

PROCEDURE



Rural and Remote Recruitment Bonus

Approved by: *Executive Director, School Workforce*

Approval date: *8 February 2019*

Brief Description:

As an incentive to attract and retain teachers, school executive, and principals to rural and remote schools, the department may pay a \$20,000 recruitment bonus to teachers who are temporarily or permanently appointed to hard-to-fill positions at 6- and 8-point rural and remote incentive or 4-, 6- and 8-point Connected Communities schools where the eligibility requirements have been met.

Procedure: *Rural and Remote Recruitment Bonus*

Version: *1.2*

Updated: *10 November 2021*

PD number: *DOC18/247505*

Disclaimer: *Printed copies are uncontrolled documents*

Table of Contents

Contents

1. Introduction.....	3
2. Audience and application	3
3. Responsibilities and delegations	3
4. Incentives for teachers in rural and remote schools	3
5. Eligibility for recruitment bonus	4
6. Recruitment bonus process.....	4
7. Record keeping	5
8. Monitoring, evaluation and reporting requirements	6
9. More information	6
10. Document history	6
11. Terms and definitions.....	8
12. Form.....	9
Appendix 1 – Schools eligible for the recruitment bonus	10

1. Introduction

1.1 The Rural and Remote Education Strategy is a comprehensive plan to improve student learning in rural and remote public schools across New South Wales. It contains a range of measures, including strengthening early childhood education, giving students access to a broad range of opportunities and better supporting schools to meet local student needs.

1.2 The Strategy also includes incentives to attract and retain quality teachers, school executive, and principals to rural and remote schools. As a part of these incentives, the department may pay a \$20,000 recruitment bonus to eligible teachers who are appointed to hard-to-fill positions at [6- or 8-point rural and remote incentive schools or 4-, 6- and 8-point Connected Communities schools](#) where conditions as specified in this procedure are met.

1.3 The purpose of this procedure is to outline the requirements for eligibility and the process for payment of the recruitment bonus.

2. Audience and application

2.1 This procedure is intended for the use of principals and Directors, Educational Leadership (DELs) of [6- or 8-point rural and remote incentive schools or 4-, 6- and 8-point Connected Communities schools](#). The procedure is also for the use of relevant Human Resources and Shared Services units.

2.2 The recruitment bonus applies where a teacher is appointed to a teacher position where at least two consecutive attempts to fill the position, including at least one merit selection process, have been unsuccessful. In the case of a temporary teaching opportunity the teacher needs to be engaged for four consecutive terms or more at a 6- or 8-point rural and remote incentive or 6- and 8-point Connected Communities School to receive the bonus.

3. Responsibilities and delegations

3.1 Principals and DELs, and the department's Teacher Recruitment and Shared Services areas, are responsible for ensuring that the recruitment bonus for a permanent teaching role is offered and paid consistent with this procedure for **permanent** appointments.

3.2 Principals and DELs, and the department's Shared Services areas, are responsible for ensuring that the recruitment bonus is offered and paid consistent with this procedure for **temporary** engagements.

4. Incentives for teachers in rural and remote schools

4.1 The department has developed a suite of incentives available to support teachers in rural and remote schools, which include:

- rural teacher incentive (\$20,000 to \$30,000 annual package)
- rural NSBTS incentive (\$20,000 to \$25,000 annual package)
- experienced teacher benefit (\$10,000 annual payment for up to 5 years)
- retention benefit (\$5,000 annual payment for up to 10 years)

Procedure: *Rural and Remote Recruitment Bonus*

Version: 1.2

Updated: 10 November 2021

PD number: DOC18/247505

Disclaimer: *Printed copies are uncontrolled documents*

- recruitment bonus (\$20,000 one-off payment)
- rental subsidy (50 to 90% of rental costs subsidised)
- fast-tracking appointment of temporary teachers to permanent status
- priority transfer for Executive Principals at a Connected Communities School.

4.2 More information about the incentives that may be available to teachers at rural and remote schools is available on the [Rural and Remote Incentive Package](#) page.

5. Eligibility for recruitment bonus

- 5.1 The department may pay the bonus as an incentive to attract teachers to hard-to-fill teacher positions. Offering the recruitment bonus to permanent or temporary teachers and school executives is at the discretion of the principal, where required to provide an incentive to accept an appointment and where conditions outlined in this procedure are met. Offering the recruitment bonus to permanent or temporary principals is at the discretion of the DEL, where required to incentivise acceptance of an appointment and where conditions outlined in this procedure are met.
- 5.2 A principal or DEL may choose to offer the \$20,000 recruitment bonus only where the requirements listed below are met.

Eligibility requirements

- the school is a [6- or 8-point rural and remote incentive school or 4-, 6- and 8-point Connected Communities school listed in Appendix 1](#)
- the teacher is appointed to a teacher position on a permanent basis, or on a temporary engagement for four consecutive terms or more
- the teacher is appointed to a teacher position where at least two consecutive attempts to fill the position, including at least one merit selection process, have been unsuccessful.

6. Recruitment bonus process

- 6.1 The steps below must be followed if a principal or DEL decides to offer the recruitment bonus as an incentive to fill a teaching position.

Steps for payment of recruitment bonus – PERMANENT POSITION

1. Teacher Recruitment notifies and offers the principal or DEL the opportunity to include the recruitment bonus if the position is to be advertised a third time
2. The principal or DEL confirms their intention to offer the recruitment bonus and the position is advertised with the recruitment bonus.

 Procedure: *Rural and Remote Recruitment Bonus*

Version: 1.2

Updated: 10 November 2021

PD number: DOC18/247505

Disclaimer: *Printed copies are uncontrolled documents*

Page 4 of 13

Steps for payment of recruitment bonus – PERMANENT POSITION

3. The principal or DEL follows the merit selection process, as outlined in the [Teacher Staffing Procedure](#) and Merit Selection Procedure.
4. Once the permanent appointment is completed, Recruitment notifies EDConnect to complete the payment of the bonus. Notification of the payment of the bonus is to be sent to EDConnect.Wollongong.Forms@det.nsw.edu.au using the form in this procedure.
5. EDConnect processes the payment as a four part payment on a quarterly basis and NOT as a lump sum. Payments are in advance for the quarter involved.
6. EDConnect will only process each quarterly payment if the teacher continues to be appointed to the position and there is no completion date or the completion date does not predate the last day of the quarter's payment.

Steps for payment of recruitment bonus – TEMPORARY POSITION

1. Principal or DEL completes the "Recruitment Bonus" form to declare that they are advertising the role for a third time and would like to add the recruitment bonus to the advertisement.
2. The role is advertised through whatever means necessary as determined by the principal (advertisement must include JobFeed as a minimum)
3. The principal or DEL follows the merit selection process, as outlined in the [Teacher Staffing Procedure](#) and Merit Selection Procedure.
4. Once the temporary appointment is confirmed, the principal or DEL notifies EDConnect of payment of the bonus. Notification of the payment of the bonus is to be sent to EDConnect.Wollongong.Forms@det.nsw.edu.au
5. EDConnect processes the payment as a four part payment on a quarterly basis and NOT as a lump sum. Payments are in advance for the quarter involved.
6. EDConnect will only process each quarterly payment if the teacher is continuing in the temporary engagement and the cessation date for the temporary engagement has not been changed to be a date predating the last day of the quarter's payment.

7. Record keeping

- 7.1 Copies of documentation from the principal informing Teacher Recruitment or Shared Services that the recruitment bonus should be paid and any Teacher Recruitment or Shared Services responses must be kept on the teacher's digital personnel file.
- 7.2 Further information on records management can be found in the Department's [Records Management Policy](#) and [Records Management Procedures Manual](#), which are available on the Intranet.

Procedure: *Rural and Remote Recruitment Bonus*

Version: 1.2

Updated: 10 November 2021

PD number: DOC18/247505

Disclaimer: *Printed copies are uncontrolled documents*

8. Monitoring, evaluation and reporting requirements

- 8.1** The Executive Director, School Workforce, or nominee, is responsible for the review of the procedure. The review must take place at least annually or sooner if required (for example, as a result of legislative changes). The Executive Director, School Workforce, or nominee, is also responsible for the revision of the procedure, as required.

9. More information

- 9.1** For further information please contact EDConnect Human Resources on 1300 32 32 32 (Option 3, then 2) or log an [online query](#).

10. Document history

10.1 Document information

Procedure title	Rural and Remote Recruitment Bonus Procedure
Current version	1.2
Procedure number	DOC18/252157
Approved by	Executive Director, School Workforce
Approval date	26 March 2018
Implementation date	26 March 2018
Date of last update	10 November 2021
Next scheduled review date	8 February 2020
Audience	Principals, Directors, Educational Leadership, permanent and temporary Teachers, Human Resources units, Payroll Publicly available
Location in taxonomy	Procedure Recruitment
Subject keywords	Procedure, recruitment, rural and remote, incentive, recruitment bonus, temporary teacher, permanent teacher

10.2 Document accountability

Role	Name
Procedure Owner	Executive Director, School Workforce
Procedure Advisor	Director, HR Operations, Policies and Systems
Procedure Facilitator	Manager, HR Policy & Compliance
Procedure Contact	Manager, HR Policy & Compliance

10.3 Document version history

Version	Date	Author	Change description
0.1	21/12/17	HR Policy	First draft
1.0	26/03/18	Director, Strategy and Governance	Document approved
1.1	08/02/19	HR Policy	Changes for consistency across rural and remote strategy documentation
1.2	10/1/2021	HR Policy	Changes made to eligibility criteria and bonus amount increased from \$10,000 to \$20,000

10.4 Document linkages

Legislation

Year of enactment	Title of legislation
1980	Teaching Service Act

Policies and procedures

Type	PD number	Title
Procedure	DOC17/122214	Priority Transfer of Connected Communities Executive Principal Procedure
Procedure	DOC18/1228257	Rural and Remote Rental Subsidy Procedure
Procedure	DOC18/218387	Rural and Remote Retention Benefit Procedure
Procedure	DOC18/1228244	Rural Teacher Incentive and Experienced Teacher Benefit Procedure
Procedure	DOC16/247505	Staffing Procedure for the Teaching Service in NSW Public Schools
Procedure	DOC19/79881	Rural and remote NSBTS Incentive

Procedure: *Rural and Remote Recruitment Bonus*

Version: 1.2

Updated: 10 November 2021

PD number: DOC18/247505

Disclaimer: *Printed copies are uncontrolled documents*

11. Terms and definitions

Term	Definition
Connected Communities	a whole-of-government reform to drive improved education outcomes for Aboriginal children and young people in some of the state's most complex and disadvantaged communities.
Department	means the NSW Department of Education.
DEL	Director, Educational Leadership
Eligible School	6- or 8 point rural and remote incentive school or 4-, 6- and 8-point Connected Communities school listed in Appendix 1 .
Eligible Teacher	members of the teaching service who are appointed to a teacher position at an eligible school where at least two consecutive attempts to fill the position, including at least one merit selection process, have been unsuccessful, and in the case of a temporary teaching opportunity, where the teacher is to be engaged for four consecutive terms or more.
Incentive School	a school in a rural or remote area which offers a range of incentives designed to attract and retain teachers and leaders to rural and remote schools.
Rural and Remote Strategy	a NSW Department of Education plan to improve student learning in rural and remote public schools across New South Wales. It contains a range of measures, including strengthening early childhood education, giving students access to a broad range of opportunities and better supporting schools to meet local student needs. It also includes incentives to attract and retain teachers and leaders to rural and remote schools.
School Executive	includes Head Teacher, Assistant Principal, and Deputy Principal.
Teacher Position	classroom teacher (including school counsellors, teacher librarians, careers advisers, learning and support teachers and itinerant teachers), school executive and principal positions in a school.

12. Recruitment Bonus Form

Recruitment Bonus Form

Please fill in the details below to arrange payment of the recruitment bonus.

Section 1 – Personal Details

Employee ID	
Last name	
First name	

Section 2 – Position Details

Position Number	
Position Title	
School Name	

Section 3 – Declaration to be signed by the Principal or Director, Educational Leadership

(All boxes must be ticked to satisfy eligibility for the recruitment bonus)

I declare all of the following:

- The teacher is eligible for the \$20,000 recruitment bonus as this role has had at least two consecutive attempts to fill the position, including at least one merit selection process, that have been unsuccessful.
- The position is in a listed 6- or 8-point rural and remote incentive or 4-, 6- or 8-point Connected Communities school
- The appointed teacher is being engaged permanently or, if temporary, for a minimum of four consecutive terms

Name (of signing officer)	
Position (of signing officer)	
Signature	
Date	

Scan and email completed form to EDConnect once recruitment action has been completed to generate payment: EDConnect.Wollongong.Forms@det.nsw.edu.au

Procedure: *Rural and Remote Recruitment Bonus*

Version: 1.2

Updated: 10 November 2021

PD number: DOC18/247505

Disclaimer: *Printed copies are uncontrolled documents*

Appendix 1 – Schools eligible for the recruitment bonus

CC – Connected Communities school

School name	School code	Transfer points	Location information
Alma Public School	1028	6	Broken Hill area
Balranald Central School	1115	6	Balranald area
Barham High School	8461	6	Edward River area
Barham Public School	1135	6	Edward River area
Bellata Public School	1175	6	Narrabri area
Boggabilla Central School	1275	6 (CC)	Far North area
Bonshaw Public School	1296	6	Far North area
Booligal Public School	1303	8	Hay area
Boomi Public School	1307	8	Far North area
Bourke High School	8355	6 (CC)	Bourke area
Bourke Public School	1326	6 (CC)	Bourke area
Bourke-Walgett School of Distance Education	4644	8	Bourke area
Brewarrina Central School	1350	8 (CC)	Brewarrina area
Broken Hill High School	8105	6	Broken Hill area
Broken Hill North Public School	1371	6	Broken Hill area
Broken Hill Public School	1369	6	Broken Hill area
Bullarah Public School	4228	8	Moree area
Burke Ward Public School	1432	6	Broken Hill area
Buronga Public School	1688	6	Sunraysia area
Burren Junction Public School	1447	8	Lightning Ridge and Walgett area
Cabramurra Public School	3928	6	Snowy Valleys area
Carinda Public School	1507	8	Lightning Ridge and Walgett area
Carrathool Public School	1517	8	Hillston area
Clare Public School	4565	8	Hay area
Cobar High School	8356	6	Cobar area
Cobar Public School	1578	6	Cobar area
Collarenebri Central School	1589	8	Lightning Ridge and Walgett area
Condobolin High School	8346	6	Condobolin area

Procedure: *Rural and Remote Recruitment Bonus*

Version: 1.2

Updated: 10 November 2021

PD number: DOC18/247505

Disclaimer: *Printed copies are uncontrolled documents*

School name	School code	Transfer points	Location information
Condobolin Public School	1609	6	Condobolin area
Coomealla High School	8494	6	Sunraysia area
Coonamble High School	8451	6 (CC)	Coonamble area
Coonamble Public School	1631	6 (CC)	Coonamble area
Croppa Creek Public School	3717	6	Moree area
Dareton Public School	1732	6	Sunraysia area
Darlington Point Public School	1736	6	Murrumbidgee area
Emmaville Central School	1838	6	Glenn Innes area
Enngonia Public School	3626	8	Western plains area
Euabalong West Public School	1867	6	Condobolin area
Euston Public School	1885	6	Balranald area
Fairfax Public School	1894	6	Narrabri area
Garah Public School	1956	6	Moree area
Girilambone Public School	1986	6	Western plains area
Gol Gol Public School	2027	6	Sunraysia area
Goodooga Central School	2033	8	Brewarrina area
Goolgowi Public School	2035	6	Hillston area
Gravesend Public School	2068	6	Moree area
Gulargambone Central School	2094	6	Coonamble area
Gwabegar Public School	2115	8	Narrabri area
Hay Public School	2145	6	Hay area
Hay War Memorial High School	8119	6	Hay area
Hermidale Public School	2155	6	Western plains area
Hillston Central School	2165	6	Hillston area
Ivanhoe Central School	2213	8	Central Darling area
Khancoban Public School	4270	6	Snowy Valleys area
Lake Cargelligo Central School	2359	6	Condobolin area
Lightning Ridge Central School	2395	8	Lightning Ridge and Walgett area
Louth Public School	3594	8	Western plains area
Mallawa Public School	4262	8	Moree area
Marra Creek Public School	4454	8	Western plains area

Procedure: *Rural and Remote Recruitment Bonus*

Version: 1.2

Updated: 10 November 2021

PD number: DOC18/247505

Disclaimer: *Printed copies are uncontrolled documents*

School name	School code	Transfer points	Location information
Menindee Central School	2523	8 (CC)	Central Darling area
Mingoola Public School	4115	6	Far North area
Morgan Street Public School	4232	6	Broken Hill area
Moulamein Public School	2632	6	Balranald area
Mungindi Central School	2675	8	Far North area
Naradhan Public School	2701	6	Hillston area
Niangala Public School	2748	6	Mid North area
North Star Public School	2765	6	Far North area
Nowendoc Public School	2768	6	Mid North area
Nyngan High School	8353	6	Nyngan area
Nyngan Public School	2785	6	Nyngan area
Oaklands Central School	2791	6	Wagga Wagga area
Palinyewah Public School	3912	6	Sunraysia area
Pilliga Public School	2870	8	Narrabri area
Pomona Public School	2893	6	Sunraysia area
Pooncarie Public School	2895	8	Sunraysia area
Quambone Public School	2919	8	Coonamble area
Railway Town Public School	4233	6	Broken Hill area
Rankins Springs Public School	2935	6	Hillston area
Rowena Public School	3580	8	Lightning Ridge and Walgett area
School of the Air	5302	6	Broken Hill area
Tallimba Public School	3153	6	West Wyalong area
Tibooburra Outback Public School	3211	8	Tibooburra area
Tingha Public School	3218	6	Glenn Innes area
Tooleybuc Central School	3235	6	Balranald area
Toomelah Public School	3239	8 (CC)	Far North area
Tottenham Central School	3249	6	Condobolin area
Trundle Central School	3259	6	Parkes area
Tullamore Central School	3270	6	Parkes area
Tullibigeal Central School	3272	6	Condobolin area
Tulloona Public School	4225	8	Far North area

Procedure: *Rural and Remote Recruitment Bonus*

Version: 1.2

Updated: 10 November 2021

PD number: DOC18/247505

Disclaimer: *Printed copies are uncontrolled documents*

School name	School code	Transfer points	Location information
Ungarie Central School	3311	6	West Wyalong area
Urana Public School	3314	6	Wagga Wagga area
Wakool Burraboi Public School	3336	6	Edward River area
Walgett Community College - High School	8475	8 (CC)	Lightning Ridge and Walgett area
Walgett Community College - Primary School	3342	8 (CC)	Lightning Ridge and Walgett area
Walhallow Public School	3343	6	Mid North area
Wanaaring Public School	3365	8	Bourke area
Weethalle Public School	3415	6	West Wyalong area
Weilmoringle Public School	4305	8	Brewarrina area
Wentworth Public School	3421	6	Sunraysia area
White Cliffs Public School	3435	8	Central Darling area
Wilcannia Central School	3442	8 (CC)	Central Darling area
Willyama High School	8491	6	Broken Hill area
Wyaliba Public School	4556	6	Glenn Innes area
Yetman Public School	3559	6	Far North area

 Procedure: *Rural and Remote Recruitment Bonus*

Version: 1.2

Updated: 10 November 2021

PD number: DOC18/247505

Disclaimer: *Printed copies are uncontrolled documents*