate to ensure their pay is deposited into the correct account. The account needs to be verified by the bank as being owned and operated by the teacher.

### ***Changing bank details***

If a teacher is changing their bank account details, before submitting the form for processing, s/he must take the *Change of Method of Pay or Banking Details* (EDB022) and some identification to a branch of their bank. An authorised bank officer must verify the teacher is an operator of the named account and stamp the form with the bank stamp.

When details are verified by the bank, the teacher signs Section 3 of the form and sends the form to the National Department of Education by mail or other delivery means.

### ***Changing to Encashable Cheque***

If a teacher is changing their method of pay from direct deposit to a cheque, s/he needs to:

- Provide the existing banking details in Section 2 of the *Change of Method of Pay or Banking Details* (EDB022) form.
- Mark the Encashable Cheque box in Section 3.
- Sign the form.

There is no need for a bank officer's verification in this instance.

## **Provincial Suspension Authority**

Teachers and Provincial officers are referred to the *Managing the Teaching Service (Absence from duty without approval for two weeks or more)* for further information relating to this procedure.

The Provincial Suspension Authority is the process used by a Provincial Education Adviser to suspend a teacher from the pay system who has been continuously absent from duty for two weeks or more without approval or the knowledge of the Head Teacher

### ***Role of Head Teacher***

A Head Teacher (or other person authorised by the Provincial Division of Education) from a school's teacher attendance records, informs the Provincial Division of Education Provincial Division of Education, in writing, that a teacher has been continuously absent for two weeks or more without good reason and there are no indications of when s/he will return. The information from the Head Teacher (or other authorised person) must include the start date of the teachers' period of absence.

### ***Actions at the Provincial Division of Education***

A PEA investigates the teacher's absence to substantiate the accuracy of the Head Teacher's report. This might be done personally or be delegated to a senior officer on the Province. When the Provincial Education Adviser is satisfied the information from the Head Teacher is correct, he completes the *Provincial Suspension Authority* form, paying particular attention to the date on which the suspension is to take effect. This will be the start date of the teacher's absence from their school. The form is stamped with the Province stamp in the space provided.

For Decentralised Provinces (those responsible for managing their own personnel matters), when the form is completed:

- it is forwarded to the Officer in Charge of salaries in the Provincial Division of Education for processing,
- a copy of the form is filed in the teacher's personnel file
- the form is mailed, faxed or delivered to the Chairman of the Teaching Service Commission for endorsement.

For Centralised Provinces (those whose personnel matters are managed through the National Department of Education), the form is mailed, faxed or delivered directly to the Chairman of the Teaching Service Commission for approval.

### **Teaching Service Commission actions**

A Teaching Service Commission officer date stamps the form on receipt.

Following endorsement or approval, the Teaching Service Commission forwards the form to the National Department of Education for data input into the pay system. The data input officer completes the *Confirmation of Suspension* section of the form and returns it by fax or mails a copy to the Provincial Education Adviser to confirm the action. The actioned form is then filed.

### **Actions following Suspension**

If the teacher remains absent, no further action is taken and s/he remains suspended from the pay system.

If the teacher returns to duty s/he must complete a *Teacher Record of Appointment* form at their school, have it signed by their Head Teacher and submit it to the Provincial Education Adviser. If the Provincial Education Adviser is satisfied the teacher will carry out his/her duties satisfactorily s/he completes the *Cancellation of Suspension* section on the original *Provincial Suspension Authority* form and faxes, mails or delivers it to the National Department of Education for the teacher to be reinstated to the pay system.

When reinstatement is completed, the *Confirmation of Resumption* section of the *Provincial Suspension Authority* form is completed and signed by the action officer, a copy returned to the Province and the form filed.

## **Managing Teacher Salary and Entitlement Queries**

Teachers are referred to the *Salaries, Allowances and Entitlements* section of this folder for further information relating to this area.

The reason for introducing the three forms

### **Teacher Query Form**

The *Teacher Query* form is used when a teacher has requested an action to be taken but nothing has happened. It is the first indicator that something has gone wrong in the processing of a teacher's query.

The teacher provides details of the issue s/he wants resolved, using the reverse side of the *Teacher Query* form if necessary. A teacher attaches any documentary evidence to support the request. If possible, the teacher should photocopy the whole package and retain a copy for his/her personal records.

The teacher takes the completed *Teacher Query* form (with any attachments) to his/her Head Teacher and discusses the matter. The Head Teacher signs the *Teacher Query* form to indicate it has been discussed.

The *Teacher Query* form and attachments are delivered to the Provincial Division of Education (or National Department of Education in the case of Provinces whose personnel matters are

managed through the National Department) either by the Head Teacher or through the mail or other delivery system.

Under no circumstances should this form be hand-delivered by the teacher during school hours. Teachers may hand-deliver the *Teacher Query* form outside school hours, such as during school holidays. Teachers need to understand their matter will not be dealt with immediately but within a reasonable and agreed timeframe about which they are informed at the time their *Teacher Query* form is lodged.

On receipt of a *Teacher Query* form, the receiving officer must issue a Province Reference Number which is recorded on the form and all other correspondence related to the query.

The teacher is provided with an acknowledgement slip detached from the bottom of the *Teacher Query* form indicating the query has been received and the timeline for the matter to be completed.

If the matter is resolved, the teacher is informed in writing to their school and no further action is required.

### ***School Release Authority***

If the teacher hears nothing within the agreed timeline included on the Acknowledgement Slip with which they were issued, the teacher again discusses the matter with their Head Teacher.

If it is decided the only way to resolve the matter is for the teacher to visit the Provincial Division of Education, the Head Teacher alerts the teacher to the implications, especially in relation to leave. If the Head Teacher agrees to release the teacher, they complete and sign a *School Release Authority*.

The teacher presents the *School Release Authority* at the Provincial Division of Education where it is date-stamped with the Province stamp, a Reference Number allocated and the teacher informed as to when s/he should return to learn the outcome of their query.

If the issue is resolved, teacher returns to school and no further action is required.

### ***Province Release Authority***

If the issue is not resolved, the teacher consults with their PEA about possible travel to National Department of Education.

The PEA explains the requirements for a teacher to travel from the Province to the National Department of Education, including that they will be placed on leave without pay. If the decision is to continue with travel, the PEA sights the teacher's return travel ticket(s), completes, signs and stamps a *Province Release Authority* with the Province stamp.

The teacher travels to National Department of Education and presents the validated *Province Release Authority* for action.

When the matter is resolved, the teacher returns to be cleared to return to duty, and to have their leave details finalised by the PEA.

## Section 9: School Structures

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Schools in Papua New Guinea are organised into sectors according to their school types.

Each school type has an agreed or negotiated establishment structure to determine the number of teachers, the level of the positions and the consequent salary levels of those teachers.

This section contains the school structures determined by the Teaching Service Commission for the following school types:

- Elementary schools
- Primary and Community schools
- Provincial High Schools
- Vocational Centres.

In each of these school types the level of individual schools is determined by the number of teachers appointed to them. In turn, this is based on information provided by Provincial Divisions of Education as to the numbers of students enrolled and attending the school.

The level of the school determines the classification level of the Head Teacher and the number and classification levels of the teachers appointed to the school.

At this time there is no agreed common structure for secondary schools. For these schools the Teaching Service Commission applies a staffing formula to determine the number of positions and the levels of those positions.

Staffing for national institutions is negotiated with the Teaching Service Commission.



### Elementary School Structure (Approved 2000)

	Level 2 Elementary School			Level 3 Elementary Schools			Level 4 Elementary Schools					Level 5 Elementary Schools						
Number of Teachers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	201	101	102	103	103	104	104	105	105	106	107	107	108	108	109	110	111	111
		201	101	102	102	103	103	104	104	105	106	106	107	107	108	109	110	110
			201	101	101	102	102	103	103	104	105	105	206	106	107	108	109	109
				301	201	101	101	102	102	103	104	104	105	105	106	107	108	108
					301	201	202	101	101	102	103	103	104	104	105	106	107	107
						301	201	202	203	101	102	102	103	103	104	105	106	106
							301	201	202	203	101	101	102	102	103	104	105	105
								301	201	202	203	203	101	101	102	103	104	104
									301	201	202	202	203	204	101	102	103	103
										301	201	201	202	203	201	101	102	102
											301	301	201	202	203	204	101	101
												501	301	201	202	203	204	205
													501	301	201	202	203	204
														501	301	201	202	203
															501	301	201	202
																501	301	201
																	501	301
																		501

#### Notes

1. These structures apply to Elementary schools established from 2000 onwards.
2. All Elementary Schools have Preparatory, Grade 1 and Grade 2.
3. In Level 2 & 3 Elementary Schools, Multigrade teaching may occur if student numbers are low.
4. In each establishment, one third of the establishment positions are senior or promotional positions.
5. All Head Teachers are teaching heads.
6. In Level 5 schools, the 301 position is a Deputy Head Teacher position.

## Community and Primary School Structure

## Notes

1. These structures cater for all Community Schools and Primary Schools.
2. Community Schools take Grades 1 to 6
3. Primary Schools take Grades 3 to 8
4. The level of a school is determined by the number of teachers in a school
5. In each school establishment, a supervisor must have a maximum of 3 teachers under his/her direct supervision.
6. In level 6 to 8 schools, the position of Section Head has been created at EO4 and EO5 levels.
7. All Head Teachers of Primary Schools are to teach minimum teaching loads.

[illegible]

## Provincial High School Structure

[illegible]

## Vocational Centre Establishment Structure - Approved by TSC 22-2-1997

Level 3 Centre	Level 3 Centre	Level 4 Centre	Level 5 Centre	Level 6 Centre	Level 7 Centre
Enrol = 18 - 60 students	1 2 3	4 5 6 7	8 9 10 11 12 13	14 15 16 17 18 19 20	21 22 23 24
T/Staff 1 -3 Trs	301 201 201	201 201 201 201	201 201 201 201 201 201	201 201 201 201 201 201 201	201 201 201 201
EO3 = 1	301 201 201	201 201 201 201	201 201 201 201 201 201	201 201 201 201 201 201 201	201 201 201 201
EO 2 = 1 - 2	301 201 201	201 201 201 201	201 201 201 201 201 201	201 201 201 201 201 201 201	201 201 201 201
	301 201 201	201 201 201 201	201 201 201 201 201 201	201 201 201 201 201 201 201	201 201 201 201
Level 4 Centre		401 301 204 204	204 204 204 204 204 204	204 204 204 204 204 204 204	204 204 204 204
Enrol = 72 - 135 students		401 301 205 205	205 205 205 205 205 205	205 205 205 205 205 205 205	205 205 205 205
T/Staff = 5 - 7 Trs		401 301 206 206	206 206 206 206 206 206	206 206 206 206 206 206 206	206 206 206 206
EO4 = 1		401 301 207 207	207 207 207 207 207 207	207 207 207 207 207 207 207	207 207 207 207
EO3 = 0 - 1		501 302 301 301	208 208 208 208 208 208	208 208 208 208 208 208 208	208 208 208 208
EO2 = 3 - 5		501 302 301 301	208 208 208 208 208 208	208 208 208 208 208 208 208	208 208 208 208
		501 302 301 301	209 209 209 209 209 209	209 209 209 209 209 209 209	209 209 209 209
Level 5 Centre			501 303 302 302	301 210 210 210 210 210	210 210 210 210
Enrol = 144 - 244 students			501 303 302 302	301 210 210 210 210 210	210 210 210 210
T/Staff = 8 -13 Trs			501 303 302 302	301 210 210 210 210 210	210 210 210 210
EO5 = 1			501 303 302 302	301 210 210 210 210 210	210 210 210 210
EO3 = 2 - 3			501 303 302 302	301 210 210 210 210 210	210 210 210 210
EO2 = 5 - 9			501 303 302 302	301 210 210 210 210 210	210 210 210 210
			501 303 302 302	301 210 210 210 210 210	210 210 210 210
Level 6 Centre				601 401 303 303	302 301 301 214 214
Enrol = 252 - 370				601 401 303 303	302 301 301 214 214
T/Staff = 14 - 20				601 401 303 303	302 301 301 214 214
EO6 = 1				601 401 303 303	302 301 301 214 214
EO4 = 1				601 401 303 303	302 301 301 214 214
EO3 = 3 - 5				601 401 303 303	302 301 301 214 214
EO2 = 9 - 13				601 401 303 303	302 301 301 214 214
Level 7 Centre					701 501 306 305
Enrol = 378 - 442					701 501 306 305
T/Staff = 20 - 24 Trs					701 501 306 305
EO7 = 1					701 501 306 305
EO5 = 1					701 501 306 305
EO3 = 5 - 6					701 501 306 305
EO2 = 14 - 16					701 501 306 305

### Notes

2 The number of teaches according to the structures here determine the level of the Centre


3 In each Centre establishment one third (1/3) of the established positions are senior or promotional positions.


4 From level 6 to level 7 Centre structures the position of Deputy Manager have been established.

The level of these positions vary from EO4 in level 6 Centre structures to EO5 in level 7 Centre structures.

5 Note that there are no Deputy Manager in level 3,4, and 5 Centre establishment structures.

Managers therefore are required to delegate duties and responsibilities according to their knowledge of the experience and qualifications of staff appointed to the Centre.

6 New position created at each level 

7 Positions Upgraded with level change 

8 Centres with enrolments greater than 442 student Contact the TSC for the appropriate structure

## Structure for Secondary Schools

Please note that this is the current configuration being used by the Teaching Services Commission to determine the allocation of teachers to Secondary Schools.

Final agreement on the standard configuration for Secondary Schools is still to be agreed.

**Headmaster: (H/M) 901**

**Deputy Headmasters: (DHM) 701, 702**

**Heads of Department: (HOD) 601, 602, 603, 604, 605.**

There may be less than 5 of these positions, but no more than five.

**Special Subject Masters: (SSM) 401 – 40x**

Balance of staff numbers created by subtracting all other positions from the staff total.

**Subject Masters: (SM) 301 – 30x** These represent 50% of the total positions on the staff.

### ***Formula for establishing number of teachers***

Grades 9 & 10: Student enrolment divided by 40 = Number of classes.

Number of classes x 1.5 = Number of teachers.

Grades 11 & 12: Student enrolment divided by 35 = Number of classes.

Number of classes x 1.75 = Number of teachers.

Add together the two Numbers of teachers to determine the total number of teachers to which a school is entitled.

## Section 10: The Legal and Policy Framework

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Teachers in Papua New Guinea are governed by a comprehensive legal and policy framework to support them in their work and to protect them.

This folder includes the most important documents to direct a teacher's professional rights and responsibilities:

- The Teaching Service Act and Regulations
- The Education Act and Regulations
- Elementary School Teachers Employment Conditions Determination 1, 2004).

Also included is a listing of relevant Circulars from the Secretary for Education and Determinations and Instructions from the Teaching Service Commission. These were distributed to Provincial Divisions of Education and should have been forwarded to every school for information, direction and guidance.

Schools, District Offices and Provincial Divisions of Education are encouraged to include in the folder other documents that might assist readers to understand the full picture of legislation, regulation and determination. This could include:

- The Constitution of Papua New Guinea
- The Organic Law on Provincial Government and Local Level Government
- The Criminal Code
- The General Orders
- The Public Service Management Act
- The Public Finance Management Act
- The Provincial Education Act (if applicable).

The Secretary for Education issues Circulars from time-to-time to direct, instruct and/or draw attention of officers within the national education system. Circulars focus on specific matters relating to policies, procedures, operations, administration and management of the national education System

Similarly, the Teaching Service Commission makes Determinations, Authorisation and issues Circulars and Instructions from time-to-time on matters relating to teachers terms and conditions of employment and disciplinary matters as they apply to members of the Teaching Service.

Teachers are advised to make themselves familiar with this body of information so they understand their rights, responsibilities and obligations.

The information in each section of this folder is based on this legal and policy framework.

## Relevant Circulars issued by the Secretary for Education

Circular No	Subject of Circular	Secretary's Name
29/99	<i>Technical Vocational Education and Training in PNG</i>	P.M. Baki
40/99	<i>Guidelines for the establishment of Technical Schools</i>	P.M. Baki
46/99	<i>Policy for the establishment of Primary and High Schools</i>	P.M. Baki
2/00	<i>Introduction of Reproductive Health Education in schools</i>	P.M. Baki
19/00	<i>New Guidance Aptitude Testing Program</i>	P.M. Baki
21/00	<i>PNG General Education Scholarship Scheme</i>	P.M. Baki
34/00	<i>Unsolicited materials in schools</i>	P.M. Baki
36/00	<i>School Based Counsellors</i>	P.M. Baki
52/00	<i>Implementation of Ministerial Policy Statement: Student Behaviour Management</i>	J. Kuhena
10/01	<i>Implementation of Ministerial Policy Statement: Post Primary Cash Grants</i>	P.M. Baki
18/01	<i>Papua New Guinea Education Scholarship Scheme</i>	P.M. Baki
20/01	<i>HRD II Support for DoVET</i>	W. Penias MBE
26/01	<i>Terms and conditions of Departmental sponsorship for special PGDE and PVTE Lahara Programs at the University of Goroka</i>	P.M. Baki
27/01	<i>Release of provisionally registered teachers to attend special PGDE and PVTE Lahara Programs at the University of Goroka</i>	P.M. Baki
29/01	<i>Responsibilities of Government: Supply of curriculum textbooks</i>	P.M. Baki
49/01	<i>Support for community training activities</i>	P.M. Baki
57/01	<i>Personal reports for teachers with Diploma in Secondary Teaching in Secondary Schools</i>	P.M. Baki
65/01	<i>Registration of Elementary teachers and advisory visits to Elementary Schools for 2001 and beyond</i>	P.M. Baki
72/01	<i>HRDP II support for students participating in community-based training activities</i>	P.M. Baki
18/02	<i>Approval for payment of Higher Duties Allowances</i>	W. Penias MBE
19/02	<i>Implementing Skills Education in PNG</i>	P.M. Baki

<b>Circular No</b>	<b>Subject of Circular</b>	<b>Secretary's Name</b>
29/02	<i>Salaries for SDU-sponsored students</i>	P.M. Baki
31/02	<i>Safe-keeping of resources</i>	P.M. Baki
32/02	<i>Trial of the school-based supervision and management reform</i>	P.M. Baki
35/02	<i>Policy of carrying out Elementary inspections and regional Ratings Conference for Elementary Schools</i>	P.M. Baki
37/02	<i>Authority to perform inspectorial duties in Elementary Schools</i>	P.M. Baki
39/02	<i>Procedures for claiming exemption from Customs Duty</i>	P.M. Baki
72/02	<i>Closure of the Salaries Enquiry Counter at 3<sup>rd</sup> floor Fincorp, Haus Waigani</i>	P.M. Baki
7/03	<i>School Fees and responsibility of school Boards</i>	P.M. Baki
12/03	<i>Withholding national certificates by schools</i>	P.M. Baki
14/03	<i>Purchasing of books provided by AusAID with a stamp "Gift of Australia"</i>	P.M. Baki
17/03	<i>Increase in SDU in-service fees</i>	P.M. Baki
25/03	<i>Standard HECAS/Self-Sponsor fees and administration fees</i>	P.M. Baki
36/03	<i>European Union Overseas Postgraduate Scholarships 2004/5</i>	P.M. Baki
39/03	<i>The administration of trust accounts</i>	P.M. Baki
40/03	<i>Authorisation for advisory inspection visits</i>	P.M. Baki
56/03	<i>CSTB procedures – usage of letter of acceptance</i>	L. Taita
57/03	<i>Department of Education new integrated HRM and payroll system</i>	L. Taita
65/03	<i>Special Enrolment of students from remote areas to undertake Primary teacher training.</i>	P.M. Baki CBE
79/03	<i>New HRM/Payroll Sick Leave forms and overtime administration</i>	P.M. Baki CBE
81/03	<i>New pay slips and request for payroll printout for loans and credit purchases</i>	P.M. Baki CBE
84/03	<i>Pay deduction administration</i>	P.M. Baki CBE
86/03	<i>Issuance of educational certificates to students</i>	P.M. Baki CBE
89/03	<i>Implementation of Concept HRM system</i>	L. Taita



<b>Circular No</b>	<b>Subject of Circular</b>	<b>Secretary's Name</b>
2/04	<i>Performance targets</i>	P.M. Baki CBE
20/04	<i>Training of trainers on nutrition information and education communication materials</i>	P.M. Baki CBE
53/04	<i>Authority to perform inspectorial duties in elementary schools</i>	L. Taita
58/04	<i>Culture and pride</i>	P.M. Baki CBE
62/04	<i>Delegation of disciplinary powers</i>	P.M. Baki CBE
63/04	<i>Implementing and administering the self-reliance policy in schools and institutions</i>	P.M. Baki CBE
74/04	<i>Selection criteria for grade 11 from 2005</i>	P.M. Baki CBE
8/05	<i>Classroom teaching and learning through television</i>	P.M. Baki CBE
12/05	<i>Short term European Union's overseas scholarships</i>	P.M. Baki CBE
17/05	<i>Shift Teaching working Committee in the National Capital District</i>	P.M. Baki CBE

## Teaching Service Commission Determinations

Issue Date	Issue No	Subject
20/10/1999	Determination 3/1999	<i>Institutional base-level appointment conditions</i>
24/03/00	Determination 1/2000	<i>Teaching Service Multi-grade Teaching Allowance</i>
25/04/00	Determination 2/2000	<i>Teaching Service terms and conditions of casual employment</i>
25/04/00	Determination 3/2000	<i>Teacher-in-charge</i>
12/10/00	Determination 5/2000	<i>Teaching service Elementary school establishment structure</i>
12/10/00	Determination 6/2000	<i>Teaching Service Responsibility Allowance</i>
01/01/2001		<i>Allowances payable to teachers</i>
16/01/2002		<i>Authorisation of Charging Officers under the Teaching Service Act (1998)</i>
19/02/2004	Determination 1/2004	<i>Recruitment of resigned teachers who resigned under Section 122 of the Teaching Service Act (1998)</i>
05/07/2004	Determination 1/2004	<i>Elementary school teachers employment conditions</i>
11/11/04	Determination 4/2004	<i>2005 appointments and acting positions</i>
12/11/2004	Circular 4/2004	<i>Continuing ban on recruitment of teachers for 2005</i>
11/01/05	Authorisation	<i>List of officers as Charging Officers under the TSC Act</i>