



## DECISION

*Fair Work Act 2009*  
s.185—Enterprise agreement

**Scalabrini Village Ltd**  
(AG2018/2075)

### **SCALABRINI VILLAGE LTD, NSWNMA-ANMF NSW BRANCH AND HSU NSW BRANCH ENTERPRISE AGREEMENT 2017-2020**

Aged care industry

DEPUTY PRESIDENT MASSON

MELBOURNE, 1 NOVEMBER 2018

*Application for approval of the Scalabrini Village Ltd, NSWNMA-ANMF NSW Branch and HSU NSW Branch Enterprise Agreement 2017 - 2020.*

[1] An application has been made for approval of an enterprise agreement known as the *Scalabrini Village Ltd, NSWNMA-ANMF NSW Branch and HSU NSW Branch Enterprise Agreement 2017 - 2020* (the Agreement). The application was made pursuant to s.185 of the *Fair Work Act 2009* (the Act). It has been made by Scalabrini Village Ltd. The Agreement is a single enterprise agreement.

[2] The Employer has provided written undertakings. A copy of the undertakings is attached in Annexure A. I am satisfied that the undertakings will not cause financial detriment to any employee covered by the Agreement and that the undertakings will not result in substantial changes to the Agreement.

[3] Subject to the undertakings referred to above, I am satisfied that each of the requirements of ss.186, 187, 188 and 190 as are relevant to this application for approval have been met.

[4] I observe the following provision is likely to be inconsistent with the National Employment Standards (NES):

- Clause 11.4(a) – Casual Employees.

However, noting clause 9.2 of the Agreement, I am satisfied the more beneficial entitlements of the NES will prevail where there is an inconsistency between the Agreement and the NES.

[5] The Australian Nursing and Midwifery Federation (ANMF) and the Health Services Union (HSU) being a bargaining representatives for the Agreement, have given notice under s.183 of the Act that they want the Agreement to cover them. In accordance with s.201(2) I note that the Agreement covers the organisations.

**[6]** The Agreement is approved and, in accordance with s.54 of the Act, will operate from 8 November 2018. The nominal expiry date of the Agreement is 30 June 2020.



DEPUTY PRESIDENT

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## Annexure A

### IN THE FAIR WORK COMMISSION

FWC Matter No:

**AG2018/2075**

Applicant:

**Scalabrini Village Ltd**

Section 185 – Application for approval of a single enterprise agreement

#### Undertaking – Section 190

I, Elaine Griffin, Chief Executive Officer of Scalabrini Village Ltd, give the following undertakings with respect to the Scalabrini Village Ltd, NSWNMA-ANMF NSW Branch and HSU NSW Branch Enterprise Agreement 2017 - 2020 (**Agreement**):

1. I have the authority given to me by the Board of Scalabrini Village Ltd to provide these undertakings with respect to the application before the Fair Work Commission (**Commission**).

#### Trainees

2. Notwithstanding subclause 11.5 and Schedule D of the Agreement, Scalabrini Village Ltd undertakes to pay trainees 1% higher than the applicable wage rates in Schedule E – National Training Wage of the *Miscellaneous Award 2010*, as they vary from time to time.

#### Higher Duties

3. Notwithstanding subclause 20.7 of the Agreement an employee, other than a nursing employee, engaged in any duties carrying a higher wage rate than the classification in which they are ordinarily employed in any one day or shift will be paid at the higher wage rate for:
  - (a) the time so worked for two hours or less; or
  - (b) a full day or shift where the time so worked exceeds two hours.

#### Saturday Overtime

4. Notwithstanding subclause 17.2(a) of the Agreement an employee, other than a nursing employee, will be paid at the rate of double time for all authorised overtime on a Saturday.

These undertakings are provided on the basis of queries raised by the Commission in the application before the Commission.

Signature:



Date:

26 October 2018.

**Note - this agreement is to be read together with an undertaking given by the employer. The undertaking is taken to be a term of the agreement. A copy of it can be found at the end of the agreement.**

**Scalabrini Village Ltd,  
NSWNMA-ANMF NSW Branch and  
HSU NSW Branch  
Enterprise Agreement  
2017 - 2020**

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## **PART 1 - PRELIMINARIES**

### **1. INTRODUCTION**

This Agreement is made under section 172 of the *Fair Work Act 2009*.

- (a) Scalabrini Village will take the necessary steps to seek approval of this Agreement under section 186 of the Act.
- (b) Scalabrini Village will formally advise the Unions when the Agreement is made in order for the Unions to apply under section 183 of the *Fair Work Act 2009* to be covered by the agreement.
- (c) It is the intention of this Agreement that the Unions will be covered by this Agreement.

### **2. TITLE**

This Agreement shall be known as the Scalabrini Village Ltd, NSWNMA-ANMF NSW Branch and HSU NSW Branch Enterprise Agreement 2017 - 2020 and throughout is referred to as "this Agreement".

### **3. PARTIES BOUND**

This Agreement shall be binding according to its terms upon the following:

- (a) Scalabrini Village Ltd;
- (b) Health Services Union NSW Branch;
- (c) Australian Nursing and Midwifery Federation NSW Branch; and
- (d) all those employees of Scalabrini Village performing work within the classifications contained in this agreement and employed in a Village in NSW.

### **4. COMMENCEMENT**

The agreement will commence 7 days after the date of approval by the Fair Work Commission (FWC).

### **5. EXPIRY**

This Agreement shall have a nominal expiry date of 30 June 2020. The parties agree to commence discussions regarding bargaining for a new Agreement no later than three (3) months prior to the expiry date of this Agreement.

### **6. DEFINITIONS**

Where a term of this Agreement has a corresponding definition in the Act, the Regulations or the NES, the definition in the Act, the Regulations or the NES shall apply. Any such terms that are also defined in this Agreement are defined for the convenience only of the parties and shall be overridden to the extent of any inconsistency with the definition found in the Act, the Regulations or the NES.

For the purposes of this Agreement:

**Act** means the [Fair Work Act 2009](#) (as amended).

**Base rate of pay** (refer to section 16 of the Act) means a rate of pay for a period worked (however the rate is described) that does not include incentive-based payments and

bonuses, loadings, monetary allowances, penalty rates or any other similar separately identifiable entitlements.

**Board** means the [Nursing and Midwifery Board of Australia](#) and shall also be taken to mean a reference to the [Australian Health Practitioner Regulation Authority](#) as appropriate/applicable.

**De facto partner** means:

- (a) a person who, although not legally married to the employee, lives with the employee in a relationship as a couple on a genuine domestic basis (whether the employee and the person are of the same sex or different sexes); and
- (b) includes a former de facto partner of the employee.

**Employment classifications** mean those set out in Schedule A to this Agreement and shall apply as if they had been reproduced in full in this clause.

**FWC** means Fair Work Commission

**Immediate Family** means:

- (a) a spouse, a former spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or
- (b) a child, parent, grandparent, grandchild or sibling of a spouse or a former spouse or de facto partner of the employee.

**NES** means the National Employment Standards as amended from time to time.

**Ordinary Pay** includes: the base rate of pay; any applicable over-agreement payments for ordinary hours of work; and Climatic & Isolation Allowance. It does not include, shift or weekend penalties.

**Regulations** means the [Fair Work Regulations 2009](#) associated with the *Fair Work Act 2009* (as amended from time to time).

**Union** or Unions means the Health Services Union NSW Branch; and the Australian Nursing and Midwifery Federation NSW Branch.

**Village** is a residential aged care facility operated by Scalabrini Village Ltd.

## 7. COMPLETE AGREEMENT

- 7.1 Other than individual agreements reached in accordance with Clause 8 - Agreement Flexibility, this Agreement is intended to cover all matters pertaining to the employment relationship. In this regard, it represents a complete statement of the mutual rights and obligations between Scalabrini Village and the employees to the exclusion (to the extent permitted by law) of other laws, awards, agreements (whether registered or unregistered), custom and practice and like instruments or arrangements.
- 7.2 Notwithstanding clause 7.1, the NES will prevail over the content of this Agreement, to the extent of any inconsistency or omission.

## 8. AGREEMENT FLEXIBILITY

- 8.1 Scalabrini Village and an employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:
  - (a) the agreement deals with 1 or more of the following matters:
    - (i) arrangements about when work is performed;
    - (ii) overtime rates;
    - (iii) penalty rates;



- (iv) allowances;
  - (v) leave loading; and
  - (b) the arrangement meets the genuine needs of Scalabrini Village and employee in relation to 1 or more of the matters mentioned in paragraph (a); and
  - (c) the arrangement is genuinely agreed to by Scalabrini Village and employee.
- 8.2 Scalabrini Village must ensure that the terms of the individual flexibility arrangement:
- (a) are about permitted matters under section 172 of the Fair Work Act 2009; and
  - (b) are not unlawful terms under section 194 of the Fair Work Act 2009; and
  - (c) result in the employee being better off overall than the employee would be if no arrangement was made.
- 8.3 Scalabrini Village must ensure that the individual flexibility arrangement:
- (a) is in writing; and
  - (b) includes the name of Scalabrini Village and the employee; and
  - (c) is signed by Scalabrini Village and the employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
  - (d) includes details of:
    - (i) the terms of the enterprise agreement that will be varied by the arrangement; and
    - (ii) how the arrangement will vary the effect of the terms; and
    - (iii) how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
  - (e) states the day on which the arrangement commences.
- 8.4 Scalabrini Village must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- 8.5 Scalabrini Village or the employee may terminate the individual flexibility arrangement:
- (a) by giving no more than 28 days' written notice to the other party to the arrangement; or
  - (b) if Scalabrini Village and the employee agree in writing—at any time.

## **9. NATIONAL EMPLOYMENT STANDARDS**

- 9.1 It is the intention of this Agreement that the NES, as it may be varied from time to time, shall apply to the employees the subject of this Agreement. Any provisions of the NES that are also referred to or set out in this Agreement are for the convenience only of the parties.
- 9.2 Where the NES provides, or is varied to provide, a condition or entitlement more favourable (to the employee) in a particular respect than that set out in this Agreement, the condition or entitlement set out in this Agreement shall be overridden to the extent that it is less favourable than the NES.
- 9.3 Where after the commencement of this Agreement, the NES is varied to remove a condition or entitlement referred to or set out in this Agreement, the condition or entitlement referred to or set out in this Agreement shall have no effect.
- 9.4 Where after the commencement of this Agreement, the NES is varied to provide a condition or entitlement less favourable (to the employee) in a particular respect than that referred to or set out in this Agreement, the condition or entitlement referred to or set out in this

Agreement shall be overridden to the extent that it is more favourable than the NES as varied.

9.5 Clauses 9.3 and 9.4 will not apply with respect to:

- (a) Schedule B - Pay, Other Rates and Allowances; and
- (b) Clause 22.2 - Paid Personal/Carer's Leave.

## 10. AVAILABILITY OF AGREEMENT

Scalabrini Village must ensure that copies of this Agreement and the NES are available to all employees to whom they apply, such as on a notice board, which is conveniently located at or near the workplace or through electronic means, whichever makes them more accessible.

## PART 2 - ENGAGEMENT

### 11. EMPLOYEE ENGAGEMENT

#### 11.1 Minimum Employment Period:

- (a) Employees (other than casual employees) will be on a period of probation for the first 6-months of employment (12-months for small business) for the purpose of determining the employee's suitability for ongoing employment.
- (b) At any time during the probation period, Scalabrini Village or the employee can terminate the employment by providing written notice in accordance with clause 34 – Termination of Employment.
- (c) Employees will not be protected from unfair dismissal. where they are terminated within the probation period ending at the earlier of:
  - (i) the time when the person is given notice of the dismissal; or
  - (ii) immediately before the dismissal

11.2 **Full-time Employees:** A full-time employee is one engaged as such and whose ordinary hours of work average 38 hours per week.

#### 11.3 Part-time Employees:

- (a) A part-time employee is an employee who is engaged to work less than an average of 38 ordinary hours per week and whose hours of work are reasonably predictable.
- (b) Before commencing part-time employment, Scalabrini Village and the employee will agree in writing the guaranteed minimum number of hours to be worked and the rostering arrangements which will apply to those hours.
- (c) Reasonable additional hours may be worked in accordance with clause 14 - Hours.
- (d) **Review of Part-time Hours:** At the request of an employee, the hours worked by the employee will be reviewed annually. Where the employee is regularly working more than their guaranteed minimum number of hours then such hours shall be adjusted by Scalabrini Village, and recorded in writing to reflect the hours regularly worked.
  - (i) The hours worked in the following circumstances will not be incorporated in the adjustment:
    - (A) if the increase in hours is as a direct result of an employee being absent on leave, such as for example, annual leave, long service leave, parental leave, workers compensation; and

- (B) if the increase in hours is due to a temporary increase in hours, for example, due to the specific needs of a resident.
- (e) Any adjusted guaranteed minimum number of hours resulting from a review identified in clause 11.3(d) should, however, be such as to readily reflect roster cycles and shift configurations utilised at the workplace.

#### 11.4 **Casual Employees:**

- (a) A casual employee is one who is engaged as such on an hourly basis otherwise than as a full-time employee or a part-time employee.
- (b) **Casual Conversion**
  - (i) A casual employee who has been rostered on a regular and systematic basis over a period of 26 weeks has the right to request conversion to permanent employment:
    - (A) on a full-time contract where the employee has worked on a full-time basis throughout the period of casual employment; or
    - (B) on a part-time contract where the employee has worked on a part-time basis throughout the period of casual employment.
  - (ii) Scalabrini Village may consent to or refuse the request, but shall not unreasonably withhold agreement to such a request. Such contract would generally be on the basis of the same number of hours as previously worked, subject to the following:
  - (iii) The hours worked in the following circumstances will not be incorporated in a consent and conversion:
    - (A) where the increase in hours is as a direct result of an employee being absent on leave, such as for example, annual leave, long service leave, parental leave, workers compensation; and/or
    - (B) where the increase in hours is due to a temporary increase in hours, for example, due to the specific needs of a resident.
  - (iv) The guaranteed minimum number of hours resulting from a casual conversion should reflect roster cycles and shift configurations utilised in the workplace.
  - (vi) Casual conversion will not apply where a casual has covered absences of permanent employees that are expected to return to work.

#### 11.5 **Trainees:**

Trainees shall be employed in accordance with the provisions set out in Schedule D to this Agreement. The rates contained in Schedule D will move in accordance with changes to the Trainee rates at Schedule E – National Training Wage in the *Miscellaneous Award 2010* as they vary from time to time.

#### 11.6 **Supported Wage**

- (a) Employees who because of the effects of a disability are eligible for a supported wage under the terms of this Agreement shall be employed in accordance with the provisions set out in Schedule C to this Agreement. The minimum rates and percentages contained in Schedule C will move in accordance with changes to the Supported Wage provisions in the Aged Care Award 2010 as they vary from time to time.

#### 11.7 **Recognition of Service and Experience**

- (a) From the time of commencement of employment an employee has three months in which to provide documentary evidence to Scalabrini Village detailing any other

relevant service or experience not disclosed at the time of commencement. This evidence, in the absence of other documentary evidence, may take the form of a statutory declaration.

- (b) Until such time as the employee furnishes any such documentation contemplated in clause 11.7(a), Scalabrini Village shall pay the employee at the level for which proof has been provided.
- (c) If within three months of commencing employment an employee does provide documentary evidence of other previous relevant service or experience not disclosed at the time of commencement, Scalabrini Village shall pay the employee at the appropriate rate as and from the date of commencement that would have been paid from that date had the additional evidence been provided at that time.
- (d) If an employee provides documentary evidence of other previous relevant service or experience not disclosed at the time of commencement after the said 3-months period, the employee shall be paid a rate appropriate for the previous relevant service or experience then proved, but only from the date of providing that evidence to Scalabrini Village.
- (e) An employee who is working in the same classification for more than one organisation shall notify Scalabrini Village within 1-month of the end of each quarter of their hours worked with those other employers in the last quarter.
- (f) An employee who is entitled to progress to the next year of service or experience (by reason of hours worked with other employers) as and from a particular date must provide proof of that entitlement within 3-months of that entitlement arising. If that proof is so provided, the employee shall be paid at the higher rate as and from the date they were entitled to progress to the next year of service or experience. If the proof is provided outside that three-month period, the employee shall be paid at the higher rate only from the date that proof is provided.
- (g) A registered nurse or enrolled nurse who has trained outside New South Wales shall be paid as a registered nurse or enrolled nurse as from the date she or he notifies Scalabrini Village in writing that she or he is eligible for registration or enrolment as a registered nurse or enrolled nurse; provided that she or he makes application for registration within 7-days after being so notified that she or he is eligible for registration.
- (h) For the purpose of yearly progression based on service and experience an employee must complete 1976 hours of work including any Annual Leave taken during the year.

#### **11.8 Re-grading of Employee Classification**

- (a) Where the nature of the work undertaken by an employee changes, such that the majority of the work regularly performed is work of a type normally associated with a higher classification, the employee may apply to have their position reclassified to the higher classification.
- (b) An application for re-grading by an employee must be made in writing.
- (c) Scalabrini Village must respond to the request in writing within 3 weeks, indicating whether the application is approved or denied. Where denied the response must provide reasons.
- (d) Changes in work by themselves may not lead to a change in an employee's substantive classification. Factors with a bearing on the decision may include whether the changes:
  - (i) involve the exercise of skills, responsibility and/or autonomy normally undertaken at a higher classification;
  - (ii) are permanent or temporary; and/or

- (iii) involve work at a higher classification or not (e.g. simply performing more work at the same classification or different work at the same classification would not qualify for re-grading)

#### 11.9 National Criminal History Record Check

- (a) It is a condition of employment that employees, contractors and volunteers, who have, or are reasonably likely to have access to care recipients undergo a National Criminal History Record Check, commonly known as a Police Check on commencement of employment and at any other time as directed by Scalabrini Village.
- (b) Scalabrini Village will pay the cost of renewal of Police Checks for employees required to undergo such checks.
- (c) New employees will be required to pay for their initial Police Check before commencing employment.

### 12. PAY AND PAYMENT

#### 12.1 Full-Time and Part-Time Employees

- (a) Full-time and Part-time employees:
  - (i) employed in an existing classification prior to the commencement of this Agreement, will be classified, and paid in accordance with the base rates of pay in [Table 1A](#) or [Table 1B](#), of Schedule B to this Agreement;
  - (ii) employed in a new classification on or subsequent to the date of commencement of this Agreement, will be classified, and paid in accordance with the base rates of pay in [Table 2A](#) or [Table 2B](#), of Schedule B to this Agreement.
- (b) Full-Time Employees have the benefit of all of the other entitlements set out in this Agreement.
- (c) Part-Time Employees have the benefit of all of the other entitlements set out in this Agreement on a pro rata basis in the same proportion as their ordinary hours of work bear to full-time hours

#### 12.2 Nursing Employees

- (a) The base rate of pay for AINs will be as set out in [Table 1A](#) or [Table 2A](#); or 3.5% higher than the AIN rates in the Nurses Award 2010, whichever is the greater.
- (b) The base rate of pay for nurses in this Agreement is inclusive of a buy-out of one week's annual leave for all nursing classifications, which equates to 1.92% of the base rate of pay.

#### 12.3 Casual Employees

- (a) For Casual employees:
  - (i) employed in an existing classification prior to the commencement of this Agreement, will be classified, and paid in accordance with the base rates of pay in [Table 1A](#) or [Table 1B](#), of Schedule B to this Agreement. In addition, a casual loading of 25% is payable.
  - (ii) employed on or subsequent to the date of commencement of this Agreement, will be classified, and paid in accordance with the base rates of pay in [Table 2A](#) or [Table 2B](#), of Schedule B to this Agreement. In addition, a casual loading of 25% is payable.

- (b) Where it is expressly stated in this Agreement that overtime and public holiday payments are to be made to casual employees, such payments shall be taken to be inclusive of and not in addition to the casual loading referred to in clause 12.3(a).
- (c) Other penalty payments for casual employees shall be made pursuant to Clause 18 - Shift and Weekend Work.
- (d) A casual employee will be paid shift allowances calculated on the ordinary pay excluding the casual loading with the casual loading component then added to the penalty rate of pay.
- (e) Casual employees have the benefit of all of the other entitlements set out in this Agreement, which are applicable to casual employees, on a pro rata basis in the same proportion as their ordinary hours of work bear to full-time hours.
- (f) A casual employee's entitlement to long service leave is governed by the provisions of the Long Service Leave Act 1955 (NSW).
- (g) Clauses that do not apply to casual employees include: Clause 15 - Rosters; Clause 21 - Annual Leave; Clause 26 - Repatriation Leave.

## 12. Trainees

- (a) The base rates of pay in the appropriate employment classification for trainees shall be the hourly rates of pay set out in Schedule D to this Agreement.
- (b) The rates contained in Schedule D will move in accordance with changes to the Trainee rates at Schedule E – National Training Wage in the *Miscellaneous Award 2010* as they vary from time to time.

### 12.5 Payment of Wages

- (a) Wages shall be paid fortnightly or where mutually agreed, monthly.
- (b) Employees shall have their wages paid by direct deposit or electronic transfer into one account with a bank or other financial institution as nominated by the employee. Wages shall be deposited by Scalabrini Village in sufficient time to ensure that wages are available for withdrawal by employees by the close of business on pay day. Where the wages are not available to the employee by such time due to circumstances beyond Scalabrini Village's control, Scalabrini Village shall not be held accountable for such delay.
- (c) Where the services of an employee are terminated with due notice, all moneys owing shall be paid upon cessation of employment, but in the case of termination without due notice, within 3 working days.
- (d) Where Scalabrini Village has overpaid an employee, Scalabrini Village shall notify the employee in writing of such overpayment and how such overpayment is made up, and may recover such amounts, with the agreement of the employee as to the amount of the overpayment and method of such recovery. This clause authorises the use of deductions from wages for the purpose of such recovery. All such deduction from wages must be authorised in writing by the employee.

### 12.6 Particulars of Wages

- (a) On pay day each employee shall be provided with a pay slip in electronic form or hardcopy which complies with the relevant provisions of the Act. (See Regulation 3.46 of the *Fair Work Regulations 2009* replicated below):
  - (i) Scalabrini Village's name; and
  - (ii) the employee's name; and
  - (iii) the period to which the pay slip relates; and

- (iv) the date on which the payment to which the pay slip relates was made; and
  - (v) the gross amount of the payment; and
  - (vi) the net amount of the payment; and
  - (vii) any amount paid to the employee that is a bonus, loading, allowance, penalty rate, incentive-based payment or other separately identifiable entitlement; and
  - (viii) on and after 1 January 2010 the Australian Business Number (if any) of Scalabrini Village.
- (b) If an amount is deducted from the gross amount of the payment, the pay slip must also include the name, or the name and number, of the fund or account into which the deduction was paid.
- (c) If the employee is paid at an hourly rate of pay, the pay slip must also include:
- (i) the rate of pay for the employee's ordinary hours (however described); and
  - (ii) the number of hours in that period for which the employee was employed at that rate; and
  - (iii) the amount of the payment made at that rate.
- (d) If the employee is paid at an annual rate of pay, the pay slip must also include the rate as at the latest date to which the payment relates.
- (e) If Scalabrini Village is required to make superannuation contributions for the benefit of the employee, the pay slip must also include:
- (i) the amount of each contribution that Scalabrini Village made during the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contribution was made; or
  - (ii) the amounts of contributions that Scalabrini Village is liable to make in relation to the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contributions will be made.
- (f) Scalabrini Village shall, upon written request from an employee, provide a record of that employees' current accrued leave entitlements.

### **13. REMUNERATION PACKAGING**

13.1 Where agreed between Scalabrini Village and an employee, Scalabrini Village may introduce remuneration packaging. The terms and conditions of such a package may make provision for a salary greater than that contained in the salary band. The package overall shall not be less favourable than the entitlements otherwise available under this Agreement on a global or overall basis and shall be subject to the following provisions:

- (a) Scalabrini Village shall ensure that the structure of any package complies with taxation and other relevant laws;
- (b) Scalabrini Village shall confirm in writing to the employee the classification level and the current salary payable as applicable to the employee under this Agreement;
- (c) Scalabrini Village shall advise the employee in writing of his or her right to choose payment of that salary referred to in clause 13.1(b) above instead of a remuneration package;
- (d) Scalabrini Village shall advise the employee, in writing, that all Agreement conditions, other than the salary shall continue to apply;
- (e) when determining the remuneration package, the non-salary fringe benefit shall be in accordance with relevant Australian Taxation Office legislation;

- (f) a copy of the agreement shall be made available to the employee;
- (g) the employee shall be entitled to inspect details of the payments made under the terms of this agreement;
- (h) the configuration of the remuneration package shall remain in force for the period agreed between the employee and Scalabrini Village;
- (i) where at the end of the agreed period the full amount allocated to a specific benefit has not been utilised any unused amount shall be paid as salary which will be subject to usual taxation requirements;
- (j) remuneration packaging is only offered on the strict understanding and agreement that in the event existing taxation law is changed regarding Fringe Benefit Tax or personal tax arrangements, and that change may impact on this agreement, all salary packaging arrangements may at the discretion of Scalabrini Village be terminated. Upon termination in these circumstances the employee's rate of pay will revert to the rate of pay that applied immediately prior to a salary packaging agreement made pursuant to this clause, or the appropriate Agreement rate of pay whichever is greater;
- (k) where changes are proposed to salary packaging arrangements other than to flow on wage increases, or salary packaging arrangements are to be cancelled for reasons other than legislative requirements, then Scalabrini Village and/or the employee must give 3-months' notice of the proposed change;
- (l) in the event that an employee ceases to be employed by Scalabrini Village this agreement will cease to apply as at the date of termination and all leave entitlements due on termination shall be paid at the rates in accordance with clause 13.1(b) above. Any outstanding benefit shall be paid on or before the date of termination; and
- (m) any pay increases granted to employees under this Agreement shall also apply to employees' subject to remuneration packaging arrangements within this clause.

## **14. HOURS**

### **14.1 Reasonable Additional Hours**

- (a) All hours worked over an average of 38 ordinary hours per week, will be deemed to be additional hours. All hours worked by part-time employees beyond their guaranteed minimum number of hours will be treated as additional hours for the purpose of this clause. From time to time, full time employees may be required to work a reasonable amount of additional hours. Part time employees may be asked, but not required, to work a reasonable number of additional hours. All additional hours worked will be paid in accordance with this Agreement.
- (b) An employee may not be required to work additional hours in circumstances where the working of additional hours would result in the employee working hours which are unreasonable having regards to (refer to section 62 of the Act):
  - (i) any risk to employee health and safety from working the additional hours;
  - (ii) the employee's personal circumstances, including family responsibilities;
  - (iii) the needs of the workplace or enterprise in which the employee is employed;
  - (iv) whether the employee is entitled to receive overtime payments, penalty rates or other compensation for, or a level of remuneration that reflects an expectation of, working additional hours;



- (v) any notice given by Scalabrini Village of any request or requirement to work the additional hours;
- (vi) any notice given by the employee of his or her intention to refuse to work the additional hours;
- (vii) the usual patterns of work in the industry, or the part of an industry, in which the employee works;
- (viii) the nature of the employee's role, and the employee's level of responsibility;
- (ix) whether the additional hours are in accordance with averaging terms included under section 63 in a modern award or enterprise agreement that applies to the employee, or with an averaging arrangement agreed to by Scalabrini Village and employee under section 64;
- (x) any other relevant matter.

#### 14.2 Arrangement of Hours

- (a) The ordinary hours of work, exclusive of meal times, shall not exceed an average of 38 hours per week.
- (b) The hours of work prescribed in clause 14.2(a) may be arranged as follows:
  - (i) 76 hours per fortnight to be arranged so that each employee shall not work their ordinary hours on more than ten days in the fortnight; or
  - (ii) 152 hours in a 28 calendar-day cycle to be arranged so that each employee shall not work their ordinary hours on more than 20 days in the 28 calendar-day cycle; or
  - (iii) or 152 hours in a 28 calendar- day cycle to be arranged so that each employee shall not work their ordinary hours on no more than 19-days with the twentieth day taken as an accrued paid day off (ADO).
  - (iv) as otherwise agreed in writing between Scalabrini Village and the employee.
- (c) Employees will be free from duty for not less than 4 full days in each fortnight or 8 full days in each 28-day cycle. Where practicable days off will be consecutive. These days are referred to as "Rostered Days Off" (RDO's).
- (d) Each shift shall consist of no more than 10 hours of work at ordinary time (not including unpaid breaks).
- (e) An employee shall not work more than seven consecutive shifts unless the employee requests and Scalabrini Village agrees.
- (f) Except for meal breaks and the periods not worked in broken shifts, all time from the commencement to the cessation of duty each shift shall count as working time.
- (g) Scalabrini Village will ensure there is provision for handover between Registered Nurses at the commencement of each shift to inform of any changes to a residents' health status.

#### 14.3 Minimum Starts

The following minimum starts will apply to employees, except with respect to: Clause 33 - Disciplinary Matters; Clause 34 - Termination of Employment; Clause 38 - Attendance at Meetings; and Clause 39 - Training.

- (a) Full-time employees shall receive a minimum payment of 4-hours for each start in respect of ordinary hours of work.
- (b) Part-time employees shall receive a minimum payment of 3 hours for each start in respect of ordinary hours of work.

- (c) Casual employees shall receive a minimum payment of 2 hours for each start in respect of ordinary hours of work.

#### 14.4 **Allocated Days Off (ADO)**

- (a) A full-time employee whose ordinary hours of work are arranged in accordance with clause 14.2(b)(iii) shall be entitled to an ADO in each cycle of 28 days. The ordinary hours of work on each of those days shall be arranged to include a proportion of 1 hour on the basis of 0.4 of one hour for each 8-hour shift worked which shall accumulate towards the employee's allocated day off duty on pay.
- (b) A full-time employee's ADO shall be determined by mutual agreement between the employee and Scalabrini Village having regard to the needs of the place of employment or sections thereof. Such ADO shall, where practicable, be consecutive with the rostered days off. Provided that ADO's shall not be rostered on public holidays.
- (c) Where Scalabrini Village and the employee agree, up to 6 ADO's may be accumulated and taken in conjunction with the employee's annual leave or at another agreed time.
- (d) Where more than 6 days have been accumulated, Scalabrini Village may require the employee to:
  - (i) take the ADO's within 3 months; or
  - (ii) be paid out the ADO's at ordinary pay.
- (e) No time towards an ADO shall accumulate during periods of workers' compensation, unpaid parental leave, long service leave, any period of unpaid leave, annual leave or on an ADO.
- (f) Credit towards an ADO shall continue to accumulate whilst an employee is on paid personal/carers leave. Where an allocated day off duty falls during a period of personal/carers leave, the employee's available sick leave shall not be debited for that day.
- (g) Employees entitled to ADO's shall continue to accrue credits towards them in respect of each day those employees are absent on leave in accordance with clause 19 - Public Holidays.
- (h) An employee will be paid for any accumulated ADOs, at ordinary pay, on the termination of their employment for any reason.
- (i) By agreement with Scalabrini Village an employee may cash out any accumulated ADO's at ordinary pay

#### 14.5 **Broken Shifts**

- (a) A broken shift may be worked where there is agreement between Scalabrini Village and the employee to work the broken shift.
- (b) A 'broken shift' means a single shift worked by an employee that includes one or more breaks (other than a meal break) of not more than 4 hours.
- (c) Where the time between the commencement and termination of the broken shift exceeds 12 hours, all work performed beyond that 12 hours will be paid at double ordinary time.
- (d) An employee must receive a minimum break of 10 hours between broken shifts rostered on successive days.
- (e) Where a broken shift is worked, an employee shall receive an allowance equivalent to half an hour of their ordinary pay per shift.

- (f) Payment for a broken shift shall be at ordinary pay with penalty rates and shift allowances in accordance with Clause 18 - Shift and Weekend Work.

## **15. ROSTERS**

- 15.1 (a) Scalabrini Village shall make available for each employee, in a form accessible to the employee, a roster which includes the following information:
  - (i) the ordinary hours of work for each employee; and
  - (ii) ADO's where applicable.
- (b) The roster shall be displayed two weeks prior to the commencing date of the first working period in any roster subject to clauses 15.1(c) and 15.2(a).
- (c) The roster and changes to the roster may be communicated to an employee in a range of ways including: hard copy in a place conveniently accessible to an employee; telephone; direct contact; mail; email; text message or facsimile.
- (d) Clause 15.1(a) shall not make it obligatory for Scalabrini Village to display any roster of ordinary hours of work of casual or relieving employees.
- 15.2 (a) Notwithstanding clause 15.1, a roster may be altered at any time:
  - (i) so as to enable the service of the organisation to be carried on;
    - (A) where another employee is un-expectedly absent from duty; or
    - (B) in the event of an emergency; or
  - (ii) where Scalabrini Village and the employee/s affected agree.

## **16. BREAKS**

- 16.1 Two separate 10-minute tea breaks (in addition to meal breaks) shall be allowed each employee on duty during each ordinary shift of 7.6 hours or more. Where an employee works 4 hours or more but less than 7.6 hours, the employee shall be allowed one 10-minute tea break. Subject to agreement between Scalabrini Village and the employee, the two 10-minute tea breaks may alternatively be taken as one 20-minute tea break, or by one 10-minute tea break with the employee allowed to proceed off duty ten minutes before the completion of the normal shift finishing time. Such tea break/s shall count as working time.
- 16.2 (a) Employees shall not be required to work more than 5 hours without a meal break. Such meal break shall be of between 30 and 60 minutes' duration and shall not count as time worked.
- (b) Where an employee requests in writing, in accordance with the provisions of Clause 8 – Agreement Flexibility and Scalabrini Village agrees, an employee may work up to six hours without a meal break.
- 16.3 Notwithstanding the provisions of clause 16.2, an employee required to work in excess of 10 hours in a shift shall be entitled to a 60-minute meal break. Such time shall be taken as either two thirty-minute meal breaks or one 60-minute meal break, subject to agreement between Scalabrini Village and the employee.
- 16.4 An employee must receive the following breaks between shifts:
  - (a) 8 hours:
    - (i) between ordinary rostered shifts, which are not broken shifts; and/or
    - (ii) where reasonable additional hours are worked which are not overtime hours; and

- (b) 10 hours where overtime is worked or where broken shifts are worked on successive days.

## **17. OVERTIME**

17.1 Overtime is paid in the following circumstances:

- (a) Where a full time employee:
  - (i) works in excess of their ordinary hours;
  - (ii) works in excess of 10 hours per shift;
  - (iii) works on a rostered day off. This means the employee works on more than 10 days in a fortnight or more than 20 days in a 28-day cycle.
- (b) Where a part time employee:
  - (i) works in excess of 10 hours per shift; and/or
  - (ii) works in excess of 76 hours per fortnight, where employed by the fortnight; and/or
  - (iii) works in excess of 152 hours per 4-weekly period, where employed on a 4-weekly basis; and/or
  - (iv) works on a rostered day off. This means the employee works on more than 10 days in a fortnight or more than 20 days in a 28-day cycle.
- (c) Where a casual employee:
  - (i) works in excess of 10 hours per shift; and/or
  - (ii) works in excess of 76 hours per fortnight.
- (d) Where an employee is deprived of part or their break between shifts as required by clause 16.4.

17.2 Overtime shall be paid at the base rate of pay in accordance with the following:

- (a) Monday to Saturday - Overtime shall be paid time and one half up to 2 hours each day and thereafter double time;
- (b) Sunday - Overtime shall be paid at double time;
- (c) Public Holidays - Overtime shall be paid double time and one-half;
- (d) Overtime rates under this clause will be in substitution for and not cumulative upon the shift and weekend penalties prescribed in clause 18 - Shift and Weekend Work and the casual loading in clause 12.3(a).

17.3 Where the next shift is due to commence before the employee has had their break, one of the following will apply:

- (a) The employee will be released prior to, or after the completion of their shift to permit them to have their break without loss of pay for the working time occurring during such absence.
- (b) If at the request of Scalabrini Village an employee works without their break, they shall be paid until they are released from duty at overtime rates. Once released from duty such employees shall be entitled to be absent from work until they have had their break without loss of pay for working time occurring during such an absence.

17.4 With the exception of employees working broken shifts, employees who are recalled to work overtime after leaving Scalabrini Village's place of work shall be paid a minimum of four hours at the applicable overtime rate for each time so recalled. The 4-hour minimum

payment only applies where overtime is payable for any of the work for which the employee is recalled to perform. Provided that, except in unforeseen circumstances, an employee shall not be required to work the full four hours if the tasks they were recalled to perform are completed within a shorter period.

- (a) An employee recalled to work overtime shall be reimbursed reasonable travel expenses incurred in respect of the recall to work.
- (b) Provided that where an employee elects to use his or her own vehicle the employee shall be paid the per kilometre allowance set out in Item 6 of [Table 3](#) of Schedule B to this Agreement.

17.5 For the purposes of assessing overtime, each day shall stand alone, provided that where any one period of overtime is continuous and extends beyond midnight, all overtime hours in this period shall be regarded as if they had occurred within the one day.

17.6 An employee and Scalabrini Village may agree to the employee taking time off instead of being paid for a particular amount of overtime that has been worked by the employee on the following bases:

- (a) (i) Employees other than Assistants in Nursing. Time off in lieu of overtime is taken on the basis of hour for hour at ordinary pay.  
Example: One hour off for each hour of overtime worked.
- (ii) Assistants in Nursing. The period of time off that an employee is entitled to take is equivalent to the overtime payment that would have been made.  
Example: An employee who worked 2 overtime hours at the rate of time and a half is entitled to 3 hours' time off.
- (b) Time off in lieu of overtime must be taken at a mutually agreed time within 4 months after the time it is worked.
- (c) If the time off has not been taken within the period of 4 months, Scalabrini Village must pay the employee for the overtime, in the next pay period following those 4 months, at the overtime rate applicable to the overtime when worked.
- (d) If, on the termination of the employee's employment, time off for overtime worked by the employee has not been taken, Scalabrini Village must pay the employee for the overtime at the overtime rate applicable to the overtime when worked.
- (e) Scalabrini Village must maintain records of all time in lieu of overtime owing and taken by employees.
- (f) With the exception of clause 17.6(g) employees cannot be compelled to take time off in lieu of overtime and Scalabrini Village cannot be compelled to agree to provide the employee with time off in lieu of overtime.
- (g) A full time employee required to work on a rostered day off, may elect to be paid at overtime rates for all hours worked on that day, or take the equivalent number of hours as time in lieu, on a day which shall be mutually agreed with Scalabrini Village.
- (h) Where no election is made the employee shall be paid overtime rates in accordance with this Agreement.

## **18. SHIFT AND WEEKEND WORK**

18.1 Employees shall be paid the following penalties, calculated on their ordinary pay, for shifts rostered in accordance with the following. Provided that part time and casual employees shall only be entitled to the additional rates where their shifts commence prior to 6:00 am, or finish subsequent to 6:00 pm:

- (a) 10% for afternoon shift commencing after 10:00 am and before 1:00 pm.
  - (b) 12.5% for afternoon shift commencing at or after 1:00 pm and before 4:00 pm.
  - (c) 15% for night shift commencing at or after 4:00 pm and before 4:00 am.
  - (d) 10% for night shift commencing at or after 4:00 am and before 6:00 am.
- 18.2 In addition to applicable shift penalties, in clause 18.1, casual employees will also be entitled to the casual loading in clause 12.3(a) calculated on their ordinary rate of pay.
- 18.3 Employees shall be paid the following penalties for ordinary hours of work occurring on a Saturday or a Sunday:
- (a) for work between midnight on Friday and midnight on Saturday - time and one half.
  - (b) for work between midnight on Saturday and midnight on Sunday – time and three-quarters.
- 18.4 Weekend penalties in clause 18.3 shall be in substitution for and not cumulative upon the shift penalties prescribed in clauses 18.1.
- 18.5 Weekend penalties in clause 18.3 shall be in substitution for and not cumulative upon the casual loading at clause 12.3(a) for all employees other than Assistants in Nursing who shall be entitled to the casual loading calculated on their ordinary rate of pay and then added to the weekend penalty.

## 19. PUBLIC HOLIDAYS

- 19.1 Public holidays are provided for in the NES. This clause contains additional provisions.
- 19.2 Scalabrini Village may request an employee to work on a particular public holiday. An employee who, without the consent of Scalabrini Village or without reasonable cause, such as personal/carers leave, is absent from work on a public holiday after agreeing to work on a public holiday, is not entitled to any payment for such public holiday.
- 19.3 The employee may refuse the request (and take the day off) if the employee has reasonable grounds for doing so. In determining whether an employee has reasonable grounds for refusing a request to work on a public holiday regard must be had to the matters set out in section 114 of the Act. This Agreement expressly contemplates that Scalabrini Village will require work on public holidays, or particular public holidays, and the parties acknowledge that the nature of the work performed by the employee, the type of employment (for example, whether full-time, part-time, casual or shift work) and the nature of Scalabrini Village's workplace or enterprise (including its operational requirements) will require work on public holidays, or particular public holidays.
- 19.4 Public holidays shall be allowed to employees without loss of ordinary pay.
- 19.5 (a) For the purposes of this agreement, the following shall be deemed to be public holidays:
- (i) New Year's Day; Australia Day; Good Friday; Easter Saturday; Easter Sunday; Easter Monday; Anzac Day; Queen's Birthday; Labour Day; Christmas Day; Boxing Day;
  - (ii) any other day, or part-day, declared or prescribed by or under a law of a State or Territory to be observed generally within the State or Territory as a public holiday, other than a day or part-day, or a kind of day or part-day, that is excluded by the regulations from counting as a public holiday; and
  - (iii) **Local Public Holiday:** any other day, or part-day, declared or prescribed by or under a law of a State or Territory to be observed within a region of the State or Territory, as a public holiday, other than a day or part-day, or a kind

of day or part-day, that is excluded by the regulations from counting as a public holiday

- (b) If, under (or in accordance with a procedure under) a law of a State or Territory, a day or part-day is substituted for a day or part-day that would otherwise be a public holiday because of subclause 19.5(a), then the substituted day or part-day is the public holiday.
- (c) **Additional Public Holiday:** Where, in accordance with clause 19.5(a)(iii):
  - (i) a full day is proclaimed and observed as a local public holiday, within the calendar year and within the area in which the Village is situated no additional public holiday day is granted by this sub-clause;
  - (ii) no local public holiday is proclaimed and observed within the calendar year and within the area in which the Village is situated a full day will be observed as an Additional Public Holiday between Christmas and New Year, within the days Monday to Friday inclusive and not coinciding with a date that is already a gazetted public holiday for that calendar year;
  - (ii) a part of a day is proclaimed and observed as a local public holiday within the calendar year and within the area in which the Village is situated a full day will be substituted and observed as an Additional Public Holiday to be taken between Christmas and New Year, within the days Monday to Friday inclusive and not coinciding with a date that is already a gazetted public holiday for that calendar year.
- (d) Scalabrini Village and employees may agree to substitute another day for a public holiday observed at clause 19.5.

19.6 An employee who is required to and does work on any public holiday prescribed in this clause shall be paid in lieu of all other shift penalties (except broken shift allowances), weekend penalties, casual loading, as follows:

- (a) **Full-time Employees:** Time and one half for all ordinary time worked in addition to the weekly rate. Alternatively, if the employee elects, half-time extra for all time worked in addition to the weekly rate and have 1 ordinary working day added to be taken in conjunction with the period of annual leave.
- (b) **Part-time Employees:** Double and a half for all time worked on the public holiday, although where the time worked by agreement is less than the rostered shift, the balance of the rostered shift will be paid at ordinary pay. Alternatively, if the employee elects, half-time extra for all time worked in addition to the weekly rate and have the equivalent number of hours worked added to be taken in conjunction with the period of annual leave.
- (c) **Casual Employees:** Double time and one-half the basic rate of pay for casuals for all time worked. Such payment shall be taken to be inclusive of and not in addition to the casual loading referred to in clause 12.3(a).

19.7 The election referred to in clause 19.6 is to be made in writing by the employee at the commencement of each year of employment and may only be changed within that period with the agreement of Scalabrini Village.

## 20. ALLOWANCES

### 20.1 In Charge Allowance

- (a) A registered nurse who is designated by Scalabrini Village to be in charge during the day, evening or night of a Village shall be paid in addition to his or her appropriate

salary, whilst so in charge, the per shift allowance set out in Item 2 (for less than 100 beds) or Item 3 (for 100 or more beds) of [Table 3](#) of Schedule B to this Agreement.

- (b) A registered nurse who is designated by Scalabrini Village to be in charge of a shift in a section of a Village shall be paid in addition to his or her appropriate salary, the per shift allowance set out in Item 4 of [Table 3](#) of Schedule B to this Agreement.
- (c) Clause 20.1 shall not apply to registered nurses holding classified positions of a higher grade than a registered nurse.

## 20.2 Vehicle/Travelling Allowance

- (a) An employee sent for duty to a place other than his or her regular place of duty shall be paid for all excess travelling time at the appropriate rate of pay and reimbursed excess travelling expenses.
- (b) Where an employee is called upon and agrees to use his or her private vehicle for official business, the employee shall be paid the per kilometre allowance set out in Item 5 of [Table 3](#) of Schedule B to this Agreement. The payment will be based on the most direct available route between work locations, excluding travel to and from the employee's home to the first place of work and return to home at the end of his or her duties. This allowance will be revised annually in line with movements to the vehicle allowance in clause 15.7(a) of the Aged Care Award.
- (c) Where an employee is required to use public transport for travel on official business such employee is to be reimbursed actual expenses incurred for such travel, excluding travel from the employee's home to the first place of work and return to home at the cessation of his or her duties.
- (d) No payment shall be made under clauses 20.2(b) and 20.2(c) unless Scalabrini Village is satisfied that the employee has incurred expenditure for such travel.
- (e) Where employees are rostered to work at different locations they shall be paid for the time taken to travel via the most direct available route between the locations. This excludes travel to the first place of work and travel from the last place of work.

## 20.3 Uniforms Allowance

- (a) Subject to the following sub-clauses sufficient suitable and serviceable uniforms or other items of clothing or equipment shall be supplied free of cost, to each employee required to wear them. An employee to whom a new uniform or part of a uniform has been supplied by the organisation, who fails to return the corresponding article last supplied, shall not be entitled to have such article replaced without payment for it at a reasonable price, in the absence of a satisfactory reason for the loss of such article or failure to produce such uniform or part thereof.
- (b) Upon termination, an employee shall return any uniform or equipment or part thereof supplied by the organisation, which is still in use by the employee, immediately prior to leaving.
- (c) In lieu of supplying a uniform, where required, to an employee, Scalabrini Village shall pay the employee the weekly allowance set out in Item 7 of [Table 3](#) of Schedule B to this Agreement.
- (d) In lieu of supplying special-type shoes, where required, to an employee, Scalabrini Village shall pay the employee the weekly allowance set out in Item 8 of [Table 3](#) of Schedule B to this Agreement.
- (e) In lieu of supplying a cardigan or jacket, where required, to an employee Scalabrini Village shall pay the employee the weekly allowance set out in Item 9 of [Table 3](#) of Schedule B to this Agreement.



- (f) In lieu of supplying stockings, where required, Scalabrini Village shall pay the employee the weekly allowance set out in Item 10 of [Table 3](#) of Schedule B to this Agreement.
- (g) In lieu of supplying socks, where required, to an employee Scalabrini Village shall pay the employee the weekly allowance set out in Item 11 of [Table 3](#) of Schedule B to this Agreement.
- (h) If, in any Village, the uniforms of an employee are not laundered at the expense of the Village, the sum per week set out in Item 12 of [Table 3](#) of Schedule B to this Agreement shall be paid to the said employee.
- (i) An employee who works less than 38-hours per week shall be entitled to the allowances prescribed by this clause in the same proportion as the average hours worked each week bears to 38 ordinary hours.
- (j) Each employee whose duties require them to work out of doors shall be supplied with over boots. Sufficient raincoats shall also be made available for use by these employees.
- (k) Each employee whose duties require them to work in a hazardous situation with or near machinery shall be supplied with appropriate protective clothing and equipment.
- (l)
  - (i) Laundry allowance shall not be paid to any employee on absences exceeding one week.
  - (ii) All other allowances in this clause will not be paid to employees during absences on:
    - (A) Workers Compensation; Long Service Leave and periods of leave without pay; and
    - (B) Personal/Carers leave beyond 3 weeks.

#### 20.4 On Call Allowance

- (a) An employee who, at the request of Scalabrini Village, agrees to be on call and is rostered on call shall be paid the allowance, for each period of 24 hours or part thereof, set out in Item 13 of [Table 3](#) of Schedule B to this Agreement. An employee on call agrees to make themselves ready and available to return at short notice to work at Scalabrini Villages' premises, whilst off duty.
- (b) An employee who is directed to remain on call during a meal break shall be paid the meal break allowance set out in Item 14 of [Table 3](#) of Schedule B to this Agreement, provided that no allowance shall be paid if, during a period of 24 hours, including such period of on call, the employee is entitled to receive the allowance prescribed in clause 20.4(a).
- (c) Where an employee on call in accordance with clause 20.4(a), leaves the Village and is recalled to duty, she or he shall be reimbursed all reasonable fares and expenses actually incurred. Where in these circumstances the employee elects to use his or her own vehicle the employee shall be paid the per kilometre allowance set out in Item 6 of [Table 3](#) of Schedule B to this Agreement.

#### 20.5 Meal Allowance

- (a) An employee who is required to work overtime beyond the normal finishing time, shall, at the option of Scalabrini Village, be supplied with a meal, or shall be paid a meal allowance in accordance with the following:
  - (i) Where overtime exceeds one hour, the amount set out in item 15 of [Table 3](#) of Appendix B to this Agreement.

- (ii) Where such overtime work exceeds four hours a further meal or meal allowance of the amount set out in item 16 of [Table 3](#) of Schedule B to this Agreement.

## 20.6 Continuing Education Allowance

- (a) A registered nurse or enrolled nurse who holds a continuing education qualification in a clinical field, in addition to the qualification leading to registration or enrolment, shall, upon application by the employee, be paid an allowance subject to the conditions set out in this clause.
- (b) The qualification must be accepted by Scalabrini Village to be directly relevant to the competency and skills used by the employee in the duties of the position and remain relevant.
- (c) The allowance is not payable to nurses above the classification of Registered Nurse..
- (d) A registered nurse or enrolled nurse holding more than one relevant qualification is only entitled to the payment of one allowance, being the allowance of the highest monetary value.
- (e) The employee claiming entitlement to a continuing education allowance must provide evidence to Scalabrini Village that they hold that qualification. If accepted by Scalabrini Village the allowance will be paid from the date the evidence is provided.
- (f) A registered nurse who holds a relevant postgraduate certificate in a clinical field (not including a hospital certificate) that is accepted by Scalabrini Village to be directly relevant to the competency and skills used by the registered nurse in carrying out the duties of the position shall be paid the weekly allowance set out in Item 17 of [Table 3](#) of Schedule B to this Agreement.
- (g) A registered nurse who holds a relevant postgraduate diploma or degree in a clinical field (other than a nursing undergraduate degree) that is accepted by Scalabrini Village to be directly relevant to the competency and skills used by the registered nurse in carrying out the duties of the position shall be paid the weekly allowance set out in Item 18 of [Table 3](#) of Schedule B to this Agreement.
- (h) A registered nurse who holds a relevant master's degree or doctorate in a clinical field that is accepted by Scalabrini Village to be directly relevant to the competency and skills used by the registered nurse in carrying out the duties of the position shall be paid the weekly allowance set out in Item 19 of [Table 3](#) of Schedule B to this Agreement.
- (i) An enrolled nurse who holds a relevant certificate IV qualification in a clinical field (not including a certificate IV qualification which has the effect of upgrading the qualification leading to enrolment) that is accepted by Scalabrini Village to be directly relevant to the competency and skills used by the enrolled nurse in carrying out the duties of the position shall be paid the weekly allowance set out in Item 20 of [Table 3](#) of Schedule B to this Agreement.
- (j) The allowances set out in clauses 20.6(f), (g), (h) and (i) are not included in the employee's ordinary pay and will not constitute part of the all-purpose rate.
- (k) A registered nurse or enrolled nurse who is employed on a part-time or casual basis shall be paid these allowances on a pro rata basis.

## 20.7 Higher Duties

- (a) Subject to clauses 20.7(b), (c) and (d), an employee who is called upon to relieve or act in a position of a higher classification, shall be entitled to receive the minimum rate applicable for such higher classification for that period.

- (b) The provisions of clause 20.7(a) shall not apply where the employee of the higher classification is off duty by reason of his/her ADO as a consequence of working a 38-hour week.
- (c) Subject to clause 20.7(b) above, the provisions of clause 20.7(a) shall not apply where a day worker is being relieved and is absent from duty for a period of three consecutive working days or less which have been rostered in advance.

#### 20.8 Climatic & Isolation Allowance

- (a) This clause shall not apply to employees unless they were entitled to the allowance immediately prior to the date of approval of this agreement.
- (b) Persons employed at Scalabrini Village Griffith shall be paid, in addition to the salary to which they are otherwise entitled, one of the following weekly allowances set out in [Table 3](#) of Schedule B to this Agreement:
  - (i) Nursing Employees – item 21; or
  - (ii) Non-Nursing Employees – item 22.
- (c) Except for the computation of overtime the allowances prescribed by this clause shall be regarded as part of salary for the purposes of this Agreement.
- (d) An employee who works less than 38 hours per week shall be entitled to the allowances prescribed by this clause in the same proportion as the average hours worked each week bears to 38 ordinary hours.

### PART 3 - LEAVE

#### 21. ANNUAL LEAVE

21.1 (a) Employees are entitled to annual leave in accordance with the provisions of the NES (refer to Chapter 2, Part 2-2, Division 6 of the Act).

(b) Casual employees have no entitlement to annual leave.

#### 21.2 Accrual of Annual Leave

(a) All employees, other than shift workers, are entitled to 4 weeks paid annual leave for each year of service with Scalabrini Village.

(b) Shift workers are entitled to one additional week of Annual Leave.

(c) For the purposes of the NES a shift worker is defined as:

- (i) an employee who is regularly rostered to work their ordinary hours outside Monday to Friday, 6am to 6pm; and/or
- (ii) an employee who works for more than 4 ordinary hours on 10 or more weekends.

(d) The entitlement to paid annual leave accrues progressively during a year of service according to the employee's ordinary hours of work, and accumulates from year to year.

#### 21.3 Payment of Annual Leave

(a) If an employee takes annual leave during a period, the annual leave shall be paid at the employee's base rate of pay for the employee's ordinary hours of work in the period.

(b) An employee going on leave may elect to be paid:

- (i) prior to commencing such leave; or

- (ii) through their normal pay cycle.
- (c) Once the leave has commenced the election cannot be changed unless Scalabrini Village agrees.
- (d) If, when the employment of an employee ends, the employee has a period of untaken paid annual leave, Scalabrini Village must pay the employee the amount that would have been payable to the employee had the employee taken that period of leave.
- (e) Annual leave loading, if any, shall be paid in accordance with clause 21.7.

#### 21.4 **Taking of Annual Leave**

- (a) An employee is entitled to take an amount of annual leave during a particular period if:
  - (i) at least that amount of annual leave is credited to the employee; and
  - (ii) Scalabrini Village has authorised the employee to take the annual leave during that period.
- (b) In the taking of leave, the employee shall make written application to Scalabrini Village, giving reasonable notice of the desired period of such leave.
- (c) Scalabrini Village will utilise its best endeavours to respond to an application for annual leave made by an employee within a reasonable time. It is understood that in certain periods of peak demand such as Christmas, Easter, school holidays and long weekends, Scalabrini Village may require more notice and further time in which to approve leave requests.
- (d) Annual leave shall be taken in an amount and at a time which is approved by Scalabrini Village subject to the operational requirements of the workplace. Scalabrini Village shall not unreasonably withhold or revoke such approval.

#### 21.5 **Excessive Accumulated Annual Leave:**

- (a) An employee has an excessive leave accrual if the employee has accrued more than 8 weeks' paid annual leave (or 10 weeks' paid annual leave for a shiftworker as defined in clause 21.2(c)).
- (b) Where an employee has an excessive leave accrual Scalabrini Village will seek to confer with the employee and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual.
- (c) Where agreement cannot be reached in accordance with clause 21.5(b) (including because the employee refuses to confer) Scalabrini Village may direct the employee to take one or more periods of Annual Leave in accordance with the following:
  - (i) the direction must not require the employee to take any period of paid annual leave of less than one week; and
  - (ii) the direction must not require the employee to take a period of paid annual leave beginning less than 8 weeks, or more than 12 months, after the direction is given; and
  - (iii) the amount of annual leave left to the employees' credit must be at least 6 weeks.

#### 21.6 **Cashing out of Annual Leave**

- (a) Annual leave credited to an employee may be cashed out by agreement, subject to the following conditions: (refer to section 93 of the Act)

- (i) paid annual leave must not be cashed out if the cashing out would result in the employee's remaining accrued entitlement to paid annual leave being less than 4 weeks; and
- (ii) each cashing out of a particular amount of paid annual leave must be by a separate agreement in writing between Scalabrini Village and the employee; and
- (iii) the employee must be paid at least the full amount that would have been payable to the employee had the employee taken the leave that the employee has forgone.

#### **21.7 Annual Leave Loading**

- (a) In addition to their Annual Leave payment, an employee will be paid the higher of:
  - (i) an annual leave loading of 17.5% of their Annual Leave; or
  - (ii) the weekend and shift penalties the employee would have received had they not been on leave during the relevant period.
- (b) The Annual Leave loadings in clause 21.7(a) are not payable for days which have been added to be taken in conjunction with annual leave in accordance with the election provisions of clause 19 - Public Holidays or for purchased additional leave in accordance with clause 21.10.
- (c) Shift allowances and weekend penalties are not payable for public holidays which occur during a period of annual leave.

#### **21.8 Annual Leave and Service**

A period of annual leave does not break an employee's continuity of service and annual leave counts as service for all purposes.

#### **21.9 Payment of Annual Leave on Termination**

If, when the employment of an employee ends, the employee has a period of untaken paid annual leave, Scalabrini Village must pay the employee the amount that would have been payable to the employee had the employee taken that period of leave.

#### **21.10 Purchased Additional Leave (PAL)**

- (a) Scalabrini Village may offer permanent employees the opportunity to "purchase" an additional two weeks of leave each year in exchange for a proportional reduction in their salary over 12 months and within each financial year.
- (b) An employee wishing to purchase additional leave must enter into a written agreement with Scalabrini Village which shall include:
  - (i) an election at the beginning of each financial year (i.e. at 1 July each year).;
  - (ii) agreement that the employee's salary will be reduced by 1.92% for the period of the agreement; and
  - (iii) authority for Scalabrini Village to withhold an amount of money, from any monies owing to Scalabrini Village for PAL taken but not accrued by the final pay within the financial year or at termination.
- (c) Annual leave entitlements shall be exhausted before the employee's PAL can be accessed.
- (d) All PAL must be used within each financial year (i.e. by 30 June each year). If any PAL is not used by the final pay within the financial year, or the employee wishes to cease the arrangement, the foregone salary (if any) will be re-credited and paid to the employee.

- (e) Superannuation entitlements will be calculated on the pre-reduction salary and leave loading shall not apply to PAL.

## **22. PERSONAL/CARER'S LEAVE AND COMPASSIONATE LEAVE**

22.1 (a) Employees are entitled to personal/carer's leave and compassionate leave in accordance with the provisions of the NES (refer to Chapter 2, Part 2-2, Division 7 of the Act).

- (b) Casual employees have no entitlement to paid personal/carer's leave or compassionate leave, but do have an entitlement to unpaid leave.

### **22.2 Entitlement to paid Personal/Carers Leave**

(a) For each year of service with Scalabrini Village, an employee is entitled to 10 days of paid personal/carer's leave.

- (b) An employee's entitlement to paid personal/carer's leave accrues progressively during a year of service according to the employee's ordinary hours of work, and accumulates from year to year.

### **22.3 Taking of Personal/Carer's Leave**

An employee may take paid personal/carer's leave:

- (a) where the employee is not fit for work because of a personal illness, or personal injury, affecting the employee; or
- (b) to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
  - (i) a personal illness, or personal injury, affecting the member; or
  - (ii) an unexpected emergency affecting the member.

### **22.4 Payment of Paid Personal/Carer's Leave**

If an employee takes a period of paid personal/carer's leave, Scalabrini Village must pay the employee at the employee's base rate of pay for the employee's ordinary hours of work in the period.

### **22.5 Personal/Carers Leave on Public Holidays**

If the period during which an employee takes paid personal/carer's leave includes a day or part-day that is a public holiday in the place where the employee is based for work purposes, the employee is taken not to be on paid personal/carer's leave on that public holiday.

### **22.6 Unpaid Carer's Leave**

(a) An employee is entitled to 2 days' unpaid carer's leave for each occasion when a member of the employee's immediate family, or a member of the employee's household, requires care or support because of:

- (i) a personal illness, or personal injury, affecting the member; or
- (ii) an unexpected emergency affecting the member.

(b) An employee may take unpaid carer's leave as:

- (i) a single continuous period of up to 2 days: or
- (ii) any separate periods agreed with Scalabrini Village.

(c) An employee is entitled to unpaid carer's leave for a particular occasion only if the employee cannot take an amount of paid personal/carer's leave.

### **22.7 Compassionate Leave**

- (a) An employee is entitled to 3 days of compassionate leave for each occasion when a member of the employee's immediate family, or a member of the employee's household:
  - (i) contracts or develops a personal illness that poses a serious threat to his or her life; or
  - (ii) sustains a personal injury that poses a serious threat to his or her life; or
  - (iii) dies.
- (b) An employee may take compassionate leave as:
  - (i) a single continuous period of 3 days; or
  - (ii) 3 separate periods of 1 day each; or
  - (ii) any separate periods agreed with Scalabrini Village.

## 22.8 **Payment for Compassionate Leave**

- (a) If an employee takes a period of paid compassionate leave, Scalabrini Village must pay the employee, other than a casual employee, at the employee's base rate of pay for the employee's ordinary hours of work in the period.
- (b) Casual employees are entitled to unpaid compassionate leave

## 22.9 **Notice and Evidence Requirements**

- (a) To be entitled to leave under clause 22 an employee must give Scalabrini Village notice of the period, or expected period of the leave:
  - (i) as soon as reasonably practicable (which may be at a time before or after the leave has started) that the employee is (or will be) absent from his or her employment;
- (b) Scalabrini Village may require an employee to give Scalabrini Village evidence that would satisfy a reasonable person that the leave was taken for a permissible reason or occasion.
- (c) To be entitled to personal leave during the period, the employee may be required to give Scalabrini Village as soon as reasonably practicable (which may be at a time before or after the personal leave has started) either:
  - (i) a medical certificate from a medical practitioner stating that in their opinion, the employee was, is, or will be unfit for work during the period because of a personal illness or injury; or
  - (ii) a statutory declaration made by the employee stating that the employee was, is, or will be unfit for work during the period because of a personal illness or injury.
- (d) To be entitled to carer's leave during the period, the employee may be required to give Scalabrini Village as soon as reasonably practicable (which may be at a time before or after the carer's leave has started) either:
  - (i) a medical certificate from a medical practitioner stating that in their opinion the member requires or required care and support during the period due to personal illness or injury; or
  - (ii) a statutory declaration made by the employee stating that the employee requires or required leave during the period to provide care or support to the member because the member requires or required care or support during the period because of personal illness, or injury, of the member or an unexpected emergency affecting the member.

- (e) To be entitled to compassionate leave during the period, the employee may be required to give Scalabrini Village as soon as reasonably practicable (which may be at a time before or after the compassionate leave has started):
  - (i) a medical certificate from a medical practitioner stating that in their opinion the member is suffering from an illness or injury that poses a serious threat to the member's life; or
  - (ii) a statutory declaration made by the employee stating that the employee requires or required leave during the period due to the death of the member.
- (f) For the purpose of clause 22.9(c) and clause 22.9(d) Scalabrini Village will require an employee to provide evidence in the following circumstances:
  - (i) The absence is for two or more consecutive days;
  - (ii) The employee has been absent for a total of three single days in the preceding twelve months, without the production of evidence;
  - (iii) The absence is from a day immediately before or after a period of authorised or unauthorised absence, including all forms of paid and unpaid leave, Public Holidays, Rostered Days Off and Workers Compensation;
  - (iv) At any other time Scalabrini Village holds a reasonable suspicion that the employee does not have a valid reason to take the leave.

#### 22.10 Service

- (a) A period of paid personal/carer's leave or compassionate leave does not break an employee's continuity of service and counts as service for all purposes.
- (b) A period of unpaid personal/carer's leave does not break an employee's continuity of service, but does not count as service.

### 23. COMMUNITY SERVICE LEAVE

23.1 Employees are entitled to community service Leave in accordance with the provisions of the NES (refer to Chapter 2, Part 2-2, Division 8 of the Act).

#### 23.2 Eligible community service activities

- (a) entitle an employee, acting reasonably, to be absent from employment for periods including:
  - (i) time when the employee engages in the activity;
  - (ii) reasonable travelling time associated with the activity;
  - (iii) reasonable rest time immediately following the activity.
- (b) include:
  - (i) jury service (including attendance for jury selection) that is required by or under a law of the Commonwealth, a State or a Territory; or
  - (ii) a voluntary emergency management activity; or
  - (iii) an activity prescribed in regulations made for the purpose of Section 109(4) of the Act.

#### 23.3 Jury Service

- (a) There is no limit on the amount of unpaid jury service leave an employee can take in a 12-month period of employment.
- (b) Employees, other than casuals, are entitled to be paid:



- (i) for the first 10 days when absent from work in one or more periods to attend jury service re a particular jury service summons.
- (ii) the difference between what the employee received as jury service pay and the base rate of pay for the employee's ordinary hours of work in the period or periods.
- (c) Where the duration of jury service re a particular jury service summons exceeds 10 days, Scalabrini Village agrees to assist the employee as far as is reasonably practical to maintain their regular income. The assistance may include: flexibility of rosters; access to Annual Leave and/or Long Service Leave.
- (d) Scalabrini Village may require the employee to provide evidence that would satisfy a reasonable person:
  - (i) that the employee took all necessary steps to obtain any amount of jury service pay to which they were entitled; and
  - (ii) of the total amount of jury service pay, paid or payable to the employee.
- (e) No payment is required where evidence is required by Scalabrini Village and not provided by the employee.

#### 23.4 **Voluntary emergency management activity (VEMA)**

- (a) An employee engages in a VEMA if:
  - (i) they voluntarily participate;
  - (ii) the activity involves dealing with an emergency or natural disaster;
  - (iii) they are a member of, or have a member like association with a recognised emergency management body (REMB); and
  - (iv) the REMB requests their participation.
- (b) Where a permanent employee is absent from work while engaged in a VEMA involving a local emergency, they may, at the discretion of Scalabrini Village, be entitled to receive payment during such absence up to a maximum of 3 absent shifts per year without loss of pay. Scalabrini Village's decision will be based on the operational requirements of the organisation and what is reasonable in the particular circumstance.

## 24. **PARENTAL LEAVE**

24.1 Employees are entitled to parental leave in accordance with the provisions of the NES (refer to Chapter 2, Part 2-2, Division 5 of the Act).

### 24.2 **Paid parental leave**

- (a) Full-time and part-time employees may claim paid parental leave at ordinary pay from the date the parental leave commences in accordance with the following provisions:
  - (i) First Claim after having completed at least 40 weeks continuous service prior to the birth or expected birth of the child; or the placement or the expected placement of the child;
  - (ii) Second and subsequent claims: where an employee having returned to work from a period of parental leave has completed 3 months of continuous service prior to each claim.
- (b) For the purposes of the calculation of "ordinary pay" for paid parental leave purposes, an employee will be paid the higher of:

- (i) The average of the ordinary hours actually worked by the employee in the 12-month period ending at the commencement of parental leave; or
  - (ii) The ordinary hours worked by the employee at the time of the commencement of parental leave.
- (c) Paid parental leave includes:
- (i) 9 weeks paid maternity leave for the birth mother;
  - (ii) 9 weeks paid adoption leave for the initial primary carer of the adopted child; and
  - (iii) 2 weeks paid partner leave.
- (d) Paid partner leave will be payable to:
- (i) the father; or
  - (ii) partner of the birth mother; or
  - (iii) partner of the initial primary carer of an adopted child.
- (e) Partner includes same-sex and de facto partner but does not include former de facto partners.
- (f) Any period of “paid no safe job leave” taken by an employee pursuant to the “Transfer to a Safe Job” provisions of the Act shall be deducted from the employee’s entitlement to paid maternity leave.

## **25. LONG SERVICE LEAVE**

25.1 An employee’s entitlement to long service leave shall be in accordance with the provisions of this Agreement and the *Long Service Leave Act 1955 (NSW)* provided that should there be any inconsistency between that legislation and the provisions of this Agreement these provisions shall prevail to the extent the Agreement entitles employees to long service leave in excess of the employees’ entitlement to long service leave under the *Long Service Leave Act (1955) NSW*.

- 25.2 (a) Each employee shall be entitled to 2 months long service leave on ordinary pay after ten years’ service; thereafter additional long service leave shall accrue on the basis of 2 months long service leave for each 10 years’ service. This additional leave may be taken on a pro-rata basis each 5 years after completing the initial 10-year period of service.
- (b) Where the services of an employee with at least 5 years’ service are terminated by Scalabrini Village for any reason other than the employee’s serious and wilful misconduct, or by the employee on account of illness, incapacity or domestic or other pressing necessity, or by reason of the death of the employee, he/she shall be entitled to be paid a proportionate amount on the basis of 2 months for 10 years’ service.
- (c) Employees with at least 5 years’ continuous service with Scalabrini Village, as at the date of commencement of this Agreement, will continue to accrue Long Service Leave in accordance with the provisions of the previous Enterprise Agreement applicable to their employment with Scalabrini Village.

25.3 For the purpose of clause 25.2:

- (a) service shall:
  - (i) mean continuous service with Scalabrini Village in accordance with the terms of the *Long Service Leave Act 1955 (NSW)*;

- (ii) include half the period of Long Service Leave taken where an employee elects to take Long Service Leave at half pay in accordance with clause
- 25.4 (a) Scalabrini Village shall give to each employee at least 1 months' notice of the date from which it is proposed that the employee's long service leave shall be given and taken. Long service leave shall be taken as soon as practicable having regard to the needs of the workplace, or where Scalabrini Village and the employee agree, such leave may be postponed to an agreed date.
- (b) Where Scalabrini Village and the employee agree in writing that the taking of a period of leave be postponed at the request of an employee to an agreed future date, the period of leave at the time of the agreement being made will, when taken, be paid at the rate applicable at the time of the agreement.
- 25.5 (a) On the termination of employment of an employee, otherwise than by his or her death, Scalabrini Village shall pay to the employee the monetary value of all long service leave accrued and not taken at the date of such termination and such monetary value shall be determined according to the salary payable to the employee at the date of such termination.
- (b) Where an employee who has acquired a right to long service leave, or after having had 5 years' service and less than 10 years' service dies, the employees personal representative shall, upon request, be entitled to receive the monetary value of the leave not taken or which would have accrued to such employee had his or her services terminated as referred to in clause 25.2(b) and such monetary value shall be determined according to the salary payable to the employee at the time of his or her death.
- 25.6 Where an employee has been granted a period of long service leave prior to the coming into force of this Agreement, the amount of such leave shall be debited against the amount of leave due under this Agreement.
- 25.7 (a) With the agreement of Scalabrini Village, an employee may take long service leave on half the ordinary pay thereby increasing the period of paid leave which can be taken. For example, an employee who is eligible for 13 weeks paid long service leave can take 26 weeks paid long service leave at half their ordinary pay.
- (b) During a period of long service leave on half the ordinary pay accrual of annual leave and personal/carers leave will be on the basis of half the ordinary hours of work.

## **26. REPATRIATION LEAVE**

- 26.1 Employees who are ex-servicemen or ex-service women may be granted special leave in one or more periods up to a maximum of 6½ working days in any period of twelve months without deduction from annual or sick leave credits for the following purposes in connection with an accepted war-caused disability or in connection with an application to the Repatriation Department for a disability to be so accepted:
  - (a) to attend a hospital or clinic or visit a medical officer in that regard;
  - (b) to attend a hospital, clinic or medical officer or to report for periodical examination or attention;
  - (c) to attend limb factories for the supply, renewal and repair of artificial replacements and surgical appliances.
- 26.2 Employees are to provide Scalabrini Village with documentary evidence as to the attendance prior to the payment of special leave being granted.

## **27. LEAVE WITHOUT PAY**

- 27.1 By agreement between Scalabrini Village and a permanent employee, an employee may be granted a period of leave without pay.
- 27.2 The period of leave without pay will not break the continuity of service of the employee but will not count for the purpose of:
- (a) accruing annual leave or personal/carers leave, incremental progression, and public holidays;
  - (b) accruing long service leave, except in the case of employees who have completed at least ten years' service (any period of absence without pay being excluded therefrom) in which case service shall include any period without pay not exceeding six months taken after 1 June, 1980;
  - (c) the qualifying period for paid and unpaid parental leave; and
  - (d) the calculation of notice and severance pay in accordance with clause 34 - Termination of Employment and clause 32 - Redundancy.

## **28. CEREMONIAL LEAVE**

An employee who is legitimately required by Aboriginal and Torres Strait Islander tradition to be absent from work for Aboriginal ceremonial purposes will be entitled to up to 10 working days' unpaid leave in any one year, with the approval of Scalabrini Village.

## **29. NATURAL DISASTER LEAVE**

- 29.1 Where a permanent employee is unable to attend work because of a natural disaster, i.e. bushfire or flood, they will be entitled to be paid ordinary pay for the shift they would otherwise have worked on that day. This entitlement will apply once per calendar year and is not cumulative from year to year.
- 29.2 Scalabrini Village may require the employee to provide evidence to support their claim.

## **30. FAMILY AND DOMESTIC VIOLENCE**

### **30.1 Definitions**

- (a) Family and Domestic Violence includes acts or threats of violence, not including acts of self-defence, committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim, by a person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, or a person who is or has continually or at regular intervals lived in the same household as the victim.
- (b) Family and Domestic Violence includes physical, sexual, financial, verbal or emotional abuse by a family member.
- (c) An employee may, for the purposes of this clause, be required to produce suitable evidence of Family and Domestic Violence, such as documents issued by the Police Service, a Court, a Doctor, a Domestic Violence Support Service, a Lawyer or counselling professional or by statutory declaration.

### **30.2 Measures**

- (a) No adverse action will be taken against an employee on the basis of being the victim of Family and Domestic Violence.
- (b) All personal information concerning Family and Domestic Violence will be kept confidential in line with Scalabrini Village's Privacy Policy and relevant legislation.

- (c) Scalabrini Village will identify a contact within the organisation with whom the employee can make contact for the purposes of this clause.
- (d) Upon receipt of a reasonable request from an employee who has satisfied the criteria of this clause, Scalabrini Village, will, subject to operational requirements facilitate flexible working arrangements, which may include:
  - (i) changes to working times and to work location;
  - (ii) changes to telephone numbers and/or email addresses.
  - (iii) any other appropriate measure including those available under existing provisions for family friendly and flexible work arrangements.
- (e) An employee experiencing family and domestic violence may be referred to the Employee Assistance Program (EAP) and/or other local resources that include professionals trained specifically in family and domestic violence.

### 30.3 Leave

- (a) A full time or part time employee who has established evidence of being the victim of Family or Domestic Violence with Scalabrini Village may utilise the following leave entitlements for medical appointments, legal proceedings and other activities related to Family and Domestic Violence.
  - (i) Personal/Carer's Leave provided the employee maintains a reserve of at least 1 week;
  - (ii) Where leave entitlements in clause 30.3(a)(i) are exhausted Scalabrini Village shall grant up to 5 days' special leave on ordinary pay per calendar year to be used for absences from the workplace;
  - (iii) Where leave entitlements in sub-clauses 30.3(a)(i) & (ii) are exhausted Scalabrini Village shall permit access to unused Annual Leave and when exhausted unpaid leave.
- (b) Casual employees will be entitled to unpaid Family and Domestic leave.
- (c) This leave may be taken as consecutive or single days or as a fraction of a day:
- (d) An employee who supports a person experiencing family and domestic violence may use their existing carer's leave, and if exhausted, annual leave and if exhausted unpaid leave to accompany the person on activities related to the family and domestic violence, or to mind the children of the person.

## PART 4 - OTHER PROVISIONS

### 31. CONSULTATION

#### 31.1 Consultation regarding major workplace change

Scalabrini Village to notify

- (a) Where Scalabrini Village 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, Scalabrini Village must notify the employees who may be affected by the proposed changes and their representatives, if any, which may be the union.
- (b) Significant effects include termination of employment; major changes in the composition, operation or size of Scalabrini Village'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 Agreement makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

**31.2 Scalabrini Village to discuss change**

- (a) Scalabrini Village must discuss with the employees affected and their representatives, if any, the introduction of the changes referred to in clause 31.1, the effects the changes are likely to have on employees and 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 Scalabrini Village to make the changes referred to in clause 31.1.
- (c) For the purposes of such discussion, Scalabrini Village must provide in writing to the employees concerned and their representatives, if any, which may be the union, 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 Scalabrini Village is not required to disclose confidential information the disclosure of which would be contrary to Scalabrini Village's interests.

**31.3. Consultation regarding changes to regular rosters or ordinary hours of work**

- (a) Where Scalabrini Village proposes to change an employee's regular roster or ordinary hours of work, Scalabrini Village must:
  - (i) provide information about the change to the employee or employees affected; and
  - (ii) invite the employee or employees affected to give their views about the impact of the change, including any impact in relation to their family or caring responsibilities; and
  - (iii) consider any views given by employees about the impact of the change.
- (b) Scalabrini Village or an employee may appoint a representative for the purposes of this clause.
  - (i) The identity of the representative must be advised to the other party.
- (c) The obligations under clause 31.3(a) shall be read in conjunction with the other agreement provisions concerning the scheduling of work and notice requirement, including but not limited to Clause 14 - Hours and Clause 15 - Rosters.
- (d) This clause is to be read in conjunction with other provisions in this Agreement concerning the scheduling of work and notice requirements.
- (e) The requirement to consult under this clause does not apply where an employee has irregular, sporadic or unpredictable working hours.

**31.4 The Consultative Team**

- (a) Where a majority of employees in a Village covered by this agreement vote in a secret ballot to support the establishment of a consultative team, Scalabrini Village will facilitate its establishment.
- (b) In order to trigger a vote under clause 31.4(a), a petition bearing the names of at least 20% of employees in the workplace will be presented to Scalabrini Village.
- (c) **Composition**

- (i) The consultative team will comprise up to three (3) employee representatives elected by the employees, (which may include union delegates); and
  - (ii) up to three (3) representatives nominated by Scalabrini Village.
  - (iii) Where a representative is unable to attend they may nominate another person.
- (d) The consultative team will meet during normal working hours twice annually or as otherwise agreed and keep a record of the discussions.
- (e) The consultative team may discuss issues in or in connection with:
- (i) Clause 31 - Consultation;
  - (ii) Clause 36 - Workload Management; and
  - (iii) other issues as agreed by the team.
- (f) Members of the Consultative Team may request information relevant to the issues in clause 31.4(e), provided that such information does not require Scalabrini Village to disclose commercially confidential information.

## **32. REDUNDANCY**

32.1 For the purposes of this clause, “continuous service” shall be interpreted in the same manner as “service of a worker” is interpreted in the *Long Service Leave Act 1955 (NSW)* as at the date this Agreement comes into operation. Periods of leave without pay, including parental leave without pay, do not break the continuity of service of an employee but are not to be taken into account in calculating length of service for the purposes of this clause.

32.2 Redundancy occurs where Scalabrini Village has made a definite decision that Scalabrini Village no longer wishes the job the employee has been doing to be done by anyone and this is not due to the ordinary and customary turnover of labour.

### **32.3 Transfer to lower paid duties**

Where an employee is transferred to lower paid duties by reason of redundancy, the same period of notice must be given as the employee would have been entitled to if the employment had been terminated and Scalabrini Village may, at Scalabrini Village’s option, make payment instead of an amount equal to the difference between the former ordinary time rate of pay and the ordinary time rate of pay for the number of weeks of notice still owing.

### **32.4 Employee leaving during notice period**

An employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice. The employee is entitled to receive the benefits and payments they would have received under this clause had they remained in employment until the expiry of the notice, but is not entitled to payment instead of notice.

### **32.5 Job search entitlement**

- (a) An employee given notice of termination in circumstances of redundancy must be allowed up to one day’s time off without loss of pay during each week of notice for the purpose of seeking other employment.
- (b) If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the employee must, at the request of Scalabrini Village, produce proof of attendance at an interview or they will not be entitled to payment for the time absent. For this purpose a statutory declaration is sufficient.

32.6 Unless the FWC subsequently orders otherwise pursuant to clause 32.7, where the employment of an employee is to be terminated for the reason set out in clause 32.2, Scalabrini Village shall pay, in addition to other payments due to that employee, the following retrenchment pay in respect of the following continuous periods of service:

(a) Where the employee is under 45 years of age, Scalabrini Village shall pay the employee in accordance with the following scale:

<b>Minimum Years of Service</b>	<b>Retrenchment Pay</b>
Less than 1-year	Nil
1 year and less than 2 years	4 weeks' pay
2 years and less than 3 years	7 weeks' pay
3 years and less than 4 years	10 weeks' pay
4 years and less than 5 years	12 weeks' pay
5 years and less than 6 years	14 weeks' pay
6 years and over	16 weeks' pay.

(b) Where the employee is 45 years of age or over, Scalabrini Village shall pay the employee in accordance with the following scale:

<b>Minimum Years of Service</b>	<b>Retrenchment Pay</b>
Less than 1-year	Nil
1 year and less than 2 years	5 weeks' pay
2 years and less than 3 years	8.75 weeks' pay
3 years and less than 4 years	12.5 weeks' pay
4 years and less than 5 years	15 weeks' pay
5 years and less than 6 years	17.5 weeks' pay
6 years and over	20 weeks' pay

(c) 'Weeks' pay' means the rate of pay for the employee concerned at the date of termination, and shall include in addition to the ordinary pay any over-agreement payments and the following, if applicable:

- (i) shift and weekend penalties as prescribed in clause 18 - Shift and Weekend Work;
- (ii) broken shift allowance as prescribed in clause 14.5 - Broken Shifts;
- (iii) climatic and isolation allowances as prescribed in clause 20.8 - Climatic and Isolation Allowance.

32.7 Subject to an application by Scalabrini Village and further order of the FWC Scalabrini Village may pay a lesser amount (or no amount) of retrenchment pay than that contained in clause 32.6. The FWC shall have regard to such financial and other resources of Scalabrini Village concerned as the FWC thinks relevant, and the probable effect paying the amount of retrenchment pay in clause 32.6 will have on Scalabrini Village.

### **33. DISCIPLINARY MATTERS**

33.1. In all dealings with employees, which may lead to a disciplinary outcome, including termination, Scalabrini Village commits to the principles of procedural fairness, natural justice and the right to a support person.



33.2 An employee required to attend a disciplinary meeting will be entitled to ordinary pay for the duration of meeting.

#### **34. TERMINATION OF EMPLOYMENT**

34.1 Prior to reaching any decision to terminate the employment of an employee on grounds other than would justify summary dismissal, Scalabrini Village will:

- (a) inform the employee that the termination of their employment is being considered;
- (b) advise the employee of the reasons for termination; and
- (c) provide the employee with an opportunity to show cause why their employment should not be terminated.

34.2 An employee shall be given reasonable time to respond, and shall be provided with details of any relevant material. Where a meeting is held with the employee, the employee is entitled to have a support person present. The support person may be e.g. a co-worker, a workplace union delegate, an officer of the union, a family member, or any other person.

34.3 Subject to clauses 34.4 to 34.9, employment, other than the employment of a casual, will be terminated by Scalabrini Village or the employee only on the provision of the applicable notice as set out in clause 34.10, or by the payment by Scalabrini Village, or forfeiture by the employee, of wages in lieu of notice.

34.4 Scalabrini Village may, without notice, summarily dismiss an employee at any time for serious misconduct or wilful disobedience. Payment is up to the time of dismissal only.

34.5 Provided that employment may be terminated by part of the period of notice specified, and part payment or part forfeiture, in lieu of the period of notice specified.

34.6 In respect of any forfeiture by the employee of wages in lieu of notice, the employee may at any time authorise Scalabrini Village to deduct from his or her wages payable up to, or on termination, relevant wages payable in lieu of notice. Should Scalabrini Village not receive such an authorisation from the employee and make the applicable deduction in whole, Scalabrini Village may forthwith recover from the employee such outstanding payment or sum or amount payable or owing by the employee pursuant to this clause in any court of competent jurisdiction.

34.7 The requirement for an employee to provide notice under this clause shall not apply in circumstances where the employee is entitled to bring the employment to an end because of the actions of Scalabrini Village, for example, because of a repudiatory breach of the employment contract by Scalabrini Village.

34.8 In respect of the requirement for Scalabrini Village to provide or pay notice under this clause, nothing in this clause shall exclude the application of Subdivision C of Division 11 of Part 2-2 of the Fair Work Act 2009.

34.9 Except in the case of summary dismissal, it is the intention of this clause that both Scalabrini Village and the employee provide appropriate notice upon termination, or pay or forfeit such notice in wages. The application and interpretation of this clause shall give this intention full effect.

#### **34.10 Notice of termination**

(a)	<u>Period of Continuous Service</u>	<u>Minimum Period of Notice</u>
	1 year or less	1 week
	More than 1 year but not more than 3 years	2 weeks
	More than 3 years but not more than 5 years	3 weeks
	More than 5 years	4 weeks

- (ii) A Care Service Employee Grade 5 - 4 weeks' notice.
  - (b) Employees (other than casuals) aged 45 years or older will be entitled to an additional 1 weeks' notice if the employee has completed at least 2 years' continuous service for Scalabrini Village.
  - (c) Casuals are to be given notice to the end of the current shift worked.
- 34.11 Scalabrini Village will give the employee a statement signed by Scalabrini Village stating the period of employment and when the employment was terminated if the employee requests.
- 34.12 Abandonment of Employment

Where an employee is absent from work for a continuous period of 3 working days without the consent of Scalabrini Village, and without notification to Scalabrini Village, Scalabrini Village shall be entitled to inform the employee by written correspondence that unless the employee provides a satisfactory explanation for her or his absence within 3 days of the receipt of such a request, the employee will be considered to have abandoned employment. Where the termination of the employee is at the initiative of Scalabrini Village appropriate notice will be provided to the employee, in accordance with Clause 34 – Termination of Employment.

### **35. LABOUR FLEXIBILITY AND MIXED FUNCTIONS**

- 35.1 Scalabrini Village may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training
- 35.2 Scalabrini Village may direct an employee to carry out such duties and use such tools and equipment as may be required, provided the employee possesses the relevant skills and competence to perform such tasks. Where the employee does not possess such skills and competence, appropriate training shall be facilitated.
- 35.3 Any direction issued by Scalabrini Village pursuant to clauses 35.1 and/or 35.2 shall be consistent with Scalabrini Village's responsibility to provide a safe and healthy working environment for employees, and Scalabrini Village's duty of care to residents.

### **36. WORKLOAD MANAGEMENT**

- 36.1 The parties to this agreement acknowledge that employees and management have a responsibility to maintain a balanced workload and recognise the adverse effects that excessive workloads may have on employee/s and the quality of resident care.
- 36.2 To ensure that employee concerns involving excessive workloads are effectively dealt with by Management the following procedures should be applied:
- (a) In the first instance, employee/s should discuss the issue with their immediate supervisor and, where appropriate, explore solutions.
  - (b) If a solution cannot be identified and implemented, the matter should be referred to an appropriate senior manager for further discussion.
  - (c) If a solution still cannot be identified and implemented, the matter should, where possible, be referred to the Village Manager for further discussion.
  - (d) The outcome of the discussions at each level and any proposed solutions should be recorded in writing and fed back to the effected employees.
  - (e) At each of the steps above the parties should aim to agree on a reasonable time frame for response
- 36.3 Workload management must be an agenda item at meetings of employees on at least a quarterly basis. Items in relation to workloads must be recorded in the minutes of the

meeting, as well as actions to be taken to resolve the workloads issue/s. Resolution of workload issues should be based on the following criteria including but not limited to:

- (a) Clinical assessment of residents' needs;
- (b) The demand of the environment such as Village layout;
- (c) Statutory obligation, (including, but not limited to, workplace health and safety legislation);
- (d) The requirements of nurse regulatory legislation;
- (e) Reasonable workloads;
- (f) Accreditation standards;
- (g) Replacement of employees on leave; and
- (h) Budgetary considerations.

36.4 If the issue is still unresolved, the employee/s may advance the matter through Clause 44 - Grievance and Disputes Resolution Procedures. Arbitration of workload management issues may only occur by agreement of all parties.

### **37. SUPERANNUATION**

37.1 Scalabrini Village will make superannuation contributions into an approved Superannuation Fund nominated by the employee in accordance with the Superannuation Guarantee (SG) legislation as varied from time to time.

37.2 An employee will nominate one approved fund to which all statutory superannuation contributions shall be paid.

37.3 Should an employee fail to nominate a fund, Scalabrini Village will choose one of the following funds as the default fund into which contributions shall be paid under this Agreement:

- (a) Health Employees' Superannuation Trust Australia (H.E.S.T.A.); or
- (b) any superannuation fund, provided the superannuation fund is an eligible choice fund and is a fund that offers a MySuper product; or is an exempt public sector scheme; or a superannuation fund or scheme which the employee is a defined benefit member of.

37.4 The superannuation contributions will be paid at ordinary pay, which for the purpose of this Agreement includes ordinary time worked on public holidays and public holiday loadings.

#### **37.5 Contributions:**

Scalabrini Village shall make, in respect of qualified employees, superannuation contributions into an approved fund on a monthly basis. With respect to casual employees, contributions shall be remitted at least quarterly.

#### **37.6 Salary Sacrifice to Superannuation**

- (a) An employee can elect to sacrifice a portion of salary to superannuation. Such election must be made prior to the commencement of the period of service to which the earnings relate and be in accordance with relevant legislation.
- (b) Salary sacrifice to superannuation means the option of making additional superannuation contributions by electing to sacrifice a portion of the gross earnings (pre-tax dollars). This will give the effect of reducing the taxable income by the amount for salary sacrifice.

- (c) Scalabrini Village will not use any amount that is salary sacrificed by an employee to count towards Scalabrini Village's obligation to pay contributions under the SG legislation.
- (d) Contributions payable by Scalabrini Village in relation to the SG legislation shall be calculated by reference to the salary which would have applied to the employee under this Agreement in the absence of any salary sacrifice.
- (e) Any additional superannuation contributions made in accordance with this clause shall be paid into the same superannuation fund that receives Scalabrini Village's SG contributions.
- (f) Any allowance, penalty rate, overtime payment for unused leave entitlements, other than any payments for leave taken whilst employed, shall be calculated by reference to the salary which would have applied to the employee in the absence of any salary sacrifice to superannuation. Payment for leave taken whilst employed will be at the post-salary sacrificed amount

### **38. ATTENDANCE AT MEETINGS**

Wherever possible, Scalabrini Village will hold meetings within the employee's ordinary hours. Any employee required by Scalabrini Village to attend meetings outside the employee's ordinary hours shall be entitled to receive their base rate of pay for the actual time spent in attendance at such meetings. In lieu of receiving payment, employees may, with the agreement of Scalabrini Village, be permitted to be free from duty for a period of time equivalent to the period spent in attendance at such meetings. Such time spent shall not be viewed as overtime for the purposes of this Agreement.

### **39. TRAINING**

- 39.1 Employees will be given on-going training as necessary, relevant to their roles and responsibilities. Delivery of training may be via a variety of means including but not limited to face to face, on the job and e-learning. The organisation will facilitate access to the appropriate resources to undertake the training provided and the skills necessary to utilise those resources.
- 39.2 Each employee shall provide to Scalabrini Village details of their attendance at training and Scalabrini Village shall keep a record of this attendance.
- 39.3 Upon termination of the employee's employment Scalabrini Village shall provide to the employee a written statement of the hours of training attended by the employee.
- 39.4 Where practicable, such training shall be provided to employees during their normal rostered hours of work. Where this is not practicable:
  - (a) Employees shall attend training outside their normal rostered working hours when required to do so by Scalabrini Village;
  - (b) Where an employee is required to attend training outside their normal rostered working time and at a location determined by Scalabrini Village, they will be paid a minimum of 2 hours for attendance at such training.
  - (c) An employee may request in writing, to undertake an approved e-learning module, usually undertaken during normal rostered working time, outside their normal rostered working time at another location. Where Scalabrini Village approves the request, the employee will be paid for 30 minutes.
  - (d) Scalabrini Village shall provide employees with two (2) weeks' notice of the requirement to attend training outside of their normal rostered working hours;

- (e) Notwithstanding Clause 17 - Overtime, attendance at such training shall be paid ordinary pay for the period of training.
- (f) Scalabrini Village requiring an employee to attend training shall also pay to the employee ordinary pay for time travelling to and from a period of training that is in excess of the time normally taken for that employee to attend work.
- (g) When receiving travelling time as set out in clause 39.4(f), an employee using his or her own vehicle for attendance at such training shall be paid the per kilometre allowance set out in Item 6 of [Table 3](#) of Schedule B to this Agreement.
- (h) Training provided outside the normal rostered hours of work shall be arranged so as to allow full-time employees to have at least eight or ten hours off-duty before or after training and the end or beginning of their shift, whichever is applicable as set out in Clause 14.2 - Arrangement of Hours. Where practicable, similar arrangements should also be made available to all other employees.
- (i) Any training undertaken by an employee that occurs at a workplace is not intended to replace or supplement staffing levels and the normal levels of service delivery at such a workplace.
- (j) Notwithstanding clause 14.3 - Minimum Starts, Clause 17 - Overtime will not apply where attendance at such training is outside the normal rostered working time of part-time and casual employees and where it interrupts the applicable 8 or 10-hour break between shifts.

#### **40. STUDY/CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

- 40.1 Scalabrini Village commits to the professional development of employees where it is within the scope of the employee's role and is deemed to meet the needs of Scalabrini Village.
- 40.2 Scalabrini Village will assist to facilitate access to professional development opportunities by allowing flexibility of rostering and applications for leave. Where such professional development is reasonable, approval will be subject to the operational needs of the Village.
- 40.3 Each full time employee, (pro rata, for part time employees) may make application to Scalabrini Village in order to access up to 16 hours study/professional development leave per year, for the purpose of attendance at approved conferences/seminars.
- 40.4 Each application will be assessed on its merits, in the context of the applicability of the conference/seminar, the number of other similar applications and the resources available to Scalabrini Village.
- 40.5 The time and manner of taking any such approved leave under this provision is to be mutually agreed between Scalabrini Village and the employee and the course and means of dissemination of conference/seminar information is to be approved by the Village management. Should mutual agreement not be possible on repeated occasions this matter is to be referred to the General Manager or their delegate for resolution under the dispute resolution procedures.

#### **41. AMENITIES**

- 41.1 The minimum standards as set out in all relevant Work Health and Safety legislation shall be met in the provision of amenities to employees.
- 41.2 Such amenities may include:
  - (a) change rooms and lockers;
  - (b) meal room;

- (c) facilities for boiling water, warming and refrigerating food and for washing and storing dining utensils;
- (d) rest room;
- (e) washing and bathing facilities;
- (f) sanitary conveniences; and
- (g) safe and secure workplace.

41.3 This clause does not create legal rights or obligations in addition to those imposed upon the parties by legislation referred to in this clause.

## **42. INSPECTION OF LOCKERS**

Lockers may only be opened for inspection in the presence of the employee but in cases where the employee neglects or refuses to be present or in any circumstances where notice to the employee is impracticable, such inspection may be carried out in the absence of the employee by an officer of Scalabrini Village and an employee representative where practicable, otherwise by any two officers appointed by Scalabrini Village for that purpose.

## **43 REQUESTS FOR FLEXIBLE WORKING ARRANGEMENTS**

43.1 Employees are entitled to request flexible employment arrangements in accordance with the provisions of the NES (refer to Chapter 2, Part 2-2, Division 4 of the Act).

43.2 In the following are the circumstances:

- (a) the employee is the parent, or has responsibility for the care, of a child who is of school age or younger;
- (b) the employee is a carer (within the meaning of the Carer Recognition Act 2010);
- (c) the employee has a disability;
- (d) the employee is 55 or older;
- (e) the employee is experiencing violence from a member of the employee's family;
- (f) the employee provides care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because the member is experiencing violence from the member's family.

43.3 The employee is not entitled to make the request unless:

- (a) for an employee other than a casual employee—the employee has completed at least 12 months of continuous service with Scalabrini Village immediately before making the request; or
- (b) for a casual employee—the employee:
  - (i) is a long term casual employee of Scalabrini Village immediately before making the request; and
  - (ii) has a reasonable expectation of continuing employment by Scalabrini Village on a regular and systematic basis.

43.4 The request must:

- (a) be in writing; and
- (b) set out details of the change sought and of the reasons for the change.

43.5 Scalabrini Village must give the employee a written response to the request within 21 days, stating whether Scalabrini Village grants or refuses the request.

#### **44. GRIEVANCE AND DISPUTE RESOLUTION PROCEDURES**

- 44.1 Unless otherwise stated the terms “party” or “parties” referred to in this clause means those included within Clause 3 – Parties Bound.
- 44.2 This dispute resolution procedure will apply to disputes about:
- (a) any matters arising in the employment relationship, except matters relating to the actual termination of employment of an employee;
  - (b) threatened termination, with the exception that the arbitration provisions in clause 44.6 do not apply unless the parties agree. Further, the parties’ rights are reserved during this process and Scalabrini Village may exercise their right to terminate the employee in accordance with the agreement;
  - (c) matters in relation to the NES;
  - (d) matters arising under the agreement; and
  - (e) whether Scalabrini Village had reasonable business grounds under subsection 65(5) of the Act - (requests for flexible working arrangements) or 76(4) of the Act - (requests for extending unpaid parental leave).
- 44.3 Scalabrini Village or an employee may appoint another person, organisation or association [e.g. Union or Aged & Community Services Australia (ACSA)] to accompany and/or represent them for the purposes of this clause.
- 44.4 In the event of a dispute the parties will initially attempt to resolve the matter at the workplace level, including, but not limited to:
- (a) the employee and his or her supervisor discussing the matter; and
  - (b) if the matter is still not resolved the parties arranging further discussions involving more senior levels of management (as appropriate).
- 44.5 If a dispute is unable to be resolved at the workplace, in accordance with clause 44.4, a party to the dispute may refer the matter to the FWC or other appropriate statutory tribunal.
- 44.6 The parties agree that the FWC shall have the power to do all such things as are necessary for the just resolution of the dispute including:
- (a) mediation, conciliation and, with the exception of disputes arising under clause 36 – Workload Management, arbitration; and
  - (b) arbitration, for disputes arising under clause 36 – Workload Management, only with the agreement of the parties.
- 44.7 While the dispute resolution procedure is being conducted, work must continue in accordance with this agreement and the Act. Subject to applicable Work Health and Safety legislation, an employee must not unreasonably fail to comply with a direction by Scalabrini Village to perform work, whether at the same or another workplace that is safe and appropriate for the employee to perform.

#### **45. BULLYING & HARASSMENT**

- 45.1 Parties to this agreement acknowledge a shared commitment to the provision of a safe, flexible and respectful workplace, free from all forms of bullying and harassment, where everyone is required to treat each other with dignity, courtesy and respect.
- 45.2 In achieving this objective, Scalabrini Village shall have in place a Bullying & Harassment Policy and Procedure that aligns with relevant legislation and ensure that everyone complies with its terms and conditions.

## **46. UNION DELEGATES**

- 46.1 Scalabrini Village recognises the right of all employees to join a union, to access meaningful union representation, to participate collectively in workplace issues, and to collectively bargain through their union.
- 46.2 Scalabrini Village will recognise one delegate from each of the Unions party to this agreement in each Village, upon receipt of written notification from each of the respective Unions.
- 46.3 A delegate will be released from work and paid to attend union business in accordance with the following:
- (a) up to 5 days per calendar year to attend conferences, meetings, courses or training facilitated by the Union to increase awareness and knowledge of workplace issues and/or consultative mechanisms and/or statutory entitlements and obligations, which will enhance the operation of the settlement of dispute procedures and contribute to a more productive, aware and harmonious workplace environment;
  - (c) a minimum of 4 weeks' written notice, or less by agreement, must be provided to Scalabrini Village of a request to attend such union business. The notice must specify the time and nature of the union business; and
  - (d) subject to operational requirements Scalabrini Village shall not unreasonably refuse such a request.
- 46.4 Leave granted pursuant to this clause shall count as service for all purposes of this Agreement
- 46.5 A delegate will be provided with reasonable access to telephone, internet, email, facsimile, photocopying, notice boards and meeting facilities (where available) for the purpose of carrying out work as a delegate.



## SCHEDULE A - EMPLOYMENT CLASSIFICATIONS

This Schedule contains the following employment classifications and definitions:

- I. GENERAL EMPLOYMENT CLASSIFICATIONS
- II. NURSES' EMPLOYMENT CLASSIFICATIONS

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### I. GENERAL EMPLOYMENT CLASSIFICATIONS

The following employment classifications and definitions apply to this Agreement:

#### 1. CARE SERVICE EMPLOYEES

**1.1 Care Service Employee New Entrant** means an employee with less than 500 hours work experience in this industry who performs basic duties under direct supervision. Such employees perform routine functions requiring understanding of clear rules and procedures. Work is performed using established practices, procedures and instructions including compliance with documentation requirements as determined by Scalabrini Village. Problems should be referred to a more senior employee. Indicative tasks an employee at this level may perform are as follows:

**Care Stream:** Carry out simple tasks under supervision to assist a higher grade Care Service Employee attending to the personal needs of residents.

**Support Stream:** General assistance to higher grade employees in the full range of domestic duties.

**Maintenance Stream:** General labouring assistance to higher grade employees in the full range of gardening and maintenance duties.

**1.2 Care Service Employee Grade 1** means an employee who has 500 hours work experience in the industry or who has or can demonstrate relevant prior experience, acceptable to Scalabrini Village, which enables the employee to work effectively at this level. A Junior Employee (less than 18 years) when classified at this grade may be paid as a new entrant. An employee who works under limited direct and/or indirect supervision individually or in a team environment. Employees at this level work within established guidelines including compliance with documentation requirements as determined by Scalabrini Village. In some situations, detailed instructions may be necessary. **Indicative tasks** an employee at this level may perform are as follows:

**Care Stream:** Provide assistance to residents in carrying out simple personal care tasks which shall include but not be limited to: supervise daily hygiene e.g. assisting with showers or baths, shaving, lay out clothes and assist in dressing; make beds and tidy rooms; store clothes and clean wardrobes; assist with meals. Under direct supervision, provide assistance to a higher Grade Care Service Employee in attending to the personal care needs of a resident.

**Support Stream:** Performance of the full range of Domestic duties including but not limited to: general cleaning of accommodation, food service, and general areas; general waiting, table service and clearing duties; assistance in the preparation of food, including the cooking and/or preparation of light refreshments; all laundry duties.

**Maintenance Stream:** Performance of labouring duties associated with gardening and general maintenance activities, including but not limited to: sweeping; hosing; garbage collection and disposal; keeping the outside of buildings clean and tidy; mowing lawns and assisting the gardener in labouring.

### 1.3 Care Service Employee Grade 2 means

- (a) **Level One.** An employee with 500 hours' work experience in the industry who works individually or in a team environment, or who has or can demonstrate relevant prior work experience, acceptable to Scalabrini Village, which enables the employee to work effectively at this level. An employee who works individually or in a team environment is responsible for the quality of their own work and works under limited direct and/or indirect supervision, including compliance with documentation requirements as determined by Scalabrini Village.

**Indicative tasks** an employee at this level may perform are as follows:

**Care Stream:** Provide a wide range of personal care services to residents, in accordance with Commonwealth and State Legislative requirements, and in accordance with the resident's Care Plan, including:

- assist and support residents with medication utilising dose administration aids;
- simple wound dressing;
- Implementation of continence programs as identified in the Care Plans;
- attend to routine urinalysis, blood pressure, temperature and pulse checks;
- attend to blood sugar level checks etc. and assist and support diabetic residents in the management of their insulin and diet, recognising the signs of both hyper and hypo-glycaemia;
- recognise, report and respond appropriately to changes in the condition of residents, within the skills and competence of the employee and the policies and procedures of the organisation;
- assist in the development and implementation of resident care plans; \
- assist in the development and implementation of programs of activities for residents, under the supervision of a Care Service Employee Grade 3 or above, or a Diversional Therapist.
- assist a physiotherapist with routine professional activities.

**Support Stream:** Assist a higher grade worker in the planning, cooking and preparation of the full range of meals. Drive a Sedan or Utility.

**Maintenance Stream:** Undertake basic repairs to buildings, equipment, appliances, and similar items not calling for trades skills or knowledge. Work with and undertake limited coordination of the work of other maintenance workers. Where no tradesperson is employed, an employee at this level may be called upon to perform tasks falling within the scope of trades skills, provided the time involved in performing such work, is paid at the rate of Care Service Employee Grade 3. Perform gardening duties. Provide advice on planning and plant maintenance. Attend to indoor plants, conduct recycling and re-potting schedules. Carry out physical inspections of property and premises and report.

- (b) **Level Two.** An employee will be entitled to progress to the Level Two rate for all hours and duties performed in the care stream in accordance with the following conditions. The employee must:

- be employed as a CSE 2;
- have worked in the Care Stream for a minimum of 2 years; and
- possess a Certificate III in Individual Support (CHC33015) or a Certificate III in a similar field acceptable to Scalabrini Village; or
- possess a Certificate III in Allied Health Assistance where assisting a physiotherapist with routine professional activities.

**1.4 Care Service Employee Grade 3** means an employee who holds either a Certificate Level III in Individual Support (CHC33015) (or as previously named) or other appropriate Qualifications/Experience acceptable to Scalabrini Village and:

- (a) is designated by Scalabrini Village as having the responsibility for leading and/or supervising the work of others; or
- (b) is required to work individually with minimal supervision and has been designated by Scalabrini Village as having overall responsibility for a particular function within Village.

An employee who holds appropriate Trade Qualifications and is required to act on them. Employees at this level may be required to plan, direct, and train other employees and comply with documentation requirements as determined by Scalabrini Village and assist in the development of budgets. **Indicative tasks** an employee at this level may perform are as follows:

**Care Stream:** Coordinate and direct the work of employees. Schedule work programs on a routine and regular basis. Develop and implement programs of activities for residents. Develop resident care plans.

**Support Stream:** Responsible for the planning, ordering and preparing of all meals. Responsible for the provision of domestic services. Schedule work programs on a routine and regular basis. Coordinate and direct the work of employees. Drive a Minibus or Larger Vehicle.

**Maintenance Stream:** Carry out maintenance, repairs, gardening and other tasks falling within the scope of trades skills. Undertake the more complicated repairs to equipment and appliances calling for trades skills. Coordinate and direct the work of employees performing gardening duties. Schedule work programs on a routine and regular basis.

**1.5 Care Service Employee Grade 4** means an employee who holds a Certificate IV in Ageing Support (CHC43015) or other appropriate qualifications/experience acceptable to Scalabrini Village is required to act on them and:

- is designated by Scalabrini Village as having the responsibility for leading and/or supervising the work of others in excess of that required for a CSE 3; and
- is required to work individually with minimal supervision.

Employees at Grade 4 may be required to exercise any/all managerial functions in relation to the operation of the Village and comply with documentation requirements as determined by Scalabrini Village. **Indicative tasks** an employee at this level may perform are as follows.

**Care Stream:** Overall responsibility for the provision of personal care to residents. Coordinate and direct the work of other employees. Schedule work programs.

**Support Stream:** Coordinate and direct the work of employees involved with the preparation and delivery of food. Schedule work programs.

**Maintenance Stream:** Coordinate and direct the work of employees performing gardening duties. Schedule gardening work programs. Where required, let routine service contracts associated with gardening.

## **1.6 Other**

**Maintenance Supervisor** means an employee who has overall responsibility for maintenance at the place of employment; may be required to supervise other maintenance staff; and may be required to perform maintenance duties as required,

**Maintenance Supervisor - Qualified** means an employee who holds relevant trade qualifications or other appropriate qualifications acceptable to Scalabrini Village; has overall responsibility for maintenance at the place of employment; and may be required to supervise other maintenance staff.

**Chef Manager** is an appointed position and a member of the Village Leadership Team. The Chef Manager has overall responsibility for food services in a village or villages including:

- managing, training and supervising catering staff;
- food and staff budgeting;
- inventory and purchasing;
- creating and implementing new menu and operational ideas;
- compliance with legislation concerning food safety and aged care accreditation standards;
- kitchen safety, cleanliness and maintenance.

### **3. CLERICAL & ADMINISTRATIVE EMPLOYEES**

3.1 **Definition:** The classification criteria in this schedule provides guidelines to determine the appropriate classification level of persons employed pursuant to this agreement. In determining the appropriate level, consideration must be given to both the characteristics and typical duties/skills.

The characteristics are the primary guide to classification as they indicate the level of basic knowledge, comprehension of issues, problems and procedures required and the level of supervision or accountability of the position. The totality of the characteristics must be read as a whole to obtain a clear understanding of the essential features of any particular level and the competency required.

The typical duties/skills are a non-exhaustive list of duties/skills that may be comprehended within the particular level. They are an indicative guide only and at any particular level employees may be expected to undertake duties of any level lower than their own. Employees at any particular level may perform/utilise one such duty/skill, or many of them, depending on the particular work allocated.

The key issue to be looked at in properly classifying an employee is the level of competency and skill that the employee is required to exercise in the work they perform, not the duties they perform per se. It will be noted that some typical duties/skills appear in more than one level, however when assigning a classification to an employee this needs to be done by reference to the specific characteristics of the level. For example, whilst word processing and copy typing are first specifically mentioned at Level 2 in terms of typical duty/skill, it does not mean that as soon as an employee operates a word processor or typewriter they automatically become Level 2. They would achieve a Level 2 classification when they have achieved the level of skill and competency envisaged by the characteristics and the relevant indicative duty(ies)/skill(s) of a Level 2. Level 1 in this structure is to be viewed as the level at which employees learn and gain competence in the basic clerical skills required by Scalabrini Village, which in most cases would lead to progression through the classification structure as their competency and skills increase and are utilised.

3.2 **Grades:** All employees shall be graded in one of the following grades and informed accordingly in writing within 14 days of appointment to the position held by the employee and subsequent graded positions.

3.3 An employee shall be graded in the grade where the principal function of his or her employment, as determined by Scalabrini Village, is of a clerical nature and is described in this clause.

#### **3.4 Clerical & Administrative Employee Grade 1**

(a) The employee may work under direct supervision with regular checking of progress.

- (b) An employee at this grade applies knowledge and skills to a limited range of tasks. The choice of actions required is clear.
- (c) Usually work will be performed within established routines, methods and procedures that are predictable, and which may require the exercise of limited discretion.
- (d) Indicative tasks an employee at this level may perform are as follows:

**Information Handling:** Receive and distribute incoming mail; receive and dispatch outgoing mail; collate and dispatch documents for bulk mailing; file and retrieve documents

**Communication:** Receive and relay oral and written messages; complete simple forms.

**Enterprise:** Identify key functions and personnel; apply office procedures.

**Technology:** Operate office equipment appropriate to the tasks to be completed; open computer file, retrieve and copy data; close files

**Organisational:** Plan and organise a personal daily work routine.

**Team:** Complete allocated tasks.

**Business Financial:** Record petty cash transactions; prepare banking documents; prepare business source documents.

### 3.5 Clerical & Administrative Employee Grade 2

- (a) The employee may work under routine supervision with intermittent checking.
- (b) An employee at this grade applies knowledge and skills to a range of tasks. The choice of actions required is usually clear, with limited complexity in the choice.
- (c) Work will be performed within established routines, methods and procedures, which involve the exercise of some discretion and minor decision making.
- (d) Indicative tasks an employee at this level may perform are as follows:

**Information Handling:** Update and modify existing organisational records; remove inactive files; copy data on to standard forms.

**Communication:** Respond to incoming telephone calls; make telephone calls; draft simple correspondence.

**Enterprise:** Provide information from own function area; re-direct inquiries and/or take appropriate follow-up action; greet visitors and attend to their needs.

**Technology:** Operate equipment; identify and/or rectify minor faults in equipment; edit and save information; produce document from written text using standard format; shutdown equipment.

**Organisational:** Organise own work schedule; know roles and functions of other employees.

**Team:** Participate in identifying tasks for team; complete own tasks; assist others to complete tasks.

**Business Financial:** Reconcile invoices for payment to creditors; prepare statements for debtors; enter payment summaries into journals; post journals to ledger.

### 3.6 Clerical & Administrative Employee Grade 3

- (a) The employee may work under limited supervision with checking related to overall progress.
- (b) An employee at this grade may be responsible for the work of others and may be required to co-ordinate such work.

(c) An employee at this grade applies knowledge with depth in some areas and a broad range of skills. Usually work will be performed within routines, methods and procedures where some discretion and judgement is required.

(d) Indicative tasks an employee at this level may perform are as follows:

**Information Handling:** Prepare new files; identify and process inactive files; record documentation movements.

**Communication:** Respond to telephone, oral and written requests for information; draft routine correspondence; handle sensitive inquiries with tact and discretion.

**Enterprise:** Clarify specific needs of client/other employees; provide information and advice; follow-up on client/employee needs; clarify the nature of a verbal message; identify options for resolution and act accordingly.

**Technology:** Maintain equipment; train others in the use of office equipment; select appropriate media; establish document structure; produce documents.

**Organisational:** Co-ordinate own work routine with others; make and record appointments on behalf of others; make travel and accommodation bookings in line with given itinerary.

**Team:** Clarify tasks to achieve group goals; negotiate allocation of tasks; monitor own completion of allocated tasks.

**Business Financial:** Reconcile accounts to balance; prepare bank reconciliations; document and lodge takings at bank; receive and document payment/takings; dispatch statements to debtors; follow up and record outstanding accounts; dispatch payments to creditors; maintain stock control records.

### 3.7 Clerical & Administrative Employee Grade 4

(a) The employee may be required to work without supervision, with general guidance on progress and outcomes sought. Responsibility for the organisation of the work of others may be involved.

(b) An employee at this grade applies knowledge with depth in some areas and a broad range of skills. There is a wide range of tasks, and the range and choice of actions required will usually be complex.

(c) An employee at this grade applies competencies usually applied within routines, methods and procedures where discretion and judgement is required, for both self and others.

(d) Indicative tasks an employee at this level may perform are as follows:

**Information Handling:** Categorise files; ensure efficient distribution of files and records; maintain security of filing system; train others in the operation of the filing system; compile report; identify information source(s) inside and outside the organisation.

**Communication:** Receive and process a request for information; identify information source(s); compose report/correspondence.

**Enterprise:** Provide information on current service provision and resource allocation within area of responsibility; identify trends in client requirements.

**Technology:** Maintain storage media; devise and maintain filing system; set printer for document requirements when various setups are available; design document format; assist and train network users; shutdown network equipment.

**Organisational:** Manage diary on behalf of others; assist with appointment preparation and follow up for others; organise business itinerary; make meeting arrangements; record minutes of meeting; identify credit facilities; prepare content of documentation for meetings.

**Team:** Plan work for the team; allocate tasks to members of the team; provide training for team members.

**Business Financial:** Prepare financial reports; draft financial forecasts/budgets; undertake and document costing procedures.

### 3.8 Clerical & Administrative Employee Grade 5

- (a) The employee may be supervised by professional employees and may be responsible for the planning and management of the work of others.
- (b) An employee at this grade applies knowledge with substantial depth in some areas, and a range of skills, which may be varied or highly specific. The employee may receive assistance with specific problems.
- (c) An employee at this grade applies knowledge and skills independently and non-routinely. Judgement and initiative are required.
- (d) Indicative tasks an employee at this level may perform are as follows:

**Information Handling:** Implement new/improved system; update incoming publications; circulate publications; identify information source(s) inside and outside the organisation.

**Communication:** Obtain data from external sources; produce reports; identify need for documents and/or research.

**Enterprise:** Assist with the development of options for future strategies; assist with planning to match future requirements with resource allocation.

**Technology:** Establish and maintain a small network; identify document requirements; determine presentation and format of document and produce it.

**Organisational:** Organise meetings; plan and organise conference.

**Team:** Draft job vacancy advertisement; assist in the selection of employees'; plan and allocate work for the team; monitor team performance; organise training for team.

**Business Financial:** Administer PAYE salary records; process payment of wages and salaries; prepare payroll data.

## II. NURSES' EMPLOYMENT CLASSIFICATIONS

The following employment classifications and definitions apply to this Agreement:

**Assistant in Nursing (AIN) Grade 1** means a person, other than a registered nurse, trainee, enrolled nurse or Care Service Employee who is employed in nursing duties in a Village.

**AIN Grade 2** must hold the qualification of Certificate III in Individual Support (or as previously named).

**AIN Grade 3** means an AIN who holds either a Certificate III in Individual Support (or as previously named) or other appropriate Qualifications/Experience acceptable to Scalabrini Village who is designated by Scalabrini Village as having the responsibility for leading and/or supervising the work of other AIN or CSE employees.

**AIN Grade 4** means an AIN who holds a Certificate IV in Ageing Support (or as previously named) including medication module "Administer and Monitor Medications" (or as previously named). An AIN Grade 4 may be required to lead and/or supervise the work of other AIN or CSE employees. Employees employed as AIN Grade 4 Team Leader as at the date of the commencement of this Agreement will continue to receive the rate applicable in Table 1A of Schedule B to this Agreement.

**Clinical Nurse Consultant** means a registered nurse appointed as such to the position, who has had at least five years' post registration experience and who has in addition approved post registration nursing qualifications relevant to the field in which they are appointed or such other qualifications or experience deemed appropriate by Scalabrini Village.

**Clinical Nurse Educator** means a registered nurse with relevant post registration certificate qualifications or experience deemed appropriate by Scalabrini Village, who is required to implement and evaluate educational programmes for Villages.. The Clinical Nurse Educator shall cater for the delivery of clinical nurse education and may also be responsible for new employee orientation at Villages. A nurse will achieve Clinical Nurse Educator status on a personal basis by being required by Villages to provide the educational programmes detailed above.

**Enrolled Nurse (EN)** means a nurse enrolled with the Board and is authorised to administer medications. An Enrolled Nurse may be required to lead and/or supervise the work of others.

**Enrolled Nurse (with Notation)** means an Enrolled Nurse registered by the Board as an Enrolled Nurse with the notation "*does not hold a Board Approved qualification in medicines administration*". An Enrolled Nurse with notation performs the duties and has the skills of an Enrolled Nurse however is not authorised to administer medication.

**Nurse** includes Registered Nurses, Enrolled Nurses and Assistants in Nursing.

**Registered Nurse (RN)** means a person registered by the Board as such.

**RN Transition Leader** is a Registered Nurse with at least 4 years aged care experience, appointed to the position and a member of the Village Leadership Team. The position has overall responsibility for:

- the transition of new residents and their families into the Village with a focus on their individual needs; and
- the oversight and coordination of all aspects of the ACFI assessment process in the Village.

The role includes clinical orientation, practical and emotional support to residents and families and initial and ongoing ACFI assessment,



**SCHEDULE B - PAY, OTHER RATES AND ALLOWANCES**

Table 1A - Existing Nursing Classifications	First Pay Period on or after	First Pay Period on or after	First Pay Period on or after
	14/09/2017	1/07/2018	1/07/2019
<b>AIN Grd 1</b>			
1st year	\$21.16	\$21.54	\$21.93
2nd year	\$21.74	\$22.13	\$22.66
3rd year	\$22.32	\$22.72	\$23.17
Thereafter	\$22.94	\$23.35	\$23.77
<b>AIN Grd 2 (Cert 3)</b>			
1st year	\$22.37	\$22.77	\$23.18
2nd year	\$22.66	\$23.07	\$23.49
Thereafter	\$23.27	\$23.69	\$24.12
<b>AIN Grd 3 (Cert 3 Team Leader)</b>	\$23.67	\$24.24	\$24.82
<b>AIN Grd 4 (Cert 4)</b>			
1st year	\$23.67	\$24.10	\$24.53
Thereafter	\$24.93	\$25.38	\$25.84
Team Leader (prev AIN Grd 4)	\$30.51	\$31.06	\$31.62
<b>EN (with notation)</b>	\$27.55	\$28.05	\$28.55
<b>EN</b>	\$30.51	\$31.06	\$31.62
<b>Registered Nurse</b>			
1st year	\$32.69	\$33.28	\$33.88
2nd year	\$34.08	\$34.69	\$35.31
3rd year	\$35.49	\$36.13	\$36.98
4th year	\$38.70	\$39.40	\$40.11
5th year & Thereafter	\$39.22	\$40.42	\$41.63
<b>Clinical Nurse Consultant</b>	\$48.47	\$49.81	\$51.16
<b>Clinical Nurse Educator</b>	\$46.59	\$47.43	\$48.28
<b>RN Transition Leader</b>			
ACFI Coordinator	\$41.93	\$42.68	\$43.45

Table 1B - Existing Non-nursing Classifications	First Pay Period on or after	First Pay Period on or after	First Pay Period on or after
	14/09/17	1/07/18	1/07/19
<b>Care Service Employees:</b>			
<b>New Entrant</b>	\$19.95	\$20.46	\$20.97
<b>Grade 1</b>	\$20.96	\$21.46	\$21.98
Catering Assistant	\$21.30	\$21.68	\$22.07
Laundry Ass't (CSE 2 Cert 3)	\$22.41	\$22.81	\$23.22
<b>Grade 2</b>			
Level 1	\$22.05	\$22.71	\$23.37
Physio Support (Grd 1)	\$25.18	\$25.63	\$26.09
Cook	\$24.10	\$24.53	\$24.97
Maintenance Officer	\$29.43	\$29.96	\$30.50
Level 2	\$22.76	\$23.31	\$23.87
Physio Support (Grd 2)	\$28.81	\$29.33	\$29.86
<b>Grade 3</b>	\$23.41	\$24.11	\$24.82
Senior Cook	\$25.26	\$25.71	\$26.17
Bus Driver	\$29.43	\$29.96	\$30.50
Maintenance Officer - Qualified	\$30.06	\$30.60	\$31.15
<b>Grade 4</b>	\$25.26	\$25.71	\$26.17
Cook Manager	\$27.83	\$28.33	\$28.84
<b>Chef Manager</b>	\$41.19	\$41.93	\$42.68
<b>Maintenance Supervisor</b>	\$31.29	\$31.85	\$32.42
<b>Maintenance Supervisor - Qualified</b>	\$32.56	\$33.15	\$33.75
<b>Clerical &amp; Admin Employees</b>			
<b>Adults</b>			
<b>Grade 1</b>	\$22.43	\$23.10	\$23.76
<b>Grade 2</b>	\$23.64	\$24.42	\$25.21
<b>Grade 3</b>	\$27.10	\$27.59	\$28.09
Quality Officer	\$31.88	\$32.45	\$33.03
<b>Grade 4</b>	\$31.92	\$32.49	\$33.07
<b>Grade 5</b>	\$33.81	\$34.42	\$35.04
Quality Coordinator	\$41.93	\$42.68	\$43.45

Table 2A - New Nursing Classifications	First Pay Period on or after	First Pay Period on or after	First Pay Period on or after
	14/09/2017	1/07/2018	1/07/2019
<b>AIN Grd 1</b>			
1st year	\$20.74	\$21.24	\$21.75
2nd year	\$21.61	\$22.13	\$22.66
3rd year	\$22.10	\$22.63	\$23.17
Thereafter	\$22.47	\$23.01	\$23.56
<b>AIN Grd 2 (Cert 3)</b>			
1st year	\$22.37	\$22.77	\$23.18
2nd year	\$22.66	\$23.07	\$23.49
Thereafter	\$23.27	\$23.69	\$24.12
<b>AIN Grd 3 (Cert 3 Team Leader)</b>	\$23.67	\$24.24	\$24.82
<b>AIN Grd 4 (Cert 4 Team Leader)</b>			
1st year	\$23.67	\$24.10	\$24.53
Thereafter	\$24.93	\$25.38	\$25.84
<b>EN (with notation)</b>	\$27.55	\$28.05	\$28.55
<b>EN</b>	\$30.51	\$31.06	\$31.62
<b>Registered Nurse</b>			
1st year	\$32.69	\$33.28	\$33.88
2nd year	\$34.08	\$34.69	\$35.31
3rd year	\$35.49	\$36.13	\$36.98
4th year	\$38.70	\$39.40	\$40.11
5th year & Thereafter	\$39.22	\$40.42	\$41.63
<b>Clinical Nurse Consultant</b>	\$48.47	\$49.81	\$51.16
<b>Clinical Nurse Educator</b>	\$46.59	\$47.43	\$48.28
<b>RN Transition Leader</b>	\$41.93	\$42.68	\$43.45

Table 2B - New Non-nursing Classifications	First Pay Period on or after	First Pay Period on or after	First Pay Period on or after
	14/09/2017	1/07/2018	1/07/2019
<b>Care Service Employees:</b>			
<b>New Entrant</b>	\$19.95	\$20.46	\$20.97
<b>Grade 1</b>	\$20.96	\$21.46	\$21.98
<b>Grade 2</b>			
Level 1	\$22.05	\$22.71	\$23.37
Level 2	\$22.22	\$23.04	\$23.87
<b>Grade 3</b>	\$23.41	\$24.11	\$24.82
<b>Grade 4</b>	\$24.94	\$25.54	\$26.15
<b>Chef Manager</b>	\$41.19	\$41.93	\$42.68
<b>Maintenance Supervisor</b>	\$25.31	\$25.92	\$26.54
<b>Maintenance Supervisor - Qualified</b>	\$26.90	\$27.55	\$28.21
<b>Clerical &amp; Administrative Employees:</b>			
<b>Juniors &lt; 21</b>			
<b>Grade 1</b>	\$21.66	\$22.14	\$22.65
<b>Grade 2</b>	\$21.76	\$22.24	\$22.75
<b>Grade 3</b>	\$21.95	\$22.43	\$22.95
<b>Grade 4</b>	\$22.75	\$23.25	\$23.78
<b>Grade 5</b>	\$24.50	\$25.04	\$25.62
<b>Adults</b>			
<b>Grade 1</b>	\$22.43	\$23.10	\$23.76
<b>Grade 2</b>	\$23.64	\$24.42	\$25.21
<b>Grade 3</b>	\$25.48	\$26.09	\$26.72
<b>Grade 4</b>	\$26.66	\$27.30	\$27.96
<b>Grade 5</b>	\$27.90	\$28.57	\$29.26

Table 3 - Other Rates and Allowances

No	Brief Description	Clause No	First Pay Period on or after	First Pay Period on or after	First Pay Period on or after	
			Approval	1/07/18	1/07/19	
1	Broken Shift	<a href="#">14.5(e)</a>	0.5	0.5	0.5	hour of ordinary pay / shift
2	In charge of Village - less than 100 beds	<a href="#">20.1(a)</a>	\$24.07	\$24.65	\$25.25	per shift
3	In charge of Village - 100 beds or more	<a href="#">20.1(a)</a>	\$38.78	\$39.71	\$40.66	per shift
4	In charge of section	<a href="#">20.1(b)</a>	\$24.07	\$24.65	\$25.25	per shift
5	Vehicle Allowance - official business	<a href="#">20.2(b)</a>	\$0.78	Changes with Aged Care Award rate		per km
6	Vehicle Allowance	<a href="#">17.4(b)</a>	\$0.38	\$0.39	\$0.40	per km
		<a href="#">20.4(c)</a>				
		<a href="#">39.4(g)</a>				
7	Uniform	<a href="#">20.3(c)</a>	\$7.17	\$7.34	\$7.52	per week
8	Shoes	<a href="#">20.3(d)</a>	\$2.22	\$2.27	\$2.32	per week
9	Cardigan/Jacket	<a href="#">20.3(e)</a>	\$2.13	\$2.18	\$2.23	per week
10	Stockings	<a href="#">20.3(f)</a>	\$3.55	\$3.64	\$3.73	per week
11	Socks	<a href="#">20.3(g)</a>	\$0.71	\$0.73	\$0.75	per week
12	Laundry	<a href="#">20.3(h)</a>	\$5.77	\$5.77	\$5.77	per week
13	On call	<a href="#">20.4(a)</a>	\$21.46	\$21.98	\$22.51	per day
14	On call - meal break	<a href="#">20.4(b)</a>	\$11.61	\$11.89	\$12.18	per period
15	Overtime - meal	<a href="#">20.5(a)(i)</a>	\$13.00	\$13.30	\$13.60	per meal
16	Overtime - additional meal	<a href="#">20.5(a)(ii)</a>	\$16.20	\$16.20	\$16.20	per meal
17	Continuing education allowance: RN	<a href="#">20.6(f)</a>	\$18.08	\$18.08	\$18.08	per week
18	Continuing education allowance: RN	<a href="#">20.6(g)</a>	\$30.12	\$30.12	\$30.12	per week
19	Continuing education allowance: RN	<a href="#">20.6(h)</a>	\$36.13	\$36.13	\$36.13	per week
20	Continuing education allowance: EN	<a href="#">20.6(i)</a>	\$12.04	\$12.04	\$12.04	per week
21	Climatic & Isolation	<a href="#">20.8(b)(i)</a>	\$4.30	\$4.30	\$4.30	per week
22	Climatic & Isolation	<a href="#">20.8(b)(ii)</a>	\$5.81	\$5.81	\$5.81	per week

## SCHEDULE C - SUPPORTED WAGE SYSTEM

**C.1** This schedule defines the conditions which will apply to employees who because of the effects of a disability are eligible for a supported wage under the terms of this Agreement.

**C.2** In this schedule:

**approved assessor** means a person accredited by the management unit established by the Commonwealth under the supported wage system to perform assessments of an individual's productive capacity within the supported wage system

**assessment instrument** means the tool provided for under the supported wage system that records the assessment of the productive capacity of the person to be employed under the supported wage system

**disability support pension** means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the Social Security Act 1991, as amended from time to time, or any successor to that scheme

**relevant minimum wage** means the minimum wage prescribed in this Agreement for the class of work for which an employee is engaged

**supported wage system** means the Commonwealth Government system to promote employment for people who cannot work at full Agreement wages because of a disability, as documented in the Supported Wage System Handbook. The Handbook is available from the following website: [www.jobaccess.gov.au](http://www.jobaccess.gov.au)

**SWS wage assessment agreement** means the document in the form required by the Department of Social Services that records the employee's productive capacity and agreed wage rate

### **C.3 Eligibility criteria**

**C.3.1** Employees covered by this schedule will be those who are unable to perform the range of duties to the competence level required within the class of work for which the employee is engaged under this Agreement, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a disability support pension.

**C.3.2** This schedule does not apply to any existing employee who has a claim against Scalabrini Village which is subject to the provisions of workers' compensation legislation or any provision of this Agreement relating to the rehabilitation of employees who are injured in the course of their employment.

### **C.4 Supported wage rates**

**C.4.1** Employees to whom this schedule applies will be paid the applicable percentage of the relevant minimum wage according to the following schedule:

<b>Assessed capacity (clause C5)</b>	<b>Relevant minimum wage</b>
%	%
%	%
10	10
20	20
30	30
40	40

<b>Assessed capacity (clause C5)</b>	<b>Relevant minimum wage</b>
<b>%</b>	<b>%</b>
50	50
60	60
70	70
80	80
90	90

C.4.2 Provided that the minimum amount payable must be not less than \$84 per week.

C.4.3 Where an employee's assessed capacity is 10%, they must receive a high degree of assistance and support.

**C.5 Assessment of capacity**

C.5.1 For the purpose of establishing the percentage of the relevant minimum wage, the productive capacity of the employee will be assessed in accordance with the Supported Wage System by an approved assessor, having consulted Scalabrini Village and employee and, if the employee so desires, a union which the employee is eligible to join.

C.5.2 All assessments made under this schedule must be documented in an SWS wage assessment agreement, and retained by Scalabrini Village as a time and wages record in accordance with the Act.

**C.6 Lodgement of SWS wage assessment agreement**

C.6.1 All SWS wage assessment agreements under the conditions of this schedule, including the appropriate percentage of the relevant minimum wage to be paid to the employee, must be lodged by Scalabrini Village with the FWC.

C.6.2 All SWS wage assessment agreements must be agreed and signed by the employee and Scalabrini Village, parties to the assessment. Where a union, party to this agreement, is not a party to the assessment, the assessment will be referred by the FWC to the union by certified mail and the agreement will take effect unless an objection is notified to FWC within 10 working days.

**C.7 Review of assessment**

The assessment of the applicable percentage should be subject to annual or more frequent review on the basis of a reasonable request for such a review. The process of review must be in accordance with the procedures for assessing capacity under the supported wage system.

**C.8 Other terms and conditions of employment**

Where an assessment has been made, the applicable percentage will apply to the relevant minimum wage only. Employees covered by the provisions of this schedule will be entitled to the same terms and conditions of employment as other workers covered by this Agreement on a pro rata basis.

**C.9 Workplace adjustment**

Scalabrini Village wishing to employ a person under the provisions of this schedule must take reasonable steps to make changes in the workplace to enhance the employee's capacity to do the

job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other workers in the area.

### **C.10 Trial period**

- C.10.1 In order for an adequate assessment of the employee's capacity to be made, Scalabrini Village may employ a person under the provisions of this schedule for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.
- C.10.2 During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum wage for a continuing employment relationship will be determined.
- C.10.3 The minimum amount payable to the employee during the trial period must be no less than \$84 per week.
- C.10.4 Work trials should include induction or training as appropriate to the job being trialled.
- C.10.5 Where Scalabrini Village and the employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment under clause C.5.



## SCHEDULE D - NATIONAL TRAINING WAGE NON-NURSING EMPLOYEES

### D Title

This National Training Wage Schedule applies only to trainees who, but for the operation of this agreement, would be covered by the [Aged Care Award 2010](#).

### D.1 Definitions

#### D.1.1 In this schedule:

**adult trainee** means a trainee who would qualify for the highest minimum wage in wage level A,B or C if covered by that wage level.

**approved training**, in relation to a trainee, means the training specified in the training contract of the trainee.

**Australian Qualifications Framework (AQF)** means the national framework for qualifications in post-compulsory education and training.

**relevant Ministers** means the Commonwealth, State and Territory Ministers responsible for vocational education and training.

**relevant State or Territory training authority** means a body in the relevant State or Territory that has power to approve traineeships, and to register training contracts, under the relevant State or Territory vocational education and training legislation.

**relevant State or Territory vocational education and training legislation** means the following or any successor legislation:

*Apprenticeship and Traineeship Act 2001 (NSW);*

*Education and Training Reform Act 2006 (Vic);*

*Training and Skills Development Act 2008 (SA);*

*Training and Skills Development Act 2016 (NT);*

*Training and Tertiary Education Act 2003 (ACT);*

*Training and Workforce Development Act 2013 (Tas);*

*Vocational Education and Training Act 1996 (WA);*

*Further Education and Training Act 2014 (Qld).*

**trainee** means an employee undertaking a traineeship under a training contract.

**traineeship** means a system of training that:

- (a) has been approved by the relevant State or Territory training authority; and
- (b) meets the requirements of a training package developed by the relevant Skills Service Organisation and endorsed by the Australian Industry and Skills Committee; and
- (c) leads to an AQF certificate level qualification.

**training contract** means an agreement for a traineeship made between an employer and an employee that is registered by the relevant State or Territory training authority.

**training package** means the competency standards and associated assessment guidelines for an AQF certificate level qualification that have been endorsed for an industry or enterprise by the Australian Industry and Skills Committee and placed on the National Training Information Service with the approval of the relevant Ministers, and includes any relevant replacement training package.

**wage level A,B or C**, see clause D.4.

**Year 10** includes any year before Year 10.

- D.1.2 A reference in this schedule to **out of school** refers only to periods out of school beyond Year 10 as at 1 January in each year and is taken to:
- (a) include any period of schooling beyond Year 10 that was not part of, or did not contribute to, a completed year of schooling; and
  - (b) include any period during which a trainee repeats, in whole or part, a year of schooling beyond Year 10; and
  - (c) not include any period during a calendar year after the completion during that year of a year of schooling.

## **D.2 Coverage**

- D.2.1 Subject to clauses D.2.2 to D.2.5 this schedule applies to an employee covered by this award who is undertaking a traineeship and whose training package and AQF certificate level are allocated to a wage level by clause D.6 or by clause D.4.4.
- D.2.2 This schedule only applies to AQF Certificate Level IV traineeships for which a relevant AQF Certificate Level III traineeship is listed in clause D.6.
- D.2.3 This schedule does not apply to:
- (a) the apprenticeship system; or
  - (b) qualifications not identified in training packages; or
  - (c) qualifications in training packages that are not identified as appropriate for a traineeship.
- D.2.4 If this schedule is inconsistent with other provisions of this agreement relating to traineeships, the other provisions prevail.
- D.2.5 This schedule ceases to apply to an employee at the end of the traineeship.

## **D.3 Types of traineeship**

The following types of traineeship are available:

- D.3.1 A full-time traineeship based on 38 ordinary hours per week, with 20% of those hours being approved training;
- D.3.2 A part-time traineeship based on fewer than 38 ordinary hours per week, with 20% of those hours being approved training provided:
- (a) wholly on the job; or
  - (b) partly on the job and partly off the job; or
  - (c) wholly off the job.

## **D.4 Minimum rates**

### **D.4.1 Minimum weekly rates for full-time traineeships**

#### **(a) Wage level A**

The minimum rate for a full-time trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to wage level A by clause D.6.1 is the weekly rate specified in Column 2 of **Table 1 - Wage level A minimum weekly rate for full-time trainees (AQF Certificate Level I–III traineeship)**

according to the highest year of schooling completed by the trainee specified in that column and the experience level of the trainee specified in Column 1.

**Table 1 - Wage level A minimum weekly rate for full-time trainees (AQF Certificate Level I–III traineeship)**

Column 1 Experience level of trainee	Column 2 Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
School leaver	\$312.20	\$343.80	\$409.60
Plus 1 year out of school	\$343.80	\$409.60	\$476.60
Plus 2 years out of school	\$409.60	\$476.60	\$554.70
Plus 3 years out of school	\$476.60	\$554.70	\$635.10
Plus 4 years out of school	\$554.70	\$635.10	
Plus 5 or more years out of school	\$635.10		

NOTE: See clause D.4.3 for other minimum wage provisions that affect this paragraph.

(b) **Wage level B**

The minimum rate for a full-time trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to wage level B by clause D.6.2 or by clause D.4.4 is the weekly rate specified in Column 2 of

**Table 2 - Wage level B minimum weekly rate for full-time trainees (AQF Certificate Level I–III traineeship)** according to the highest year of schooling completed by the trainee specified in that column and the experience level of the trainee specified in Column 1.

**Table 2 - Wage level B minimum weekly rate for full-time trainees (AQF Certificate Level I–III traineeship)**

Column 1 Experience level of trainee	Column 2 Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
School leaver	\$312.20	\$343.80	\$398.50
Plus 1 year out of school	\$343.80	\$398.50	\$458.40
Plus 2 years out of school	\$398.50	\$458.40	\$537.60
Plus 3 years out of school	\$458.40	\$537.60	\$613.20
Plus 4 years out of school	\$537.60	\$613.20	
Plus 5 or more years out of school	\$613.20		

(c) **Wage level C**

The minimum rate for a full-time trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to wage level C by clause D.6.1 is the weekly rate specified in Column 2 of **Table 3 - Wage level C minimum weekly rate for full-time trainees (AQF Certificate Level I–III traineeship)** according to the highest year of schooling completed by the trainee specified in that column and the experience level of the trainee specified in Column 1.

**Table 3 - Wage level C minimum weekly rate for full-time trainees (AQF Certificate Level I–III traineeship)**

Column 1 Experience level of trainee	Column 2 Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
School leaver	\$312.20	\$343.80	\$398.50
Plus 1 year out of school	\$343.80	\$398.50	\$448.60
Plus 2 years out of school	\$398.50	\$448.60	\$501.20
Plus 3 years out of school	\$448.60	\$501.20	\$558.40
Plus 4 years out of school	\$501.20	\$558.40	
Plus 5 or more years out of school	\$558.40		

NOTE: See clause D.4.3 for other minimum wage provisions that affect this paragraph.

**(d) AQF Certificate Level IV traineeships**

- (i) The minimum rate for a full-time trainee undertaking an AQF Certificate Level IV traineeship is the minimum rate for the relevant full-time AQF Certificate Level III traineeship increased by 3.8%.
- (ii) The minimum rate for a full-time adult trainee undertaking an AQF Certificate Level IV traineeship is the weekly rate specified in Column 2 or 3 of **Table 4 - Minimum weekly rate for full-time adult trainees (AQF Certificate Level IV traineeship)** according to the year of the traineeship specified in those columns and the relevant wage level for the relevant AQF Certificate Level III traineeship specified in Column 1.

**Table 4 - Minimum weekly rate for full-time adult trainees (AQF Certificate Level IV traineeship)**

Column 1 Wage level	Column 2 First year of traineeship	Column 3 Second and subsequent years of traineeship
	per week	per week
A	\$659.60	\$685.10
B	\$636.30	\$660.80
C	\$579.10	\$601.00

NOTE: See clause D.4.3 for other minimum wage provisions that affect this paragraph.

**D.4.2 Minimum hourly rates for part-time traineeships**

**(a) Wage level A**

The minimum hourly rate for a part-time trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to wage level A by clause D.6.1 is the hourly rate specified in Column 2 of **Table 5 - Wage level A minimum hourly rate for part-time trainees (AQF Certificate Level I–III traineeship)** according to the highest year of schooling completed by the trainee specified in that column and the experience level of the trainee specified in Column 1.

**Table 5 - Wage level A minimum hourly rate for part-time trainees (AQF Certificate Level I–III traineeship)**

Column 1 Experience level of trainee	Column 2 Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
School leaver	\$10.27	\$11.32	\$13.48
Plus 1 year out of school	\$11.32	\$13.48	\$15.69
Plus 2 years out of school	\$13.48	\$15.69	\$18.24
Plus 3 years out of school	\$15.69	\$18.24	\$20.88
Plus 4 years out of school	\$18.24	\$20.88	
Plus 5 or more years out of school	\$20.88		

NOTE: See paragraph (f) for calculating the actual minimum wage. See also clause D.4.3 for other minimum wage provisions that affect this paragraph.

**(b) Wage level B**

The minimum hourly rate for a part-time trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to wage level B by clause D.6.2 or by clause D.4.4 is the hourly rate specified in Column 2 of **Table 6 - Wage level B minimum hourly rate for part-time trainees (AQF Certificate Level I–III traineeship)** according to the highest year of schooling completed by the trainee specified in that column and the experience level of the trainee specified in Column 1.

**Table 6 - Wage level B minimum hourly rate for part-time trainees (AQF Certificate Level I–III traineeship)**

Column 1 Experience level of trainee	Column 2 Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
School leaver	\$10.27	\$11.32	\$13.12
Plus 1 year out of school	\$11.32	\$13.12	\$15.08
Plus 2 years out of school	\$13.12	\$15.08	\$17.70
Plus 3 years out of school	\$15.08	\$17.70	\$20.18
Plus 4 years out of school	\$17.70	\$20.18	
Plus 5 or more years out of school	\$20.18		

NOTE: See paragraph (f) for calculating the actual minimum wage. See also clause D.4.3 for other minimum wage provisions that affect this paragraph.

**(c) Wage level C**

The minimum hourly rate for a part-time trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to wage level C by clause D.6.3 is the hourly rate specified in Column 2 of **Table 7—Wage level C minimum hourly rate for part-time trainees (AQF Certificate Level I–III traineeship)** according to the highest year of schooling completed by the trainee specified in that column and the experience level of the trainee specified in Column 1.

**Table 7 - Wage level C minimum hourly rate for part-time trainees (AQF Certificate Level I–III traineeship)**

Column 1 Experience level of trainee	Column 2 Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
School leaver	\$10.27	\$11.32	\$13.12
Plus 1 year out of school	\$11.32	\$13.12	\$14.75
Plus 2 years out of school	\$13.12	\$14.75	\$16.48
Plus 3 years out of school	\$14.75	\$16.48	\$18.37
Plus 4 years out of school	\$16.48	\$18.37	
Plus 5 or more years out of school	\$18.37		

NOTE: See paragraph (f) for calculating the actual minimum wage. See also clause D.4.3 for other minimum wage provisions that affect this paragraph.

(d) **School-based traineeships**

The minimum hourly rate for a part-time trainee who works ordinary hours and is undertaking a school-based AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to wage levels A,B or C by clause D.6 or by clause D.4.4 is the hourly rate in Column 1 or 2 of **Table 8 - Minimum hourly rate for part-time trainees (school-based AQF Certificate Level I–III traineeship)** according to the year of schooling of the trainee.

**Table 8 - Minimum hourly rate for part-time trainees (school-based AQF Certificate Level I–III traineeship)**

Column 1 Year 11 or lower	Column 2 Year 12
per hour	per hour
\$10.27	\$11.32

NOTE: See paragraph (f) for calculating the actual minimum wage. See also clause D.4.3 for other minimum wage provisions that affect this paragraph.

(e) **AQF Certificate Level IV traineeships**

- (i) The minimum hourly rate for a part-time trainee undertaking an AQF Certificate Level IV traineeship is the minimum hourly rate for the relevant part-time AQF Certificate Level III traineeship increased by 3.8%.
- (ii) The minimum hourly rate for a part-time adult trainee undertaking an AQF Certificate Level IV traineeship is the hourly rate in Column 2 or 3 of **Table 9 - Minimum hourly rate for part-time adult trainees (AQF Certificate Level IV traineeship)**
- (iii) , according to the year of the traineeship specified in those columns and the relevant wage level for the relevant AQF Certificate Level III traineeship specified in Column 1.

**Table 9—Minimum hourly rate for part-time adult trainees (AQF Certificate Level IV traineeship)**

<b>Column 1</b> Wage level	<b>Column 2</b> First year of traineeship  per hour	<b>Column 3</b> Second and subsequent years of traineeship  per hour
A	\$21.69	\$22.54
B	\$20.91	\$21.72
C	\$19.05	\$19.78

NOTE: See paragraph (f) for calculating the actual minimum wage. See also clause D.4.3 for other minimum wage provisions that affect this paragraph.

**(f) Calculating the actual minimum wage**

- (i) If fewer than 38 (or an average of 38) ordinary hours of work per week is considered full-time at the workplace by the employer, the appropriate minimum hourly rate for a part-time trainee is obtained by multiplying the relevant minimum hourly rate in clauses D.4.2(a) to (e) by 38 and then dividing the figure obtained by the full-time ordinary hours of work per week.
- (ii) If the approved training for a part-time traineeship is provided wholly off-the-job by a registered training organisation, for example at school or at TAFE, the relevant minimum hourly rate in clauses D.4.2(a) to (e) applies to each ordinary hour worked by the trainee.
- (iii) If the approved training for a part-time traineeship is undertaken solely on-the-job or partly on-the-job and partly off-the-job, the relevant minimum hourly rate in clauses D.4.2(a) to (e) minus 20% applies to each ordinary hour worked by the trainee.

**D.4.3 Other minimum wage provisions**

- (a) Clause D.4.3 applies despite anything to the contrary in clause D.4.4 or D.3.2.
- (b) An employee who was employed by an employer immediately before becoming a trainee with that employer must not suffer a reduction in their minimum rate of pay because of becoming a trainee.
- (c) For the purpose of determining whether a trainee has suffered a reduction as mentioned in paragraph (b), casual loadings are to be disregarded.
- (d) If a qualification is converted from an AQF Certificate Level II to an AQF Certificate Level III traineeship, or from an AQF Certificate Level III to an AQF Certificate Level IV traineeship, then the trainee must be paid the next highest minimum wage provided in this schedule, if a higher minimum wage is provided for the new AQF certificate level.

**D.4.4 Default wage rate**

The minimum wage for a trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate level are not allocated to a wage level by clause D.6 is the relevant minimum wage under this schedule for a trainee undertaking an AQF Certificate to Level I–III traineeship whose training package and AQF certificate level are allocated to wage level B.

**D.5 Employment conditions**

- D.5.1 A trainee undertaking a school-based traineeship may agree to be paid an additional loading of 25% on all ordinary hours worked instead of being paid annual leave, paid personal/carer's leave, paid compassionate leave and paid absence on public holidays. However, if the trainee works on a public holiday, the public holiday provisions of this award apply.
- D.5.2 A trainee is entitled to be released from work without loss of pay and without loss of continuity of employment to attend any training and assessment specified in, or associated with, the training contract.
- D.5.3 Time spent by a trainee, other than a trainee undertaking a school-based traineeship, in attending any training and assessment specified in, or associated with, the training contract is to be regarded as time worked for the employer for the purposes of calculating the trainee's wages and determining the trainee's employment conditions.
- D.5.4 The time to be included for the purpose of calculating the wages for part time trainees whose approved training is wholly off-the-job is determined by clauses D.4.2(f)(ii) and (iii) and not by clause D.5.3.
- D.5.5 Subject to clause D.2.4, this award applies to a trainee in the same way that it applies to an employee who is not a trainee except as otherwise expressly provided by this schedule.

## **D.6 Allocation of traineeships to wage levels**

The wage levels applying to training packages and their AQF certificate levels are:

### **D.6.1 Wage level A**

<b>Training package</b>	<b>AQF certificate level</b>
Aeroskills	II
Aviation	I,II,III
Beauty	III
Business Services	I,II,III
Chemical, Hydrocarbons and Refining	I,II,III
Civil Construction	III
Coal Training Package	II,III
Community Services	II,III
Construction, Plumbing and Services Integrated Framework	I,II,III
Correctional Services	II,III
Drilling	II,III
Electricity Supply Industry—Generation Sector	II,III (III in Western Australia only)
Electricity Supply Industry—Transmission, Distribution and Rail Sector	II
Electrotechnology	I,II,III (III in Western Australia only)
Financial Services	I,II,III
Floristry	III
Food Processing Industry	III
Gas Industry	III
Information and Communications Technology	I,II,III



Laboratory Operations	II,III
Local Government (other than Operational Works Cert I and II)	I,II,III
Manufactured Mineral Products	III
Manufacturing	I,II,III
Maritime	I,II,III
Metal and Engineering (Technical)	II,III
Metalliferous Mining	II,III
Museum, Library and Library/Information Services	II,III
Plastics, Rubber and Cablemaking	III
Public Safety	III
Public Sector	II,III
Pulp and Paper Manufacturing Industries	III
Retail Services (including wholesale and Community pharmacy)	III
Telecommunications	II,III
Textiles, Clothing and Footwear	III
Tourism, Hospitality and Events	I,II,III
Training and Assessment	III
Transport and Logistics	III
Water Industry (Utilities)	III

#### D.6.2 Wage level B

<b>Training package</b>	<b>AQF certificate level</b>
Animal Care and Management	I,II,III
Asset Maintenance	I,II,III
Australian Meat Industry	I,II,III
Automotive Industry Manufacturing	II,III
Automotive Industry Retail, Service and Repair	I,II,III
Beauty	II
Caravan Industry	II,III
Civil Construction	I
Community Recreation Industry	III
Entertainment	I,II,III
Extractive Industries	II,III
Fitness Industry	III
Floristry	II
Food Processing Industry	I,II
Forest and Forest Products Industry	I,II,III
Furnishing	I,II,III
Gas Industry	I,II
Golf Clubs and Facilities	II,III
Health	II,III

Local Government (Operational Works)	I,II
Manufactured Mineral Products	I,II
Metal and Engineering (Production)	II,III
Outdoor Recreation Industry	I,II,III
Plastics, Rubber and Cablemaking	II
Printing and Graphic Arts	II,III
Property Services	I,II,III
Public Safety	I,II
Pulp and Paper Manufacturing Industries	I,II
Retail Services	I,II
Screen and Media	I,II,III
Sport Industry	II,III
Sugar Milling	I,II,III
Textiles, Clothing and Footwear	I,II
Transport and Logistics	I,II
Visual Arts, Craft and Design	I,II,III
Water Industry	I,II

#### D.6.3 Wage level C

<b>Training package</b>	<b>AQF certificate level</b>
Agriculture, Horticulture and Conservation and Land Management	I,II,III
Funeral Services	I,II,III
Music	I,II,III
Racing Industry	I,II,III
Rural Production	I,II,III
Seafood Industry	I,II,III

Signed for and on behalf of the HSU New South Wales, as a bargaining representative, by its duly authorised officer:



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Gerard Hayes  
Secretary, HSU New South Wales Branch  
Level 2, 109 Pitt Street  
SYDNEY NSW 2000



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WITNESS  
Luke Maroney  
Solicitor  
Level 2, 109 Pitt Street  
SYDNEY NSW 2000

*Authority to sign Agreement on behalf of employees is in accordance with Rule 40 of the Rules of the Health Services Union.*

*Brett Holmes*

.....  
Brett Howard Holmes  
Branch Secretary  
Australian Nursing and Midwifery Federation  
New South Wales Branch  
50 O'Dea Ave  
WATERLOO NSW 2017

*Margaret Potts*

.....  
WITNESS  
Margaret Mary Potts  
50 O'Dea Ave, Waterloo

*Coral Levett*

.....  
Coral Vicky Levett  
President  
Australian Nursing and Midwifery Federation  
New South Wales Branch  
50 O'Dea Ave  
WATERLOO NSW 2017

*Margaret Potts*

.....  
WITNESS  
Margaret Mary Potts  
50 O'Dea Ave, Waterloo

*Authority to sign Agreement on behalf of employees is in accordance with Rule 40 of the Rules of the Australian Nursing and Midwifery Federation and as bargaining representative in accordance with the Fair Work Act 2009.*

**Scalabrini Village Ltd, NSWNMA-ANMF NSW Branch and HSU NSW Branch**

**Enterprise Agreement 2017 - 2020**

**Signature Page On Behalf Of:**

**SCALABRINI VILLAGE LTD**

Signed for and on behalf of Scalabrini Village Ltd:

Dated this (date) day of (month), 2018

10TH MAY 2018

*Elaine Griffin*

(Signature)

Elaine Griffin

Level 8, 9 Help Street  
Chatswood NSW 2067

(Elaine Griffin as Chief Executive Officer is authorised to sign on behalf of Scalabrini Village Ltd)

*Kate Sellich*

Signature of Witness

KATE SELLICH

(Print Full Name)

(Business Address) LEVEL 8, 9 HELP STREET  
CHATSWOOD  
NSW 2067

**IN THE FAIR WORK COMMISSION**

FWC Matter No:  
**AG2018/2075**

Applicant:  
**Scalabrini Village Ltd**

Section 185 – Application for approval of a single enterprise agreement

**Undertaking – Section 190**

I, Elaine Griffin, Chief Executive Officer of Scalabrini Village Ltd, give the following undertakings with respect to the Scalabrini Village Ltd, NSWNMA-ANMF NSW Branch and HSU NSW Branch Enterprise Agreement 2017 - 2020 (**Agreement**):

1. I have the authority given to me by the Board of Scalabrini Village Ltd to provide these undertakings with respect to the application before the Fair Work Commission (**Commission**).

Trainees

2. Notwithstanding subclause 11.5 and Schedule D of the Agreement, Scalabrini Village Ltd undertakes to pay trainees 1% higher than the applicable wage rates in Schedule E – National Training Wage of the *Miscellaneous Award 2010*, as they vary from time to time.

Higher Duties

3. Notwithstanding subclause 20.7 of the Agreement an employee, other than a nursing employee, engaged in any duties carrying a higher wage rate than the classification in which they are ordinarily employed in any one day or shift will be paid at the higher wage rate for:
  - (a) the time so worked for two hours or less; or
  - (b) a full day or shift where the time so worked exceeds two hours.

Saturday Overtime

4. Notwithstanding subclause 17.2(a) of the Agreement an employee, other than a nursing employee, will be paid at the rate of double time for all authorised overtime on a Saturday.

These undertakings are provided on the basis of queries raised by the Commission in the application before the Commission.

Signature: 

Date: 26 October 2018.