



Request For Pay Rate Review



This is a request to review my current rate of pay.
I am providing you with my details below and written justification
to show why my current rate of pay needs to be reviewed.

Thank you!

Name: Kate Murphy

Qualification: Diploma

Position: Assistant Educator

Current Pay Level: Level 3.3

Correction Of Pay

New Qualification

Change Of Job Duties

New Position

Circumstances and Justification For Review

I have been working as an assistant educator with a Cert 3 qualification for 3 years and I am currently paid at a Level 3.3. I completed my Diploma qualification 3 months ago, however my level and my pay rate still has not increased to reflect my diploma qualification.

As per the Children's Services Award, as a Diploma Qualified educator working as an assistant educator I should be on Level 3.4 and my pay rate should be \$26.01/per hour.

I am attaching the following documentation as evidence:

- Diploma Qualification Certificate
- Copy Of current pay slip that shows my current level and pay rate.
- Copy of the Children's Services Award that states Level and Pay Rate for Diploma Qualified Assistant.

Employee Signature:

Date: