



## **COMMUNITY LANGUAGE ALLOWANCE**

AFTRS values the diversity of our staff and clients and acknowledges the benefits multiple perspectives bring to the work of the School.

In recognition of the language skills staff are already using for the School provision 6.27 of the AFTRS Enterprise Agreement 2011 allows for payment of a Community Language Allowance under the following conditions.

- The staff member must self nominate to be on a language register held by Human Resources.
- The staff member must agree to this information being made available to staff and students as required.
- The staff member may only have their name placed on the register if their supervisor agrees to make them available.
- An allowance of \$35 will be paid to the staff member for each pay fortnight they are required to use their language skills of official purposes.
- Prior approval must be sought from the relevant cost centre manager whenever possible.

### **PROCEDURE:**

1. To register, you will need to complete the Community Language Registration Form which identifies your willingness to participate and the current level of skill you have in languages other than English. Once it has been approved by your supervisor it needs to be submitted to Human Resources. Please note there is no formal accreditation needed to register.
2. To submit a claim you will need to complete the Community Language Allowance Form and submit it to your relevant cost centre manager for approval. Once approved it will be sent to Human Resources for verification. If it is verified it will then be forwarded to Payroll for action. If it is not approved you will be advised.
3. For each pay fortnight you are required to translate/interpret you will be paid an allowance of \$35. (You are only entitled to one payment of \$35 in a pay fortnight irrespective of how many communications/translations you do).

Reviewed: 24<sup>th</sup> August 2011