

Lutheran Education Australia

LUTHERAN EDUCATORS TRANSFER FUND

A. NAME

The name of the Fund shall be: Lutheran Educators Transfer Fund (LETF)

B. OBJECTS

The objects of the Fund shall be to provide financial assistance for the transfer of:

1. Australian Lutheran College graduates or new entrants to Lutheran schools appointed to a permanent position.
2. Teachers appointed to permanent positions in Lutheran schools who have not accessed the LETF in the last three teaching years.

C. FINANCE

The LETF shall be financed through an annual per pupil levy determined by the Board for Lutheran Education Australia (BLEA).

D. ADMINISTRATION

The LETF shall be administered and managed by the Board for Lutheran Education Australia in accordance with the rules of the Fund.

E. MEMBERSHIP

All Lutheran schools in Australia are eligible to join the Board for Lutheran Education Australia LETF.

1. Existing schools presently not in the Fund may join the Fund subject to the following conditions:
 - a. payment of a full year's levy, and,
 - b. confirmation that the school will maintain its membership in the fund for five years commencing from the year it joined
2. New schools may join the Fund by a full year's levies. An entry fee which reflects the past contribution of member schools will be required.

F. ENTITLEMENTS

The following guidelines will determine the amount reimbursed from the LETF for the transfer of a teacher to a Lutheran school.

1. The LETF normally will pay the cost of removal of normal household effects as described in *Procedures for Lutheran Educators Transfer Fund*:
 - a) in the case of teacher graduates from Australian Lutheran College, the Fund will cover removals, either:
 - i) from Australian Lutheran College to the place of residence of the appointing school; or
 - ii) from a designated 'home base' to the place of residence of the appointing school.
 - b) in the case of Lutheran educators transferring from one Lutheran school to another Lutheran school from the place of residence of the vacated school to the place of residence of the next school.
2. **Non-permanent appointments**
 - (a) An appointment is deemed non-permanent if it is for two years or less.
 - (b) Non-permanent appointments do not qualify for support from LETF.
 - (c) The cost of transferring teachers with non-permanent appointments will not be the responsibility of the LETF, but will be the responsibility of the appointing school authority.
 - (d) However, non-permanent appointments with a possibility of permanency, or non-permanent appointments made by a remote school, may qualify if the school makes out a case to the LETF. In this situation the LETF will pay

removal costs on the condition that the school refunds in full if the teacher is not employed in the school beyond one year or refunds 50% if the teacher is not employed in the school beyond two years.

3. **Part-time appointments**

Part-time teachers qualify for pro-rata removal expenses if all the conditions of this document and the benefits for Lutheran employees are met. If the fraction of teaching increases before three years are completed that is a matter for the teacher and the school. There can be no recourse to the Transfer Fund.

4. **Termination of appointments**

(a) Should a school authority terminate the services of a teacher/principal in less than the minimum teaching service required in a given locality for entitlement to the payment of transfer of goods from the LETF and that teacher is offered and accepts teaching service in another Lutheran school within a period of six months of the time of termination, the school authority terminating that teacher's service will be liable to meet a portion of the removal and relocation costs determined on a pro rata service basis.

(b) If a school has had the removal costs for a teacher paid for from the Fund and that teacher resigns from the school within two years, the school will reimburse the Fund as follows:

- 100% of removal costs paid by the LETF if they leave within six months of date of commencement, and,
- 50% of removal costs paid by the LETF if they leave before completion of two years

It will be up to the school to seek remedy from the teacher. It is recommended that in order to achieve that, schools should include in their letters of appointment a clause such as:

I, (teacher) agree to reimburse the (school) for any reimbursement made to the Lutheran Education Transfer Fund due to me not completing my two years of service at this school. I understand that I refund 100% of removal costs paid by the Fund if I leave within six months of date of commencement and 50% of removal costs if I leave before the completion of two years.

(c) No reimbursement for transfer of goods shall be made to a teacher who by resignation discontinues serving in Lutheran schools.

5. No reimbursement for transfer of goods shall be made to a teacher whose transfer into service in a Lutheran school or whose transfer from one Lutheran school to another results from circumstances other than serving as a teacher in a Lutheran school, eg transfer of spouse in his/her occupation; retirement of spouse; family needs and circumstances, etc.

6. A teacher not requiring the services of a removalist and wishing to move his/her own goods must seek approval from the LEA Executive Director and negotiate the terms of reimbursement if required.