

# Higher Education Industry—General Staff—Award 2010

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## Part 1—Coverage and Operation

### 1. Title

This award is the *Higher Education Industry—General Staff—Award 2010*.

### 2. Commencement date

This award commences on 1 January 2010.

### 3. Definitions and interpretation

#### 3.1 In this award, unless the contrary intention appears:

**Act** means the *Workplace Relations Act 1996* (Cth)

**Commission** means the Australian Industrial Relations Commission or its successor

**employee** has the meaning in the Act

**employer** has the meaning in the Act

**enterprise award** has the meaning in the Act

**General staff** means all employees of universities other than:

- (a) persons employed as academic staff;
- (b) persons employed principally to teach ELICOS, TESOL or other English language courses;
- (c) persons principally employed in the operation of theatrical venues used predominantly for commercial purposes or production companies engaged in the production of theatrical, musical or other entertainments on a commercial basis; and
- (d) persons primarily employed to teach TAFE subjects that may be offered by an employer bound by this award;

**HEW** means higher education worker

**Higher education industry** means educational institutions providing undergraduate and postgraduate teaching leading to the conferring of accredited degrees and performing research to support and inform the curriculum

**NAPSA** means notional agreement preserving a State award and has the meaning in the Act

**NES** means National Employment Standards

**PACCT employee** means professional, administrative, clerical, computing and technical employees by whatever name called

**seven day shiftworker** means, for the purpose of the additional week of leave provided by the NES, a seven day shiftworker who is regularly rostered to work on Sundays and public holidays in an institution in which shifts are continuously rostered 24 hours a day seven days a week

**standard rate (SR)** means the weekly rate derived from the annual rate for a HEW 3.1 in clause 15

**3.2** Where this award refers to a condition of employment provided for in the NES, the NES definition applies.

## **4. Coverage**

**4.1** This industry award covers employers throughout Australia in the higher education industry as defined and their employees engaged as general staff in the classifications listed in clause 15 in this award to the exclusion of any other modern award.

**4.2** The award does not cover an employee excluded from award coverage by the Act.

**4.3** The award does not cover an employer bound by an enterprise award with respect to any employee who is covered by the enterprise award.

**4.4** Where an employer is covered by more than one award, an employee of that employer is covered by the award classification which is most appropriate to the work performed by the employee and to the environment in which the employee normally performs the work.

NOTE: Where there is no classification for a particular employee in this award it is possible that the employer and that employee are covered by an award with occupational coverage.

## **5. Access to the award and National Employment Standards**

The employer must ensure that copies of this award and the NES are available to all employees to whom they apply either on a noticeboard which is conveniently located at or near the workplace or through electronic means, whichever makes them more accessible.

## **6. The National Employment Standards and this award**

The [NES](#) and this award contain the minimum conditions of employment for employees covered by this award.

## **7. Award flexibility**

**7.1** Notwithstanding any other provision of this award, an employer and an individual employee may agree to vary the application of certain terms of this award to meet the genuine individual needs of the employer and the individual employee. The terms the employer and the individual employee may agree to vary the application of are those concerning:

- (a) arrangements for when work is performed;
  - (b) overtime rates;
  - (c) penalty rates;
  - (d) allowances; and
  - (e) leave loading.
- 7.2** The employer and the individual employee must have genuinely made the agreement without coercion or duress.
- 7.3** The agreement between the employer and the individual employee must:
- (a) be confined to a variation in the application of one or more of the terms listed in clause 7.1; and
  - (b) not disadvantage the individual employee in relation to the individual employee's terms and conditions of employment.
- 7.4** For the purposes of clause 7.3(b) the agreement will be taken not to disadvantage the individual employee in relation to the individual employee's terms and conditions of employment if:
- (a) the agreement does not result, on balance, in a reduction in the overall terms and conditions of employment of the individual employee under this award and any applicable agreement made under the Act, as those instruments applied as at the date the agreement commences to operate; and
  - (b) the agreement does not result in a reduction in the terms and conditions of employment of the individual employee under any other relevant laws of the Commonwealth or any relevant laws of a State or Territory.
- 7.5** The agreement between the employer and the individual employee must also:
- (a) be in writing, name the parties to the agreement and be signed by the employer and the individual employee and, if the employee is under 18 years of age, the employee's parent or guardian;
  - (b) state each term of this award that the employer and the individual employee have agreed to vary;
  - (c) detail how the application of each term has been varied by agreement between the employer and the individual employee;
  - (d) detail how the agreement does not disadvantage the individual employee in relation to the individual employee's terms and conditions of employment; and
  - (e) state the date the agreement commences to operate.
- 7.6** The employer must give the individual employee a copy of the agreement and keep the agreement as a time and wages record.
- 7.7** An employer seeking to enter into an agreement must provide a written proposal to that employee. Where the employee's understanding of written English is limited the

employer must take measures, including translation into an appropriate language, to ensure the employee understands the proposal.

**7.8** The agreement may be terminated:

- (a) by the employer or the individual employee giving four weeks' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
- (b) at any time, by written agreement between the employer and the individual employee.

**7.9** The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between an employer and an individual employee contained in any other term of this award.

## **Part 2—Consultation and Dispute Resolution**

### **8. Consultation regarding major workplace change**

#### **8.1 Employers to notify**

- (a) Where an employer has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the employer must notify the employees who may be affected by the proposed changes and their representatives, if any.
- (b) **Significant effects** include termination of employment; major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations; and the restructuring of jobs. Provided that where this award makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

#### **8.2 Employer to discuss change**

- (a) The employer must discuss with the employees affected and their representatives, if any, the introduction of the changes referred to in clause 8.1, the effects the changes are likely to have on employees measures to avert or mitigate the adverse effects of such changes on employees and must give prompt consideration to matters raised by the employees and/or their representatives in relation to the changes.
- (b) The discussions must commence as early as practicable after a definite decision has been made by the employer to make the changes referred to in clause 8.1.
- (c) For the purposes of such discussion, the employer must provide in writing to the employees concerned and their representatives, if any, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employees and any other matters likely

to affect employees provided that no employer is required to disclose confidential information the disclosure of which would be contrary to the employer's interests.

## 9. Dispute resolution

- 9.1 In the event of a dispute about a matter under this award, or a dispute in relation to the NES, in the first instance the parties must attempt to resolve the matter at the workplace by discussions between the employee or employees concerned and the relevant supervisor. If such discussions do not resolve the dispute, the parties will endeavour to resolve the dispute in a timely manner by discussions between the employee or employees concerned and more senior levels of management as appropriate.
- 9.2 If a dispute about a matter arising under this award or a dispute in relation to the NES is unable to be resolved at the workplace, and all appropriate steps under clause 9.1 have been taken, a party to the dispute may refer the dispute to the Commission.
- 9.3 The parties may agree on the process to be utilised by the Commission including mediation, conciliation and consent arbitration.
- 9.4 Where the matter in dispute remains unresolved, the Commission may exercise any method of dispute resolution permitted by the Act that it considers appropriate to ensure the settlement of the dispute.
- 9.5 An employer or employee may appoint another person, organisation or association to accompany and/or represent them for the purposes of this clause.
- 9.6 While the dispute resolution procedure is being conducted, work must continue in accordance with this award and the Act subject to applicable occupational health and safety legislation, an employee must not unreasonably fail to comply with a direction by the employer to perform work, whether at the same or another workplace, that is safe and appropriate for the employee to perform.

## Part 3—Types of Employment and Termination of Employment

### 10. Contract of employment

An respondent employer must engage a person as an employee on terms that correspond with one or other of the types of employment prescribed in this clause.

The restriction on the use of **fixed-term employment** only applies to those employers who were bound to the *Higher Education Contract of Employment Award 1998* [AP784204].

To avoid doubt, nothing in this award prevents an employee engaging in additional work as a casual employee in work unrelated to, or identifiably separate from, the employee's normal duties. Nothing in this award limits the number or proportion of employees that an employer may employ in a particular type of employment.

- 10.1 **Full-time employment** means all employment other than **fixed-term**, **part-time**, or **casual**. Full-time employment may contain a reasonable probationary period that is

directly related to the nature of the work to be carried out under the contract. As a condition incidental to employment on probation, an employee must be advised of, and given an opportunity to make response to, any adverse material about the employee which the employer intends to take into account in a decision to terminate the employment upon or before the expiry of the period of probation.

**10.2 Part-time employment** means employment for less than the normal weekly ordinary hours specified for a full-time employee, for which all award entitlements are paid on a pro-rata basis calculated by reference to the time worked. Part-time employment may contain a reasonable probationary period that is directly related to the nature of the work to be carried out under the contract. As a condition incidental to employment on probation, an employee must be advised of, and given a opportunity to make response to, any adverse material about the employee which the employer intends to take into account in a decision to terminate the employment upon or before the expiry of the period of probation.

**10.3 Fixed-term employment** means employment for a specified term or ascertainable period, for which the instrument of engagement will specify the starting and finishing dates of that employment, (or instead of a finishing date, will specify the circumstance(s) or contingency relating to a specific task or project, upon the occurrence of which the term of the employment will expire). During the term of employment, the contract is not terminable, by the employer, other than during a probationary period, or for cause based upon serious or wilful misconduct.

Fixed-term employment may contain a reasonable probationary period that is directly related to the nature of the work to be carried out under the contract. As a condition incidental to employment on probation, an employee must be advised of, and given an opportunity to make response to, any adverse material about the employee which the employer intends to take into account in a decision to terminate the employment upon or before the expiry of the period of probation.

Any second or subsequent fixed-term contract, with the same employer, must not contain a probationary period.

The use of **fixed-term employment** must be limited to the employment of an employee engaged on work activity that comes within the description of one or more of the following circumstances:

- (a) **Specific task or project** means a definable work activity which has a starting time and which is expected to be completed within an anticipated timeframe. Without limiting the generality of that circumstance, it will also include a period of employment provided for from identifiable funding external to the employer, not being funding that is part of an operating grant from government or funding comprised of payments of fees made by or on behalf of students.
- (b) **Research** means work activity by a person engaged on research only functions for a contract period not exceeding five years.
- (c) **Replacement employee** means an employee:
  - (i) undertaking work activity replacing a full-time or part-time employee for a definable period for which the replaced employee is either on

authorised leave of absence or is temporarily seconded away from their usual work area; or

- (ii) performing the duties of:
- a vacant position for which the employer has made a definite decision to fill and has commenced recruitment action; or
  - a position in which the normal occupant is performing higher duties pending the outcome of recruitment action initiated and/or in progress by the employer for that vacant higher duties position.

Until a full-time or part-time employee is engaged for the vacant position or vacant higher duties position as applicable.

(d) **Pre-retirement contract**

Where a full-time or a part-time employee declares that it is their intention to retire, a fixed-term contract expiring on or around the relevant retirement date may be adopted as the appropriate type of employment for a period of up to five years.

(e) **Fixed-term contract employment subsidiary to studentship**

Where a person is enrolled as a student, fixed-term contract employment may be adopted as the appropriate type of employment for work activity, not within the description of another circumstance in the preceding paragraphs of this clause, that is work within the student's academic unit or an associated research unit of that academic unit and is work generally related to a degree course that the student is undertaking within the academic unit, provided that:

- (i) such fixed-term contract employment will be for a period that does not extend beyond, or that expires at the end of, the academic year in which the person ceases to be a student, including any period that the person is not enrolled as a student but is still completing postgraduate work or is awaiting results; and
- (ii) that an offer of fixed-term employment under this paragraph must not be made on the condition that the person offered the employment undertake the studentship.

## **11. Incidents of fixed-term contract of employment**

This clause only applies to those employers who were bound to the *Higher Education Contract of Employment Award 1998* [AP784204].

Without derogating from any entitlement under the employee's contract or under an award provision applicable to the employee on account of the employee's continuous service, a fixed-term contract employee is entitled to benefits specified in this clause.

**11.1 Incremental advancement**

A fixed-term employee who has a period of continuous service in a classification must be entitled to progress through that structure in the same way as an employee engaged as a full-time employee in the same or similar classification.

**11.2 Notice of cessation or revocation of employment upon expiry of the contract**

The employer will provide to a fixed-term employee, written notice of the employer’s intention to renew, or not to renew, employment with the employer upon the expiry of the contract. Such notice will be the greater of:

- (a) any entitlement to notice of the employer’s intention to renew, or not to renew, employment with the employee upon the expiry of the contract: or

<b>Period of continuous service</b>	<b>Period of Notice</b>
-------------------------------------	-------------------------

Not more than 1 year	at least 1 week, or the equivalent of a full pay period, whichever is the greater
1 year but less than 3 years	at least 2 weeks, or the equivalent of a full pay period, whichever is the greater
3 years but less than 5 years	at least 3 weeks, or the equivalent of a full pay period, whichever is the greater
5 years or over	at least 4 weeks, or the equivalent of a full pay period, whichever is the greater

- (b) In addition to this notice, an employee over the age of 45 years at the time of the giving of notice and with not less than two years continuous service will be entitled to an additional week’s notice.

**11.3** Where, because of circumstances relating to the provision of specific funding to support employment external to the employer and beyond its control, the employer is not reasonably able to give the notice required by this clause, it will be sufficient compliance with this clause if the employer:

- (a) advises those circumstances to the employee in writing by the latest time at which the notice would otherwise be required to be given; and
- (b) gives notice to the employee at the earliest practicable date thereafter.

**11.4 Severance pay**

A fixed-term employee whose contract of employment is not renewed in circumstances where the employee seeks to continue the employment will be entitled to a severance payment or retrenchment benefit payment howsoever called in accordance with the NES as it would apply to a full-time employee engaged in an equivalent classification in the following circumstances:

- (a) employee is employed on a second or subsequent fixed term contract to do work required for the circumstances described in clause 10.3(a) or (b) and the same or substantially similar duties are no longer required by the employer; or

- (b) employee is employed on a fixed term contract to do work required for the circumstances described in clause 10.3(a) or (b) and the duties of the kind performed in relation to work continue to be required but another person has been appointed, or is to be appointed, to the same or substantially similar duties.

Where an employer advises an employee in writing that further employment may be offered within six weeks of the expiry of a period of fixed-term employment, then:

- (c) the employing university may defer payment of severance benefits for a maximum period of four weeks from the expiry of the period of fixed-term employment.

An employer, in a particular case, may make application to the Commission to have the general severance payment or retrenchment benefit payment prescription varied if the employer obtains acceptable alternative employment for the employee.

#### **11.5 Award entitlements and calculation of continuous service**

- (a) A fixed-term employee will be entitled to the same award terms and conditions in respect to award matters as would apply to a full-time or part-time employee engaged in an equivalent classification and working an equivalent proportion of normal weekly ordinary hours for the classification.
- (b) For the purpose of this award, breaks between fixed-term appointments of up to two times per year and of up to six weeks, will not constitute breaks in continuous service.
- (c) Periods of approved unpaid leave will not count for service, but will not constitute breaks in service for the purposes of this clause.

#### **11.6 Right of application for full-time or part-time employment**

No employee employed on a fixed-term contract (other than an employee employed on a pre-retirement contract within the meaning of clause 10.3(d)) will be prevented from making application to an employer, nor having their application for employment within the terms of this award considered, solely because the employee has previously been employed on a fixed-term contract by the same employer.

### **12. Casual employment**

**Casual employment** means a person engaged by the hour and paid on an hourly basis that includes a loading related to award based benefits for which a casual employee is not eligible. The casual loading will be 25%.

#### **12.1 Minimum period of engagement of engagement for casual staff**

The minimum period of engagement for a casual employee will be as follows:

- (i) Employees who are students (including postgraduate students) who are expected to attend the university on that day in their capacity as students will have a minimum engagement period of one hour:

- (ii) A student will be taken as being expected for attendance on any Monday to Friday during the main teaching weeks of the university, other than public holidays as applied at the relevant university;
- (iii) Employees with a primary occupation elsewhere (or with the employer) have a minimum period of engagement of one hour; and
- (iv) All other casuals must have a minimum period of engagement of three hours.

## **12.2 Casual conversion**

### **12.3 General**

- (a) An employee must not be engaged and re-engaged nor have their hours reduced in order to avoid any obligation under this clause.
- (b) Upon appointment, the employer must advise a casual employee that, after serving qualifying periods see clause 12.4, casual employees may have a right to apply for conversion and a copy of the conversion provisions of this award will be made available to such employees.
- (c) The employer must also take reasonable steps from time to time to inform casual employees of the conversion provisions of this award.
- (d) An eligible casual employee may apply in writing for conversion to non-casual employment in accordance with the conversion provisions of this award.

### **12.4 Eligibility for conversion**

- (a) To be eligible to apply for conversion, a casual employee must be employed on a regular and systematic basis in the same or a similar and identically classified position in the same department (or equivalent), either;
  - (i) over the immediately preceding period of 12 months and in those immediately preceding 12 months the average weekly hours worked equalled at least 50% of the ordinary weekly hours that would have been worked by an equivalent full-time employee; or
  - (ii) over the immediately preceding period of at least 24 months.
- (b) For the purposes of this clause occasional and short-term work performed by the employee in another classification, job or department must not:
  - (i) affect the employee's eligibility for conversion;
  - (ii) be included in determining whether the employee meets or does not meet the eligibility requirements.

### **12.5 Application for conversion**

The employer will not unreasonably refuse an application for conversion. However, it may refuse an application on reasonable grounds. Reasonable grounds include, but are not limited to, the following:

- (a) the employee is a student, or has recently been a student, other than where their status as a student is irrelevant to their engagement and the work required;
- (b) the employee is a genuine retiree;
- (c) the employee is performing work which will either cease to be required or will be performed by a non-casual employee, within 26 weeks (from the date of application);
- (d) the employee has a primary occupation with the employer or elsewhere, either as an employee or as a self-employed person;
- (e) the employee does not meet the essential requirements of the position; or
- (f) the work is ad hoc, intermittent, unpredictable or involves hours that are irregular.

#### **12.6 Offer of non-casual employment**

- (a) The employer must determine an application for conversion either by offering conversion to non-casual employment or by rejecting the application. If the employer rejects the application, it must provide written reasons for rejecting it. If the application is accepted, the employee will be offered a non-casual position.
- (b) Conversion may be to either a continuing appointment or to a fixed-term appointment. The offer of conversion will indicate the hours and pattern of work which, subject to due consideration of the employer's operational requirements and the desirability of offering the employee work which is as regular and continuous as is reasonably practicable, will be consistent with the employee's casual engagement. The conversion offer will also constitute (and include such other details as are required for) an instrument of engagement under the award.
- (c) Employees converted under this clause will not have their casual service count as service for the purpose of calculating any other existing entitlements except for:
  - (i) long service leave, if, at the time of conversion, the employer provides casual employees with an entitlement to long service leave. In such a case casual service with the employing institution would count for the purposes of any qualifying period for long service leave, but would not give rise to any paid leave entitlement in respect of that casual service, except where institutions, at the time of making this award, pay long service leave to casuals in relation to their casual service; and
  - (ii) any applicable unpaid parental leave.

#### **12.7 Further applications**

- (a) An employee whose application for conversion is rejected will not be entitled to apply again within 12 months except where:
  - (i) that rejection is solely based upon the ground set out in 12.5(c); and

- (ii) that ground ceased to apply.

### **13. Termination of employment**

**13.1** Notice of termination is provided for in the NES.

#### **13.2 Notice of termination by an employee**

The notice of termination required to be given by an employee is the same as that required of an employer except that there is no requirement on the employee to give additional notice based on the age of the employee concerned. If an employee fails to give the required notice the employer may withhold from any monies due to the employee on termination under this award or the NES, an amount not exceeding the amount the employee would have been paid under this award in respect of the period of notice required by the clause less any period of notice actually given by the employee.

#### **13.3 Job search entitlement**

Where an employer has given notice of termination to an employee, an employee must be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. The time off will be taken at times that are convenient to the employee after consultation with the employer.

### **14. Requirement to state terms of engagement**

**14.1** Upon engagement, the employer must provide to the employee an instrument of appointment which stipulates the type of employment and informs the employee of the terms of engagement at the time of the appointment in relation to:

- (a) for employees other than casual employees, the classification level and salary of the employee on commencement of the employment, and the hours or the fraction of full-time hours to be worked;
- (b) for fixed-term employees, whether the term of the employment, the length and terms of any period of probation, and the circumstance(s) by reference to which the use of fixed-term contract for the type of employment has been decided for that employment;
- (c) for part-time employees, the employer and the part-time employee will agree on a regular pattern of work, specifying at least the hours worked each day, which days of the week the employee will work and the actual starting and finishing times each day;
- (d) for casual employees, the duties required, the number of hours required, the rate of pay for each class of duty required and a statement that any additional duties required during the term will be paid for;
- (e) for any employee subject to probationary employment, the length and terms of the probation; and

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- (f) other main conditions of employment including the identity of the employer, or the documentary, or other recorded sources from which such conditions derive, and the duties and reporting relationships to apply upon appointment that can be ascertained.

## Part 4—Rates of Pay and Related Matters

### 15. Rates of pay

	Annual salary \$
<b>HEW 1</b>	
HEW Level 1.1	30494.70
HEW Level 1.2	30994.70
HEW Level 1.3	31494.70
<b>HEW 2</b>	
HEW Level 2.1	32094.70
HEW Level 2.2	32594.70
<b>HEW 3</b>	
HEW Level 3.1	33299.70
HEW Level 3.2	33899.70
HEW Level 3.3	34499.70
HEW Level 3.4	35099.70
HEW Level 3.5	35595.70
<b>HEW 4</b>	
HEW Level 4.1	36395.70
HEW Level 4.2	37095.70
HEW Level 4.3	37795.70
<b>HEW 5</b>	
HEW Level 5.1	38333.87
HEW Level 5.2	39153.87
HEW Level 5.3	39692.17
HEW Level 5.4	40512.17
HEW Level 5.5	41332.17
<b>HEW 6</b>	
HEW Level 6.1	42352.17
HEW Level 6.2	43172.17
HEW Level 6.3	43888.17
HEW Level 6.4	44708.17
<b>HEW 7</b>	
HEW Level 7.1	45643.17
HEW Level 7.2	46643.17
HEW Level 7.3	47643.17
HEW Level 7.4	48643.17
<b>HEW 8</b>	
HEW Level 8.1	49843.17
HEW Level 8.2	51443.17
HEW Level 8.3	53043.17
HEW Level 8.4	54643.17
<b>HEW 9</b>	

	Annual salary
	\$
HEW Level 9.1	56343.17
HEW Level 9.2	57943.17
HEW Level 9.3	59543.17
<b>HEW 10</b>	
HEW Level 10.1	59643.17

## **16. Salary movement within a classification level**

- 16.1** At the conclusion of each twelve month period, following the date of effect of this award or entry into a HEW level, full-time and part-time general employees will be eligible for movement to the next highest pay point within the HEW level, following a staff development/performance review.
- 16.2** Movement to the next pay point within a HEW level will only occur when a employee has, over the preceding twelve months:
- (a) acquired and utilised additional skills, experience and competencies within the ambit of the classification and in accord with the priorities of the organisational unit and or employer. For this purpose the employee will be assessed against relevant criteria used in a staff development/performance review; and
  - (b) demonstrated satisfactory performance against the position classification standards within this award.
- 16.3** If the requirements above are not met at the conclusion of the period referred to in clause 16.2, then the employee will not progress until such time as the requirements are met.
- 16.4** Movement to the next highest pay point will be effective from the anniversary date of employment. In cases where a staff development/performance review is delayed, the anniversary date must not be changed and any increase in salary will be paid retrospectively to the anniversary date, unless the delay is related to the acquisition of new skills and greater responsibilities and/or competencies, in which case the date of acquisition will be the effective date.
- 16.5** An employee who has been absent in excess of three months, in aggregate, will have the review delayed by the period of absence. Any resultant increase will also be delayed by the period of absence.
- 16.6** An annual staff development/performance review must be conducted for all full-time and part-time employees, except those on the highest salary point within their classification. Such review will be confidential.

The aims of this review will at least include:

- (a) assessment of performance and use of skills against the position classification standards; and
- (b) identification of the development and training needs of the employee in order to:

- (i) enable the acquisition and use of new skills, experience and knowledge in accordance with the short and long term priorities of the organisational unit and/or the employer;
- (ii) identify performance objectives; and
- (iii) ensure continued satisfactory performance within the ambit of the classification.

## 17. Junior employees

Juniors are to be paid at the following percentages of the appropriate adult rate for the position performed. This clause does not apply to employees who are required to hold a trade qualification or to employees employed in a position classified higher than HEW3.

Age	% of adult rate
Under 16 years	36.8
At 16 years	47.3
At 17 years	57.8
At 18 years	68.3
At 19 years	82.5
At 20 years	97.7

## 18. Allowances

**18.1** The allowances in the table in Schedule B are payable to an employee in addition to their ordinary rate of pay, in accordance with the terms set out in the table. These allowances have been fixed using HEW 3.1 as the standard rate.

### 18.2 Adjustment of expense related allowances

At the time of any adjustment to standard rate, each expense related allowance will be increased by the relevant adjustment factor. The relevant adjustment factor for this purpose is the percentage movement in the applicable index figure most recently published by the Australian Bureau of Statistics since the allowance was last adjusted.

The applicable index figure is the index figure published by the Australian Bureau of Statistics for the Eight Capitals Consumer Price Index (Cat No. 6401.0), as follows:

<b>Allowance</b>	<b>Applicable Consumer Price Index figure</b>
Meal allowance	Take away and fast foods sub-group
Any other relevant allowance	Relevant adjustment factor Eight Capitals Consumer Price Index if there is no appropriate component

### **18.3 Accident pay**

- (a) Subject to clause 18.3(b), an employee is entitled to accident pay in accordance with the terms of:
  - (i) a NAPSA that would have applied to the employee immediately prior to 1 January 2010 or an award made under the *Workplace Relations Act 1996* (Cth) that would have applied to the employee immediately prior to 27 March 2006, if the employee had at that time been in their current circumstances of employment and no agreement made under the *Workplace Relations Act 1996* (Cth) had applied to the employee; and
  - (ii) that would have entitled the employee to accident pay in excess of the employee's entitlement to accident pay, if any, under any other instrument.
- (b) The employee's entitlement to accident pay under the NAPSA or award is limited to the amount of accident pay which exceeds the employee's entitlement to accident pay, if any, under any other instrument.
- (c) This clause does not operate to diminish an employee's entitlement to accident pay under any other instrument.
- (d) This clause ceases to operate on 31 December 2014.

## **19. Payment of wages**

An employee's salary, including applicable allowances and overtime payments will be paid fortnightly by cheque or electronic funds transfer. Notwithstanding this, if an employer and the majority of employees agree, all employees must be paid by electronic funds transfer.

## **20. Superannuation**

### **20.1 Superannuation legislation**

- (a) Superannuation legislation, including the *Superannuation Guarantee (Administration) Act 1992* (Cth), the *Superannuation Guarantee Charge Act 1992* (Cth), the *Superannuation Industry (Supervision) Act 1993* (Cth) and the *Superannuation (Resolution of Complaints) Act 1993* (Cth), deals with the superannuation rights and obligations of employers and employees. Under superannuation legislation individual employees generally have the opportunity to choose their own superannuation fund. If an employee does not choose a superannuation fund, any superannuation fund nominated in the award covering the employee applies.

- (b) The rights and obligations in these clauses supplement those in superannuation legislation.

## 20.2 Employer contributions

- (a) An employer must make such superannuation contributions to a superannuation fund for the benefit of an employee as will avoid the employer being required to pay the superannuation guarantee charge under superannuation legislation with respect to that employee.
- (b) Employers who, before 12 September 2008 made contributions of 3% to the Tertiary Education Superannuation Scheme for the benefit of employees for whom they were not required to pay the superannuation guarantee charge, must continue to make such contributions as if the *Tertiary Education Superannuation Scheme – Superannuation Award 1988* continued to apply.

## 20.3 Voluntary employee contributions

- (a) Subject to the governing rules of the relevant superannuation fund, an employee may, in writing, authorise their employer to pay on behalf of the employee a specified amount from the post-taxation wages of the employee into the same superannuation fund as the employer makes the superannuation contributions provided for in clause 20.2.
- (b) An employee may adjust the amount the employee has authorised their employer to pay from the wages of the employee from the first of the month following the giving of three months' written notice to their employer.
- (c) The employer must pay the amount authorised under clauses 20.3(a) or (b) no later than 28 days after the end of the month in which the deduction authorised under clauses 20.3(a) or (b) was made.

## 20.4 Superannuation fund

Unless, to comply with superannuation legislation, the employer is required to make the superannuation contributions provided for in clause 20.2 to another superannuation fund that is chosen by the employee, the employer must make the superannuation contributions provided for in clause 20.2 and pay the amount authorised under clause 20.3(a) or (b) to:

- (a) Unisuper; or
- (b) any superannuation fund to which the employer was making superannuation contributions for the benefit of its employees before 12 September 2008, provided the superannuation fund is an eligible choice fund.

## 20.5 Absence from work

Subject to the governing rules of the relevant superannuation fund, the employer must also make the superannuation contributions provided for in clause 20.2 and pay the amount authorised under clauses 20.3(a) or (b):

- (a) **Paid leave**—while the employee is on any paid leave;
- (b) **Work-related injury or illness**—for the period of absence from work (subject to a maximum of 52 weeks) of the employee due to work-related injury or work-related illness provided that:
  - (i) the employee is receiving workers compensation payments or is receiving regular payments directly from the employer in accordance with the statutory requirements; and
  - (ii) the employee remains employed by the employer.

## Part 5—Hours of Work and Related Matters

### 21. Ordinary hours and spread of ordinary hours

Ordinary hours may be worked in a manner agreed over a four week cycle.

Category of staff employees	Ordinary hours	Spread of hours (non shiftworkers)
Building services staff	38	6.00 am – 6.00 pm Monday – Friday
Catering and retail staff	38	6.00am - 7.30 pm Monday to Sunday
Security staff	38	6.00 am – 6.00 pm Monday – Sunday
Children’s services staff	38	6.30 am – 6.30 pm Monday – Friday
Storage services staff	38	7.00 am – 5.30 pm Monday – Friday
Building and maintenance staff	38	6.00 am – 6.00 pm Monday – Friday
Trades staff, including plumbers	38	6.00 am – 6.00 pm Monday – Friday
PACCT staff	36.75	8.00 am – 6.00 pm Monday - Friday

The Classifications set out in the above table must be read in conjunction with Schedule A—Classification Definitions.

### 22. Breaks

#### 22.1 Meal break

An employee will not be required to work more than five consecutive hours without a meal break of at least half an hour. Time taken as meal breaks will not be paid for and will not be counted as time worked.

**22.2 Rest break**

Employees, other than PACCT staff, are entitled to two 10 minute paid breaks per day.

**23. Overtime**

**23.1** An employee will be paid overtime for all authorised work performed outside of, or in excess of, the ordinary or rostered hours as follows:

<b>Time worked</b>	<b>Overtime rate</b>
Monday – Saturday	150% of the ordinary rate of pay for the first two hours (first three hours for PACCT Staff); and 200% of the ordinary rate of pay thereafter.
Sunday	200% of the ordinary rate of pay
Public holidays	250% of the ordinary rate of pay

**24. Employee recalled to duty**

An employee recalled to work overtime which is not continuous with their ordinary hours of duty must be paid a minimum of two hours at the appropriate overtime rate.

**25. Minimum break following overtime**

An employee who has worked overtime will be given a minimum break of ten hours between the end of one period of duty and the beginning of the next. A staff member required by an employer to resume or continue to work without having a ten hour break off duty is entitled to be absent from duty without loss of pay until a ten hour break has been taken, or be paid at 200% of the ordinary rate until released from duty.

**26. Time off instead of overtime payment**

**26.1** An employee will be paid overtime or provided with time off instead of overtime payment for all authorised work performed outside of, or in excess of, the ordinary or rostered hours as follows:

- (a) An HEW 6 or below will be eligible to receive paid overtime or, where requested by the employee and approved by the employer, may take time off instead calculated in accordance with the relevant overtime rate.
- (b) An HEW 7 or HEW 8 will not be eligible for paid overtime but may take time off instead of overtime payment, at a mutually agreed time, calculated in accordance with the relevant overtime rate.
- (c) An HEW 9 or above will not, except as provided in this subclause, be entitled to paid overtime or time off instead of overtime payment. By agreement with

the employer, the employee will be provided with time off instead of overtime payment at the rate of one hour for each hour of overtime worked when the employee is specifically required to work additional hours and it would be unreasonable for time off instead of overtime payment not to be provided.

## **27. Ordinary hours for shiftwork**

**27.1** The ordinary hours for shiftwork will:

- (a) be worked continuously each shift (except for meal breaks);
- (b) not exceed 10 hours, inclusive of a meal break in any single shift; and
- (c) be rostered in accordance with clause 28.

## **28. Rostering**

**28.1** The following shift definitions apply:

- (a) **Day shift** commences at or after 6.00 am and finishes at or before 6.00 pm.
- (b) **Afternoon shift** finishes after 6.00 pm and at or before midnight.
- (c) **Night shift** finishes after midnight and at or before 8.00 am.

**28.2** Afternoon shift and night shift will attract a shift loading in accordance with clause 29.

**28.3** Shiftworkers' ordinary hours will be worked in accordance with a roster provided by the employer at least seven days in advance.

**28.4** A shift or roster may be changed at any time to enable the functions of the employer to be carried out where an employee is absent due to illness or on account of a contingency which the employer could not have reasonably foreseen. The employee must be notified of the changed shift as soon as possible.

**28.5** Where changes are made by the employer to the employee's shift or roster, or the employee is transferred between rosters the employee must be notified at least 72 hours prior to the change becoming operative. If 72 hours notice is not provided, the employee will be entitled to an additional allowance of 50% instead of any other shift penalty that may apply.

**28.6** Ordinary hours for shiftwork may be rostered on a Saturday, Sunday or public holiday and will attract a penalty rate in accordance with clause 29.1.

## **29. Penalty rates**

Afternoon and night shift will attract a penalty rate of 15%, except a non-rotating night shift, which attracts 30%.

**29.1** An employee required to work ordinary time on a Saturday or Sunday will be paid the ordinary time rate of pay plus a penalty of:

- (a) on a Saturday 50% of the ordinary time rate; or
- (b) on a Sunday 100% of the ordinary time rate.

**29.2** The penalty rates within this clause and in the overtime clause are not cumulative. Where an employee is entitled to more than one penalty rate, the employee will be entitled to the highest single penalty rate.

## **Part 6—Leave and Public Holidays**

### **30. Annual leave**

Annual leave is provided for in the NES, subject to the provisions of this clause.

For the purposes of the NES an employee entitled to five weeks annual leave means a seven day shiftworker.

#### **30.1 Management of annual leave**

An employee whose accrued annual leave entitlement equals or exceeds 30 days may be directed in writing to take up to 20 days of their accrued annual leave entitlement.

The time of taking leave will be determined by the employer, having regard to operational requirements and any matters raised by the individual employee.

Written direction to take annual leave:

- (a) must be given at least two months prior to the date on which the employee is to take the leave; and
- (b) can be given whether the employee's accrued annual leave equals or exceeds 30 days when the direction is given or when it takes effect.

Where an employee is directed to take annual leave, the employer will be entitled to deduct the amount of annual leave directed to be taken at the conclusion of the period of leave.

#### **30.2 Payment instead of termination**

Payment of the base salary instead of annual leave will be made for any entitlement to annual leave accrued but not taken on termination. Where termination of employment is due to the employee's death, such payment will be made to the employee's estate.

#### **30.3 Annual leave loading**

Annual leave loading will be paid at a rate of 17.5% of the ordinary rate of pay paid during the leave period, up to the limit of payment equal to the Australian Statistician's average weekly earnings for all males (Australia) for the preceding August quarter.

Shiftworkers on annual leave will be paid the greater of:

- (a) shift penalties an employee would have received had they not been on annual leave; or
- (b) the 17.5% annual leave loading as prescribed.

**30.4 Close down**

**(a) Christmas/New Year close down**

Employees may be required to take annual leave during a period of Christmas/New Year close down, for days other than Public Holidays (including any substituted days) falling during that period. Employees with insufficient accrued annual leave will take leave without pay.

**(b) Seasonal stand down of residential colleges staff**

Employees engaged in domestic work in, or in connection with, residential colleges may be stood down without pay during official term breaks, semester breaks and the Christmas/Summer vacation, provided that:

- (i) an employee will be given as much notice as practicable of the start and finish of any stand down period; notice must be at least one week and be in writing. Once notice is given, the stand down period must not be varied unless by mutual consent between the employer and the employee;
  - (ii) an employee may take accrued annual leave or long service leave during term breaks, semester breaks and the Christmas/Summer vacation;
  - (iii) all periods of stand down must count for the purpose of accrual of sick leave, annual leave and long service leave;
  - (iv) if appropriate work is available for an employee during any period of stand down, the existing employee will be offered such employment (whether on a full-time or casual basis) before any additional employee is employed; the employee who has been stood down may refuse an offer of employment without prejudice to their normal employment relationship;
  - (v) for the purpose of this clause appropriate work will mean such work as is available that is capable of being performed by the employee. Remuneration for such work will be at the rate of pay applicable to the work being performed; and
  - (vi) no employee will have their employment terminated on the grounds of work not being available due to a term break, semester break or Christmas/Summer vacation.
- (c) This clause does not confer any right to stand down any employee employed before 1 January 2010 who was not subject to a stand down provision in an award before 1 January 2010.

**31. Community service leave**

Community service leave is provided for in the NES.

## **32. Parental leave**

**32.1** The entitlement to Parental Leave is set out in the NES.

- (a) The NES is supplemented by maintaining an entitlement to payment, in relation to maternity leave, adoption leave or paternity leave for employees in the classifications under this award of employers who were entitled to payment for maternity leave, paternity leave or adoption leave in accordance with the terms of an Award made under the *Workplace relations Act 1996* (Cth):
  - (i) that would have applies to the employee immediately prior to 1 January 2010, if the employee had at that time been in their current circumstances of employment and no agreement made under the Act had applied to the employee; and
  - (ii) that would have entitled the employee to paid maternity leave, paternity leave or adoption leave.

## **33. Public holidays**

The entitlement to public holidays is set out in the NES, subject to the provisions of this clause.

### **33.1 Substitution of public holidays where employer holidays provided**

An employer may substitute a public holiday or part holiday for another working day or part-day to be taken during a period of institutional close-down. Where substitution occurs the substituted day or part-day will be the public holiday for the purposes of this award.

### **33.2 Effect on payment for holidays**

Where an employee is absent from their employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, they will not be entitled to payment for the holiday.

## **34. Personal/Carer's leave and compassionate leave**

Personal/carer's leave and compassionate leave are provided for in the NES, save that the entitlement will be three days of compassionate leave for each permissible occasion.

## **Schedule A—Classification Definitions**

### **DEFINITIONS**

#### **Definition 1: Supervision**

##### **Close supervision**

Clear and detailed instructions are provided. Tasks are covered by standard procedures. Deviation from procedures or unfamiliar situations are referred to higher levels. Work is regularly checked.

##### **Routine supervision**

Direction is provided on the tasks to be undertaken with some latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor.

Checking is selective rather than constant.

##### **General direction**

Direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods, tasks and sequences.

There is some scope to determine an approach in the absence of established procedures or detailed instructions, but guidance is readily available.

Performance is checked by assignment completion.

##### **Broad direction**

Direction is provided in terms of objectives which may require the planning of staff, time and material resources for their completion. Limited detailed guidance will be available and the development or modification of procedures by the employee may be required. Performance will be measured against objectives.

#### **Definition 2: Qualifications**

Within the Australian Qualifications Framework:

##### **Year 12**

Completion of a senior secondary certificate of education, usually in Year 12 of secondary school.

##### **Trade certificate**

Completion of an apprenticeship, normally of four years duration, or equivalent recognition, e.g. Certificate III.

##### **Post-trade certificate**

A course of study over and above a trade certificate and less than a Certificate IV.

### **Certificates I and II**

Courses that recognise basic vocational skills and knowledge, without a Year 12 prerequisite.

### **Certificate III**

A course that provides a range of well-developed skills and is comparable to a trade certificate.

### **Certificate IV**

A course that provides greater breadth and depth of skill and knowledge and is comparable to a two year part-time post-Year 12 or post-trade certificate course.

### **Diploma**

A course at a higher education or vocational educational and training institution, typically equivalent to two years full-time post-Year 12 study.

### **Advanced diploma**

A course at a higher education or vocational educational and training institution, typically equivalent to three years full-time post-Year 12 study.

### **Degree**

A recognised degree from a higher education institution, often completed in three or four years, and sometimes combined with a one year diploma.

### **Postgraduate degree**

A recognised postgraduate degree, over and above a degree as defined above.

Note: Previously recognised qualifications obtained prior to the implementation of the Australian Qualifications Framework continue to be recognised. The above definitions also include equivalent recognised overseas qualifications.

### **Definition 3: Classification dimensions**

#### **Training level**

The type and duration of training which the duties of the classification level typically require for effective performance. Training is the process of acquiring skills and knowledge through formal education, on the job instruction or exposure to procedures.

#### **Occupational equivalent**

Examples of occupations typically falling within each classification level.

#### **Level of supervision**

This dimension covers both the way in which employees are supervised or managed and the role of employees in supervising or managing others.

#### **Task level**

The type, complexity and responsibility of tasks typically performed by employees within each classification level.

### **Organisational knowledge**

The level of knowledge and awareness of the organisation, its structure and functions that would be expected of employees at each proposed classification level, and the purposes to which that organisational knowledge may be put.

### **Judgment, independence and problem solving**

Judgment is the ability to make sound decisions, recognising the consequences of decisions taken or actions performed. Independence is the extent to which an employee is able (or allowed) to work effectively without supervision or direction. Problem solving is the process of defining or selecting the appropriate course of action where alternative courses of actions are available.

This dimension looks at how much of each of these three qualities applies at each classification level.

### **Typical activities**

Examples of activities typically undertaken by employees in different occupations at each of the classification levels.

## **HIGHER EDUCATION WORKER LEVEL 1**

### **Training level or qualifications**

Employees at the base of this level would not be required to have formal qualifications or work experience upon engagement.

Employees engaged at the base of this level will be provided with structured on the job training in addition to up to 38 hours of induction to the higher education industry which must provide information on the higher education institution, conditions of employment, training to be made available and consequent career path opportunities, physical layout of the institution/work areas, introduction to fellow workers and supervisors, work and documentation procedures, occupational health and safety, equal opportunity practices and extended basic literacy and numeracy skills training where required/necessary to enable career path progression.

### **Occupational equivalent**

Cleaner, labourer, trainee for Level 2 duties.

### **Level of supervision**

Close supervision or, in the case of more experienced employees working alone, routine supervision.

### **Task level**

Straightforward manual duties, or elements of Level 2 duties under close supervision and structured on the job training. Some knowledge of materials, e.g. cleaning chemicals and hand tools, may be required. Established procedures exist.

**Organisational knowledge**

Will provide straightforward information to others on building or service locations.

**Judgment, independence and problem solving**

Resolve problems where alternatives for the employee are limited and the required action is clear or can be readily referred to higher levels.

**Typical activities**

Perform a range of industrial cleaning tasks, move furniture, assist trades personnel with manual duties.

**HIGHER EDUCATION WORKER LEVEL 2**

**Training level or qualifications**

Level 2 duties typically require a skill level which assumes and requires knowledge, training or experience relevant to the duties to be performed; or Completion of Year 12 without work experience; or Completion of Certificates I or II with work related experience; or an equivalent combination of experience and training.

**Occupational equivalent**

Administrative assistant, security patrol officer.

**Level of supervision**

Routine supervision of straightforward tasks; close supervision of more complex tasks (see task level below).

**Task level**

Perform a range of straightforward tasks where procedures are clearly established. May on occasion perform more complex tasks.

**Organisational knowledge**

Following training, may provide general information/advice and assistance to members of the public, students and other employees which is based on a broad knowledge of the employees's work area/responsibility, including knowledge of the functions carried out and the location and availability of particular personnel and services.

**Judgment, independence and problem solving**

Solve relatively simple problems with reference to established techniques and practices. Will sometimes choose between a range of straightforward alternatives.

An employee at this level will be expected to perform a combination of various routine tasks where the daily work routine will allow the latitude to rearrange some work sequences, provided the prearranged work priorities are achieved.

**Typical activities**

Administrative positions at this level may include duties involving the inward and outward movement of mail, keeping, copying, maintaining and retrieving records, straightforward data entry and retrieval.

Security officers may be involved in a range of patrol duties, including responding to alarms, following emergency procedures and preparing incident reports.

### **HIGHER EDUCATION WORKER LEVEL 3**

#### **Training level or qualifications**

Level 3 duties typically require a skill level which assumes and requires knowledge or training in clerical/administrative, trades or technical functions equivalent to:

- completion of a trades certificate or Certificate III;
- completion of Year 12 or a Certificate II, with relevant work experience; or
- an equivalent combination of relevant experience and/or education/training.

Persons advancing through this level may typically perform duties which require further on the job training or knowledge and training equivalent to progress toward completion of a Certificate IV or Diploma.

#### **Occupational equivalent**

Tradesperson, technical assistant/technical trainee, administrative assistant.

#### **Level of supervision**

In technical positions, routine supervision, moving to general direction with experience. In other positions, general direction. This is the first level where supervision of other employees may be required.

#### **Task level**

Some complexity. Apply body of knowledge equivalent to trade certificate or Certificate III, including diagnostic skills and assessment of the best approach to a given task.

#### **Organisational knowledge**

Perform tasks/assignments which require knowledge of the work area processes and an understanding of how they interact with other related areas and processes.

#### **Judgment, independence and problem solving**

Exercise judgment on work methods and task sequence within specified timelines and standard practices and procedures.

#### **Typical activities**

In trades positions, apply the skills taught in a trades certificate or Certificate III, including performance of a range of construction, maintenance and repair tasks, using precision hand and power tools and equipment. In some cases this will involve familiarity with the work of other trades or require further training.

#### **In technical assistant positions:**

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- assist a technical officer in operating a laboratory, including ordering supplies;
- assist in setting up routine experiments;
- monitor experiments for report to a technical officer;
- assist with the preparation of specimens; and
- assist with the feeding and care of animals.

Employees would be expected to perform a greater range and complexity of tasks as they progressed through the level and obtained further training. In administrative positions perform a range of administrative support tasks including:

- standard use of a range of desk-top based programs, e.g. word processing, established spreadsheet or database applications, and management information systems (e.g. financial, student or human resource systems). This may include store and retrieve documents, key and lay out correspondence and reports, merge, move and copy, use of columns, tables and basic graphics;
- provide general administrative support to other employees including setting up meetings, answering straightforward inquiries and directing others to the appropriate personnel; and
- process accounts for payment.

### **HIGHER EDUCATION WORKER LEVEL 4**

#### **Training level or qualifications**

Level 4 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- completion of a diploma level qualification with relevant work related experience; or
- completion of a Certificate IV with relevant work experience; or
- completion of a post-trades certificate and extensive relevant experience and;
- on the job training; or
- completion of a Certificate III with extensive relevant work experience; or
- an equivalent combination of relevant experience and/or education/training.

#### **Occupational equivalent**

Technical officer or technician, administrative above Level 3, advanced tradespersons.

#### **Level of supervision**

In technical positions, routine supervision to general direction depending upon experience and the complexity of the tasks. In other positions, general direction. May supervise or co-ordinate others to achieve objectives, including liaison with employees at higher levels. May undertake stand-alone work.

### **Task level**

May undertake limited creative, planning or design functions; apply skills to a varied range of different tasks.

### **Organisational knowledge**

Perform tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.

### **Judgment, independence and problem solving**

In trades positions, extensive diagnostic skills.

In technical positions, apply theoretical knowledge and techniques to a range of procedures and tasks.

In administrative positions, provide factual advice which requires proficiency in the work area's rules and regulations, procedures requiring expertise in a specialist area or broad knowledge of a range of personnel and functions.

### **Typical activities**

In trades positions:

- work on complex engineering or interconnected electrical circuits; and/or
- exercise high precision trades skills using various materials and/or specialised techniques.

In technical positions:

- develop new equipment to criteria developed and specified by others;
- under routine direction, assist in the conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations; and/or
- demonstrate the use of equipment and prepare reports of a technical nature as directed.

In library technician positions:

- undertake copy cataloguing;
- use a range of bibliographic databases;
- undertake acquisitions; and/or
- respond to reference inquiries.

In administrative positions:

- may use a full range of desktop based programs, including word processing packages, mathematical formulae and symbols, manipulation of text and layout in desktop publishing and/or web software, and management information systems;

- plan and set up spreadsheets or data base applications;
- be responsible for providing a full range of secretarial services, e.g. in a faculty;
- provide advice to students on enrolment procedures and requirements; and/or
- administer enrolment and course progression records.

## **HIGHER EDUCATION WORKER LEVEL 5**

### **Training level or qualifications**

Level 5 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- completion of a degree without subsequent relevant work experience; or
- completion of an advanced diploma qualification and at least one year's subsequent relevant work experience; or
- completion of a diploma qualification and at least two years' subsequent relevant work experience; or
- completion of a Certificate IV and extensive relevant work experience; or
- completion of a post-trades certificate and extensive (typically more than two years') relevant experience as a technician; or
- an equivalent combination of relevant experience and/or education/training.

### **Occupational equivalent**

Graduate (i.e. degree) or professional, without subsequent work experience on entry (including inexperienced computer systems officer); administrator with responsibility for advice and determinations; experienced technical officer.

### **Level of supervision**

In professional positions, routine supervision to general direction, depending on tasks involved and experience. In other positions, general direction and may supervise other staff.

### **Task level**

Apply body of broad technical knowledge and experience at a more advanced level than Level 4, including the development of areas of specialist expertise. In professional positions, apply theoretical knowledge, at degree level, in a straightforward way. In administrative positions, provide interpretation, advice and decisions on rules and entitlements.

### **Organisational knowledge**

Perform tasks/assignments which require proficiency in the work area's rules, regulations, policies, procedures, systems, processes and techniques, and how they interact with other related functions, in order to assist in their adaptation to achieve objectives, and advise, assist and influence others.

### **Judgment, independence and problem solving**

In professional positions, solve problems through the standard application of theoretical principles and techniques at degree level. In technical positions, apply standard technical training and experience to solve problems. In administrative positions, may apply expertise in a particular set of rules or regulations to make decisions, or be responsible for co-ordinating a team to provide an administrative service.

### **Typical activities**

In technical positions:

- develop new equipment to general specifications;
- under general direction, assist in the conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations;
- under broad direction, set up, monitor and demonstrate standard experiments and equipment use; and/or
- prepare reports of a technical nature.

In library technician positions:

- perform at a higher level than Level 4, including:
- assist with reader education programs and more complex bibliographic and acquisition services; and/or
- operate a discrete unit within a library which may involve significant supervision or be the senior employee in an out-posted service.

In administrative positions:

- responsible for the explanation and administration of an administrative function, e.g. HECS advice, records, determinations and payments, a centralised enrolment function, the organisation and administration of exams at a small campus.

In professional positions and under professional supervision:

- work as part of a research team in a support role;
- provide a range of library services including bibliographic assistance, original cataloguing and reader education in library and reference services; and/or
- provide counselling services.

## **HIGHER EDUCATION WORKER LEVEL 6**

### **Training level or qualifications**

Level 6 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- a degree with subsequent relevant experience; or

- extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
- an equivalent combination of relevant experience and/or education/training.

### **Occupational equivalent**

Graduate or professional with subsequent relevant work experience (including a computer systems officer with some experience); line manager; experienced technical specialist and/or technical supervisor.

### **Level of supervision**

In professional positions, general direction; in other positions, broad direction. May have extensive supervisory and line management responsibility for technical, administrative and other non-professional employees.

### **Task level**

Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Employees would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected. In technical and administrative areas, have a depth or breadth of expertise developed through extensive relevant experience and application.

### **Organisational knowledge**

Perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

### **Judgment, independence and problem solving**

Discretion to innovate within own function and take responsibility for outcomes; design, develop and test complex equipment, systems and procedures; undertake planning involving resources use and develop proposals for resource allocation; exercise high level diagnostic skills on sophisticated equipment or systems; analyse and report on data and experiments.

### **Typical activities**

#### **In technical positions:**

- manage a teaching or research laboratory or a field station;
- provide highly specialised technical services;
- set up complex experiments;
- design and construct complex or unusual equipment to general specifications;
- assist honours and postgraduate students with their laboratory requirements; and/or
- install, repair, provide and demonstrate computer services in laboratories.

#### **In administrative positions:**

- provide financial, policy and planning advice;
- service a range of administrative and academic committees, including preparation of agendas, papers, minutes and correspondence; and/or
- monitor expenditure against budget in a school or small faculty.

**In professional positions:**

- work as part of a research team;
- provide a range of library services, including bibliographic assistance, original cataloguing and reader education in library and reference services;
- provide counselling services;
- undertake a range of computer programming tasks;
- provide documentation and assistance to computer users; and/or
- analyse less complex user and system requirements.

**HIGHER EDUCATION WORKER LEVEL 7**

**Training level or qualifications**

Level 7 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- a degree with at least four years subsequent relevant experience; or
- extensive experience and management expertise in technical or administrative fields; or
- an equivalent combination of relevant experience and/or education/training.

**Occupational equivalent**

Senior librarian; technical manager; senior research assistant, professional or scientific officer; senior administrator in a small less complex faculty.

**Level of supervision**

Broad direction. May manage other employees including administrative, technical and/or professional employees.

**Task level**

Independently relate existing policy to work assignments or rethink the way a specific body of knowledge is applied in order to solve problems. In professional or technical positions, may be a recognised authority in a specialised area.

**Organisational knowledge**

Detailed knowledge of academic and administrative policies and the inter-relationships between a range of policies and activities.

### **Judgment, independence and problem solving**

Independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied in order to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. This may involve stand-alone work or the supervision of employees in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.

#### **Typical activities**

In a library, combine specialist expertise and responsibilities for managing a library function.

In student services, the training and supervision of other professional employees combined with policy development responsibilities which may include research and publication.

In technical manager positions, the management of teaching and research facilities for a department or school.

In research positions, acknowledged expertise in a specialised area or a combination of technical management and specialised research.

In administrative positions, provide less senior administrative support to relatively small and less complex faculties or equivalent.

### **HIGHER EDUCATION WORKER LEVEL 8**

#### **Training level or qualifications**

Level 8 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- extensive experience and management expertise; or
- an equivalent combination of relevant experience and/or education/training.

#### **Occupational equivalent**

Manager (including administrative, research, professional or scientific); senior school or faculty administrator; researcher.

#### **Level of supervision**

Broad direction, working with a degree of autonomy. May have management responsibility for a functional area and/or manage other employees including administrative, technical and/or professional employees.

#### **Task level**

Work at this level is likely to require the development of new ways of using a specific body of knowledge which applies to work assignments, or may involve the integration of other specific bodies of knowledge.

#### **Organisational knowledge**

The employees will be expected to make policy recommendations to others and to implement programs involving major change which may impact on other areas of the institution's operations.

**Judgment, independence and problem solving**

Responsible for program development and implementation. Provide strategic support and advice (e.g. to schools or faculties) requiring integration of a range of university policies and external requirements, and an ability to achieve objectives operating within complex organisation structures.

**Typical activities**

Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources.

Manage a function or development and implementation of a policy requiring a high degree of knowledge and sensitivity.

Manage a small or specialised unit where significant innovation, initiative and/or judgment are required.

Provide senior administrative support to schools and faculties of medium complexity, taking into account the size, budget, course structure, external activities and management practices within the faculty or equivalent unit.

**HIGHER EDUCATION WORKER LEVEL 9**

**Training level or qualifications**

Level 9 duties typically require a skill level which assumes and requires knowledge or training equivalent to:

- postgraduate qualifications and extensive relevant experience; or
- extensive management experience and proven management expertise; or
- an equivalent combination of relevant experience and/or education/training.

**Occupational equivalent**

Manager (including administrative, research, professional or scientific); senior school or faculty administrator; senior researcher.

**Level of supervision**

Broad direction, working with a considerable degree of autonomy. Will have management responsibility for a major functional area and/or manage other employees including administrative, technical and/or professional employees.

**Task level**

Demonstrated capacity to conceptualise, develop and review major professional, management or administrative policies at the corporate level. Significant high level creative, planning and management functions. Responsibility for significant resources.

### **Organisational knowledge**

Conceptualise, develop and review major policies, objectives and strategies involving high level liaison with internal and external client areas. Responsible for programs involving major change which may impact on other areas of the institution's operations.

### **Judgment, independence and problem solving**

Responsible for significant program development and implementation. Provide strategic support and advice (e.g. to schools or faculties or at the corporate level) requiring integration of a range of internal and external policies and demands, and an ability to achieve broad objectives while operating within complex organisational structures.

### **Typical activities**

Assist in the management of a large functional unit with a diverse or complex set of functions and significant resources.

Manage a function or development and implementation of a policy requiring a high degree of knowledge and sensitivity and the integration of internal and external requirements.

Manage a small and specialised unit where significant innovation, initiative and/or judgment are required.

Provide senior administrative support to the more complex schools and faculties, taking into account the size, budget, course structure, external activities and management practices within the faculty or equivalent unit.

## **HIGHER EDUCATION WORKER LEVEL 10**

### **Training level or qualifications**

Duties at or above this level typically require a skill level which assumes and requires knowledge or training equivalent to:

- proven expertise in the management of significant human and material resources; and
- in some areas postgraduate qualifications and extensive relevant experience.

### **Occupational equivalent**

Senior program, research or administrative manager.

### **Level of supervision**

Broad direction, operating with a high overall degree of autonomy. Will have substantial management responsibility for diverse activities and/or employees (including administrative, technical and/or professional employees).

### **Task level**

Complex, significant and high level creative planning, program and managerial functions with clear accountability for program performance. Comprehensive knowledge of related programs. Generate and use a high level of theoretical and applied knowledge.

**Organisational knowledge**

Bring a multi-perspective understanding to the development, carriage, marketing and implementation of new policies; devise new ways of adapting the organisation's strategies to new, including externally generated, demands.

**Judgment, independence and problem solving**

Be fully responsible for the achievement of significant organisational objectives and programs.

**Typical activities**

Manage a large functional unit with a diverse or complex set of functions and significant resources.

Manage a more complex function or unit where significant innovation, initiative and/or judgment are required.

Provide senior administrative support to the most complex schools and faculties in large institutions, involving complex course structures, significant staff and financial resources, outside activities and extensive devolution of administrative, policy and financial management responsibilities to this position.

## Schedule B—Allowances

<b>Allowance</b>	<b>Rate</b>	<b>Application</b>
Overtime meal allowance	\$12.50 per occurrence	<ul style="list-style-type: none"> <li>• Weekdays: when the employee has worked approved overtime beyond the ordinary hours of work for more than two hours.</li> <li>• Saturday and Sunday: when the employee has worked approved overtime for more than five hours.</li> <li>• Will not be paid if the employee can reasonably return home for a meal and then resume duty or a meal is provided by the employer</li> </ul>
Accommodation, Meals and Incidental Expenditure when travelling	Reimbursement of reasonable expenses or a reasonable allowance to cover the cost of meals, accommodation, and incidental expenditure	Where the employee is absent overnight on employer business. Employer business includes attending a course or conference on a residential live-in basis in respect of which the employer has agreed to meet the accommodation living expenses
Reimbursement of fares	Reimbursed for the reasonable cost of travel upon production of receipts	Where required to travel on employer business. Unless otherwise authorised, must travel on public transport or employer supplied vehicle
Overtime	Reimbursed difference between the normal cost of travel and the cost actually incurred through the use of a reasonable alternative means of transport. Not eligible for overtime reimbursed for all reasonable travel expenses necessarily incurred	<p>Overtime</p> <ul style="list-style-type: none"> <li>• Where required to work overtime at a time when usual means of transport are not available</li> </ul> <p>Not eligible for overtime</p> <ul style="list-style-type: none"> <li>• If directed to work other than his/her reasonable hours of duty and is not eligible to receive payment for overtime</li> </ul>
Vehicle	Allowance in accordance with the Australian Taxation Office guidelines as at 1 July	Where an employee is authorised to use his/her own motor vehicle in the

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<b>Allowance</b>	<b>Rate</b> each year	<b>Application</b> performance of his/her duties
Uniform/protective clothing	Allowance equivalent to the purchase price of any uniforms, overalls or protective clothing	<ul style="list-style-type: none"> <li>• Where such items are required by the employer in the performance of the employee's duties.</li> <li>• Allowance does not apply if such items are provided by the employer</li> </ul>
Higher duties	Allowance equal to the difference between the employee's ordinary rate and the ordinary rate of the position temporarily filled, on a proportionate basis (i.e. proportion will equate with the proportion of duties of the higher position performed)	<ul style="list-style-type: none"> <li>• Where maximum salary of the employee does not exceed HEW7 and higher duty is performed for &gt; two consecutive weeks.</li> <li>• Where maximum salary of the employee exceeds HEW7 and higher duty is performed for more than four consecutive weeks.</li> <li>• Junior employees will be paid an allowance equal to the difference between the salary rate for the employee's age in their own position and salary rate for the employee's age in the higher position (if an age classification does not exist, will be calculated in the normal manner for adult employees)</li> </ul>
Sleep-over	5.31% of SR per occurrence	<ul style="list-style-type: none"> <li>• Where an employee (permanently residing on campus) is required to sleep-over at the employer's premises for a period outside the employee's ordinary hours of duty</li> <li>• Sleep-over period will not commence prior to 10.00 pm</li> <li>• The employee will be paid as follows: <ul style="list-style-type: none"> <li>• For work less than 1 hour- nil</li> <li>• For work more than 1 hour- in accordance with overtime provisions</li> </ul> </li> </ul>

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The following additional allowances apply to certain trades and services staff only as specified in the following table, subject to the terms in the table:

<b>Allowance</b>	<b>Staff Category</b>	<b>Rate</b>	<b>Application</b>
Travel/reimbursement of fares	Catering and retail staff; children's services staff; storage services and trades staff	Ordinary rate of pay for travel time and any fares reasonably incurred in excess of those normally incurred	<ul style="list-style-type: none"> <li>• Where required to work away from their usual place of work; or</li> <li>• Where required to work overtime at a time when reasonable means of transport are not available</li> </ul>
Broken shift	Catering and retail staff; and Security staff	0.28% of SR per day to a maximum of 1.38% of SR per week	When an employee is required to work shift in two periods of duty
Compensation for damage to clothing and personal effects	Storage staff and trades staff	Compensation up to a maximum of \$350	Will be compensated if damage to clothing, spectacles, hearing aids and tools (other than where supplied by the employer) sustained in the course of work (not payable if covered by workers compensation or if damage/loss is due to the employee's own negligence)
First aid	Building services staff; security staff; storage services; and trades staff.	1.45% of SR per week	Where an employee is the current holder of appropriate first aid qualifications (St John Ambulance) and the employer has formally appointed the employee to act as the first aid attendant
Mixed functions	Catering and retail staff; children's services staff; storage services; grounds/gardeners/farm staff; maintenance staff	Payment of higher rate	<ul style="list-style-type: none"> <li>• Where engaged for more than 2 hours on duties carrying a higher rate than his/her ordinary classification must be paid the higher rate for each day.</li> <li>• Where engaged for less than 2 hours on duties carrying a higher rate than their ordinary classification must be paid the higher rate for the time so worked</li> </ul>

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<b>Allowance</b>	<b>Staff Category</b>	<b>Rate</b>	<b>Application</b>
Cold work	Building services staff; maintenance staff (inclusive only of carpenters, joiners and painters); and trades staff	0.06% of SR per hour 20 min rest period (every two hours)	<ul style="list-style-type: none"> <li>• Where employees are required to work 1 or more hours in places where the temperature is reduced by artificial means below 0°C</li> <li>• Where the work continues for 2 or more hours employees will be entitled to a rest period of 20 minutes every two hours (without loss of pay)</li> </ul>
Hot work	Building services staff; maintenance staff (inclusive only of carpenters, joiners and painters); and trades staff (excluding plumbers)	<ul style="list-style-type: none"> <li>• 0.05% of SR per hour (46°C -54°C)</li> <li>• 0.06% of SR per hour (54°C+) 20 min rest period (every two hours)</li> </ul>	<ul style="list-style-type: none"> <li>• Where employees are required to work for 1 or more hours in places where the temperature is raised by artificial means to between 46°C and 54°C</li> <li>• In places where the temperature exceeds 54°C</li> <li>• Where the work continues for 2 or more hours in temperatures exceeding 54°C employees will be entitled to a rest period of 20 minutes every two hours (without loss of pay)</li> </ul>
Wet work	Maintenance staff (inclusive only of carpenters or joiners); and trades staff (excluding plumbers)	0.06% of SR per hour	<ul style="list-style-type: none"> <li>• Where employees are working in any place where their clothing becomes saturated by water, oil or another substance they must be paid the allowance for every hour so engaged unless supplied with protective clothing and/or footwear</li> </ul>
Height	Maintenance Staff (inclusive only of carpenters, joiners and painters); and trades staff (excluding linespersons, riggers and splicers)	0.06% of SR per hour	<ul style="list-style-type: none"> <li>• Where an employee is working in any structure at a height exceeding 9m where an adequate fixed support (not less than 0.75m wide) is not provided</li> <li>• Allowance does not apply if the employee is working in a bosun's swing stage</li> </ul>

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<b>Allowance</b>	<b>Staff Category</b>	<b>Rate</b>	<b>Application</b>
Confined spaces	Trades staff (excluding plumbers)	0.07% of SR per hour	<ul style="list-style-type: none"> <li>• Where working in a confined space (dimensions necessitate working in stooped/cramped position, without proper ventilation)</li> <li>• Confined spaces include boilers steam drums, mud drums, fire boxes of vertical or road vehicle boilers, furnaces, flues combustion chambers, receivers, buoys, tanks, superheaters or economizers</li> </ul>
Boiler repairs	Trades staff (excluding plumbers and electricians)	<ul style="list-style-type: none"> <li>• 0.04% of SR per hour (base)</li> <li>• 0.15% of SR per hour (if inside)</li> </ul>	<ul style="list-style-type: none"> <li>• Where working on repairs to smoke-boxes, fire-boxes, furnaces or flues of boilers</li> <li>• Where engaged on repairs to oil fired boilers (including castings, uptakes and funnels or flues and smoke stacks)</li> </ul>
Insulation materials	Maintenance staff (inclusive only of carpenters or joiners); and trades staff	0.08% of SR per hour or part thereof	<ul style="list-style-type: none"> <li>• Where employees are handling charcoal, pumice, granulated cork, silicate of cotton, insulwool, slag wool, or other recognized insulating material of a like nature, associated with similar disabilities in its use</li> </ul>
Toxic substances	Maintenance staff (inclusive only of carpenters, joiners and painters)	0.08% of SR per hour 36c per hour (close proximity)	<ul style="list-style-type: none"> <li>• Employees engaged in preparation and/or application of epoxy based materials, materials of a like nature or toxic materials</li> <li>• Employees in close proximity to other employees so engaged</li> </ul>
Dirty work	Maintenance staff (inclusive only of carpenters, joiners and painters); and trades staff (excluding plumbers)	0.06% of SR per hour	<ul style="list-style-type: none"> <li>• Where an employee and supervisor agree that work is of an unusually dirty or offensive nature</li> </ul>
Asbestos	Maintenance staff (inclusive only of carpenters or joiners)	0.08% of SR per hour	<ul style="list-style-type: none"> <li>• Where required to wear protective equipment as required by the appropriate occupational health authority for the handling of materials containing asbestos or working in close proximity to employees handling such materials</li> </ul>
Bitumen work	Maintenance staff (inclusive only of	0.08% of SR per hour	<ul style="list-style-type: none"> <li>• Where handling hot bitumen or asphalt or dipping materials</li> </ul>

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<b>Allowance</b>	<b>Staff Category</b>	<b>Rate</b>	<b>Application</b>
	carpenters or joiners)		in creosote
Coloured mortar	Maintenance staff (inclusive only of carpenters or joiners)	0.07% of SR per hour	<ul style="list-style-type: none"> <li>Where engaged in the use of coloured additives in mortar</li> </ul>
Second-hand timber	Maintenance staff (inclusive only of carpenters or joiners)	0.24% of SR per day	<ul style="list-style-type: none"> <li>Where working with second-hand timber and the employee's tools are damaged by nail, dumps or other foreign matter on the timber                             <ul style="list-style-type: none"> <li>Damage must be immediately reported to their supervisor</li> </ul> </li> </ul>
Lifting	Maintenance staff (inclusive only of builders labourers)	<ul style="list-style-type: none"> <li>0.06% of SR per hour (5.5kg – 9kg blocks)</li> <li>0.11% of SR per hour (9kg – 18kg blocks)</li> <li>0.16% of SR per hour (18 or more kg blocks)</li> </ul>	<ul style="list-style-type: none"> <li>Where required to lift blocks (other than cindrete blocks for plugging purposes)</li> <li>Employees will not be required to lift blocks in excess of 20kg unless they are provided with a mechanical aid or with an assisting employee</li> </ul>
Roofing repairs	Maintenance staff (inclusive only of carpenters or joiners)	0.08% of SR per hour	<ul style="list-style-type: none"> <li>Where engaged in repairs to roofs</li> </ul>
Computing quantities	Maintenance staff (inclusive only of carpenters, joiners and painters)	0.45% of SR per day or part thereof	<ul style="list-style-type: none"> <li>Where regularly required to compute or estimate quantities of materials in respect of the work performed by other employees</li> </ul>
Certificate	Maintenance staff (inclusive only of painters)	0.06% of SR per hour	<ul style="list-style-type: none"> <li>Where the employee holds a scaffolding certificate or rigging certificate and is required to act on that certificate whilst engaged in work requiring a certified person</li> </ul>
Leading hand	Trades staff	<ul style="list-style-type: none"> <li>3.04% of SR per week (3-10 employees)</li> <li>4.8% of SR per week (11-20 employees)</li> <li>6.1% of SR per week (20 or more employees)</li> </ul>	<ul style="list-style-type: none"> <li>Where the leading hand is in charge of multiple employees (more than three)</li> </ul>

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<b>Allowance</b>	<b>Staff Category</b>	<b>Rate</b>	<b>Application</b>
Tools	Storage services; grounds/gardeners/farm staff; maintenance staff; and trades staff.	Reimbursed full cost of purchasing/supplying tools	<ul style="list-style-type: none"> <li>• Will be fully reimbursed for the cost of purchasing or supplying tools required by the employer in the course of work</li> <li>• Allowance does not apply if such tools are provided by the employer</li> </ul>
Compensation for tools	Maintenance staff (inclusive only of carpenters, joiners and painters)	Reimbursed to a maximum of \$947.00	<ul style="list-style-type: none"> <li>• Where tools are lost through fire or stolen whilst securely stored by employer</li> <li>• Carpenters and joiners are entitled to reimbursement where tools are lost during transport (if directed by employer), accidentally lost over water or are stolen whilst the employee is absent due to illness or injury</li> </ul>
Explosive power tools	Maintenance staff (inclusive only of carpenters or joiners); and trades staff	0.15% of SR per day	<ul style="list-style-type: none"> <li>• Where required to operate explosive power tools</li> </ul>
Grindstone	Maintenance staff (inclusive only of carpenters or joiners)	0.64% of SR per week	<ul style="list-style-type: none"> <li>• Where grindstone or wheel is not made available by the employer</li> </ul>
Relieving officer	Security staff	2.94% of SR per week	<ul style="list-style-type: none"> <li>• Where appointed as a relieving officer (relieves at short notice another security officer, a display roster is not required and 24 hours notice of shift will be given where possible)</li> </ul>