

## SECTION 4: REMUNERATION AND ALLOWANCES

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### 24. Rates of pay

24.1 The rates of pay applicable to each approved classification in the department over the life of this Agreement are set out in **Appendix 1**.

#### *Rate of pay – casual (temporary) Parliamentary Educators*

24.2 Employees engaged on a casual (temporary) basis to work as Parliamentary Educators in the Parliamentary Education Office will be paid at the second salary point in the range applicable to the Australian Parliamentary Service Level 6 classification.

24.3 The salary advancement provisions, as outlined in clause 26, do not apply to casual (temporary) Parliamentary Educators.

#### *Payment of loading – sessional and casual (temporary) employees*

24.4 Sessional and casual (temporary) employees will be paid a loading equal to 20% of their salary in lieu of public holidays and all paid leave entitlements, except long service leave. This loading will be paid for all duty performed, excluding overtime.

#### *Salary on commencement or promotion*

24.5 Subject to clause 24.6, where an employee is engaged, or is promoted, the salary payable will be at the minimum point of the applicable salary range that is in effect at the date of commencement or promotion (as set out in **Appendix 1**).

24.6 The Clerk, having regard to the experience, qualifications and skills of an employee, may authorise payment of salary above the minimum point in the applicable salary range.

24.7 Where an ongoing Australian Parliamentary Service or Australian Public Service employee moves to the department from another department or agency (on an ongoing or temporary basis) and the employee, prior to the move, is on a salary point which does not exist in the department's salary structure, the Clerk may authorise payment at:

- (a) the next highest salary point within the classification; or
- (b) a point higher than the maximum salary point of the classification.

24.8 Where the Clerk authorises payment at a point higher than the maximum salary point, the employee will remain on the authorised salary point until such time as salary increases in the department overtake that salary point. Once this occurs, the employee will, subject to an "effective or better" performance assessment, be paid the next highest salary point in the applicable classification.

- 24.9 Where, at the time of engagement, an employee's salary is set at an incorrect salary point, the Clerk may authorise the payment of the employee's salary at the correct salary point from the date at which the correct salary should have been paid.

*Salary on temporary assignment to higher classification*

- 24.10 The Clerk may temporarily assign an employee duties at a higher classification. The first two weeks of any temporary assignment will not be paid at the higher classification. However, where the employee has completed a temporary assignment in the same or similar position within the previous 12 months, and that period was for two weeks or more, payment will be made at the higher classification for the full period of the new temporary assignment providing the period is for one week or more.
- 24.11 The Clerk may approve payment of a salary above the minimum point in the salary range for the higher classification for the period of the temporary assignment if the employee has satisfactorily performed significant periods of duty at the higher classification within the previous two years.
- 24.12 An employee who is required to temporarily perform work at the Senior Executive Service Band 1 will be paid an annual salary as determined by the Clerk. In determining the salary, the Clerk will consider the skills, knowledge and experience of the employee and the work value of the duties to be performed. Other conditions of service applicable to the employee temporarily performing work at the Senior Executive Service classification will be determined by the Clerk on a case-by-case basis. The minimum conditions to apply will be those contained in this Agreement.
- 24.13 The Clerk may, at any time, vary the period of, or rescind, an employee's temporary assignment of duties at a higher classification.

*Salary on reduction*

- 24.14 Where the Clerk allocates a lower classification to an employee on an ongoing basis, the Clerk will determine the salary point to be paid, having regard to the experience, qualifications and skills of the employee and the circumstances under which the decision was made.
- 24.15 Where an employee elects, in writing, to be temporarily assigned duties at a lower classification, the Clerk will determine the salary point that the employee will be paid while working at the lower classification, having regard to the experience, qualifications and skills of the employee and the circumstances under which the election was made.

*Payment of salary*

- 24.16 Employees will be paid fortnightly in accordance with the following formula:

$$\text{Fortnightly Salary} = \frac{\text{Annual Salary} \times 12}{313}$$

### *Salary packaging*

- 24.17 Employees may elect to sacrifice salary for other benefits (“salary packaging”) in accordance with the relevant departmental guidelines.
- 24.18 All costs, including any fringe benefits tax and administrative costs, incurred as a result of the salary packaging arrangement, will be met by the employee.
- 24.19 Where employees take up the option of salary packaging, their salary for purposes of superannuation, severance and termination payments will be determined as if the salary packaging arrangement had not been in place.

### *Apprentices*

- 24.20 Where an employee is apprenticed in employment under a formal training arrangement, the rate of pay will be a percentage of the minimum of the Australian Parliamentary Service Level 2 (within the Australian Parliamentary Service Level 1/2 broadband classification) pay scale as follows:

	Apprentice	Adult apprentice* or apprentice with partner or dependants
1 <sup>st</sup> year of service	50%	70%
2 <sup>nd</sup> year of service	60%	80%
3 <sup>rd</sup> year of service	70%	90%
4 <sup>th</sup> year of service	80%	100%

\*An adult apprentice is an apprentice who is 21 years of age or more.

### *Supported wage for employees with a disability*

- 24.21 Supported wage rates as set out in **Appendix 2** will apply to an employee with a disability who is eligible, in accordance with, the Supported Wage System.

## **25. Salary increases**

- 25.1 In recognition of the commitment to achieving the objectives outlined in clause 2, employees will receive a 3% salary increase in May 2013, May 2014 and May 2015. To be eligible to receive the salary increase in any year, an employee must have received an overall performance assessment of “effective or better” at the end of the annual Performance Communication Scheme cycle (30 April in that year).
- 25.2 The salary increases outlined above will apply from the commencement of the first full pay period in May each year.
- 25.3 Where an employee who has been absent for the entire previous 12 month performance assessment cycle recommences duty, and there are no unresolved performance related issues from the period prior to that absence, the employee will, on recommencement, be paid a rate of salary in

accordance with the salary scale in effect at the time of their recommencement.

- 25.4 Where, in the opinion of the relevant program manager, there are performance related issues unresolved from the period prior to that absence, unless otherwise determined by the Clerk, these must be resolved in accordance with the requirements of this Agreement, before any adjustment is made to the employee's salary.

*Salary increase where the overall performance is assessed as "requires development" or "unsatisfactory"*

- 25.5 Where an employee receives an overall performance assessment of "requires development" or "unsatisfactory", the employee will not be entitled to a salary increase under clause 25.1 until he or she receives an overall performance assessment of "effective or better". The salary increase will be effective from the commencement of the first full pay period following the performance assessment of "effective or better".

## **26. Salary advancement within classifications**

*Salary advancement – general*

- 26.1 An employee, not currently at the highest salary point for his or her substantive classification, will advance one salary point in his or her substantive classification, effective from the commencement of the first full pay period in May each year, where the employee:
- (a) receives an overall performance assessment of "effective or better" at the end of the Scheme cycle (30 April); and
  - (b) has completed a minimum of six months' duty (including periods of paid leave) at his or her substantive classification, or a higher classification, in the 12 months ending 30 April.
- 26.2 An employee who receives an overall performance assessment of "requires development" or "unsatisfactory" will not be entitled to a salary advancement until he or she receives a performance assessment of "effective or better". The salary advancement will be effective from the commencement of the first full pay period following the performance assessment of "effective or better".

*Salary advancement – sessional (temporary) employees*

- 26.3 A sessional (temporary) employee will advance one salary point in his or her allocated classification, effective from the commencement of the first full pay period in May each year, where the employee:
- (a) receives an overall performance assessment of "effective or better" at the end of the Scheme cycle (30 April); and
  - (b) has been on duty for at least the number of days equivalent to 80% of the number of sitting days of the Senate in the previous 12 months ending 30 April.

*Salary advancement for employees performing temporary assignment at a higher classification*

- 26.4 Subject to the requirements outlined in clause 26.1, employees who, at the time of performance assessment, are on temporary assignment at a higher classification will be eligible to advance one salary point at the higher classification for the remainder of the period on temporary assignment.

*Salary advancement – apprentices*

- 26.5 Where an employee who is an apprentice in accordance with clause 24.20 completes that apprenticeship, the Clerk may engage the person without further action if a vacancy occurs and the apprentice has been determined as having satisfactory performance and meeting the selection criteria for that vacancy. An employee engaged in this way will commence at the second point of the Australian Parliamentary Service Level 1/2 (Australian Parliamentary Service Level 2 - Upper Band) salary scale.
- 26.6 Where an apprentice gains his or her trade certificate before the normal completion period and a vacancy does not exist or occur, the department will continue the employment of that apprentice until the date that the apprenticeship would have otherwise ended. In this situation, payment to the apprentice on attaining qualifications will be at the second point of the Australian Parliamentary Service Level 1/2 (Australian Parliamentary Service Level 2 - Upper Band) salary scale.

*Movement above the APS Level 1/2 work value barrier*

- 26.7 The Clerk may at any time approve movement above the work value barrier in the Australian Parliamentary Service Level 1/2 broadband classification if the duties of the position are commensurate with the Australian Parliamentary Service Level 2 classification and the employee is assessed as “effective or better”, and competent to perform the duties at Australian Parliamentary Service Level 2 classification.

**27. Superannuation choice**

- 27.1 Eligible employees may exercise superannuation choice in accordance with the relevant Commonwealth legislation. The department will only deal with superannuation funds that allow employee and/or employer contributions to be paid through electronic funds transfer.
- 27.2 Where an employee chooses a superannuation fund other than the department’s nominated default fund, the Public Sector Superannuation Accumulation Plan, the department will make an employer contribution equal to the contribution payable to the default fund.

## 28. Allowances

### *Footwear allowance*

- 28.1 Where an employee is required to wear particular footwear, either for work health and safety reasons or as part of a uniform, he or she will be entitled to a footwear allowance of \$274.00 per annum. The allowance will be paid on commencement of his or her employment and then on each anniversary of commencement his or her employment.

### *House Sitting Allowance and Committee Allowance*

- 28.2 The Clerk may authorise the payment of a House Sitting Allowance (HSA) or a Committee Allowance (CA) to employees at Parliamentary Executive levels.
- 28.3 Claims for HSA or CA will be made in accordance with relevant departmental guidelines. Payment of HSA and CA will be made at single time rates for all approved extra duty performed.

### *Meal allowance*

- 28.4 If employees are required to work overtime, or perform additional duty which attracts HSA or CA, and the period of overtime or additional duty commences before and extends beyond the completion of a meal period, they will be paid a meal allowance of \$17.00.
- 28.5 For the purposes of this clause, a meal period is:

Monday to Friday	7.00am to 7.30am; 6.30pm to 7.30pm; and 12.30am to 1.00am.
Saturday, Sunday and public holidays	7.00am to 7.30am; 12.30pm to 1.30pm; 6.30pm to 7.30pm; and 12.30am to 1.00am.

### *Senior Clerk of Committees allowance*

- 28.6 The occupant of the position of Senior Clerk of Committees will be paid an allowance of \$14,078.00 per annum, to be paid as a fortnightly allowance. This allowance is payable in recognition of the added responsibilities of the employee performing the duties of the position.
- 28.7 The following conditions apply to the payment of this allowance:
- subject to clause 24.10, it is not payable for the first two weeks of any period of temporary assignment;
  - where the occupant of the position is temporarily assigned duties at a Senior Executive Service classification, the allowance will continue to be paid during any period of the temporary assignment that does not attract payment of salary at the higher classification in accordance with clause 24.10;

- (c) it is a taxable allowance but will not count as salary for superannuation purposes;
- (d) the allowance will continue to be paid during periods of paid leave (including “cash out” provisions in clause 35.6); and
- (e) it will be included as salary for the purposes of calculating final entitlements in respect of payment in lieu of annual or long service leave.

*Adjustments to allowances*

- 28.8 The meal allowance will be reviewed annually in consultation with the Workplace Consultative Committee and, subject to agreement by the Clerk, will be adjusted where necessary.
- 28.9 An annual adjustment will be made from the commencement of the first full pay period in May to the Footwear and Senior Clerk of Committees allowances at the same percentage rate as salary increases outlined in clause 25.1.