

# TAFE NSW Administrative, Support & Related Employees Enterprise Agreement 2015 Meeting 2: 1 & 2 July 2015



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**TAFE** NSW

TRANSFORMATION

# SECTIONS

1. Resourcing to support negotiations
2. Timeline for reviewing the proposal
3. TAFE NSW's proposal
4. A single set of employment conditions and allowances
5. The Library Stream

# Section 1 – Resourcing to support negotiations

To make sure the work required is finished and we meet our deadline for retrospectivity we propose the following resourcing.

## DELEGATE AND TRAVEL ACCOMMODATION

- TAFE NSW will pay for travel and accommodation for one night for each regional delegate for each 2-day bargaining session.

## RESOURCING

- TAFE NSW will release 1.5 full time employees who are appropriate union delegates for 4 to 6 weeks to achieve the work required in the 90 day bargaining period. This is equivalent to 210 to 315 hours




## THE TASKS

- Review the proposed Contemporary Classification Structure, conditions and allowances for Administration, Support and Related Employees.
- Propose a method of joint presentation to staff to consult and explain the offer to employees and members

## OUR GOAL

- Support the parties to achieve the timeframe for retrospectivity, collaboration between bargaining parties and informing staff of the proposed changes

# Section 2 – Timeline for reviewing the proposal

JULY				AUGUST
6–10	13–14	17–24	27–28	31–7
1. Joint communication approach 2. Overall proposal analysis 3. Salary Spine 4. Hours of work a. Ordinary b. Span of hours	1. Hours of work a. Breaks b. FWHA			
Meeting 3 – 15 & 16 July 		1. Shift work 2. Overtime	1. Allowances	
			Meeting 4 – 29 & 30 July 	1. Terms of employment
				Meeting 5 – 12 & 13 August 

Activities include meetings between TAFE NSW, released delegates and union officials.

# Section 3 – TAFE NSW’s proposal

## TAFE NSW is making a fair and reasonable offer

We want to ensure we offer fairness and equity to our employees for the TAFE NSW of the future. We are offering:



There will be up to **2.5% increase in wages** for current employees

if proposed reforms are agreed



There is **no change to conditions of employment for current employees** in classifications under the current agreement



**A common set of conditions** of employment will apply to new positions created under the Contemporary Classification Structure (new Section 6)

Implementation of the new salary structure and conditions of employment will be through recruitment into new positions, positions created to support new business opportunities and through business reviews, using current agreed engagement and consultation processes.

## Section 4 – Introduce a single set of employment conditions and allowances

### CONDITIONS

A simpler, fairer and transparent set of employment conditions will apply to employees when the new structure is implemented. It is proposed that the new structure and employment conditions be included in a new Section of the Agreement – Section 6 – TAFE NSW Support Employees.

### SALARY LEVELS

All Levels in the salary spine have access to 5 incremental steps of 2.28% each, in addition to enterprise agreement pay increases (current offer is up to 2.5% per annum)

Overall we believe that the proposed enterprise agreement this is a fair and reasonable offer.

# Employment conditions can be grouped into 5 topics



## Terms of Employment

- Definitions
- Types
- Probation
- Rates of pay



## Hours of Work

- Ordinary weekly hours
- Daily Span of hours
- Core Hours
- Flexible Working Arrangements
- Broken Shifts
- Minimum and maximum shifts
- Breaks



## Shift work

- Definitions
- Rates
- Rules



## Overtime

- Definitions
- Rates
- Rules



## Allowances

- Commonly used allowances

# Proposed conditions of employment for new positions



TERMS OF  
EMPLOYMENT

- New Structure and Salary Spine
- Clearer definitions
- Types of employment:
  - Permanent
  - Temporary
  - Part Year (annualised hours) (new positions only)
  - Part time (pro rata entitlements for ordinary hours with additional hours at ordinary rates, plus 4/48 in lieu of annual leave)
  - Casual (23.3% loading, inclusive of annual leave for Mon-Fri work)
- Employees under 21 will be paid full adult rates (no junior rates of pay)
- Reduction of possible extension period of probation from 2 years to 1 year



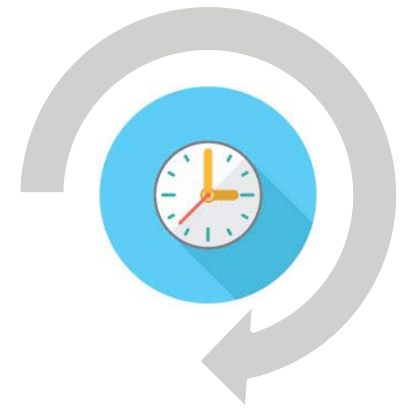
# Proposed conditions of employment for new positions



HOURS OF WORK

- 37 ordinary hours per week
- Daily span of working hours (bandwidth) is 6am to 9pm Mon-Fri (37 ordinary hours are worked within this span)
- Minimum and maximum consecutive hours of work
  - Full-time – minimum 2 and maximum 10 hours
  - Casuals – minimum 3 and maximum 9 hours
- Breaks
  - 1 x 10 minutes paid break for 4 hours work
  - Between 30-90 minutes unpaid meal break by or at the 5th hour of work
  - Crib break 30 minute paid for those required to remain at a place of work
- Broken Shift provision (with broken shift allowance)

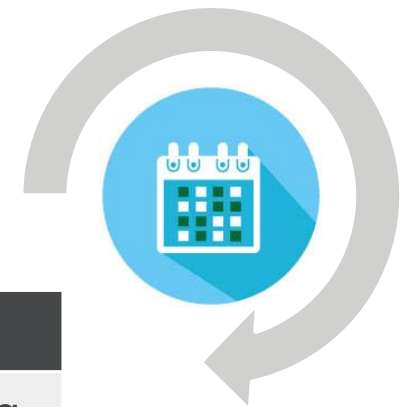
# Proposed conditions of employment for new positions



The proposed Flexible Working Hours Agreement:

- provides the ability to work flexibly for **all** full-time day employees and part time employees
- permits employees to accrue and take up to 6 flex days within a 12 week period (approved by manager in advance)
- hours of attendance are determined by operational requirements
- continues to be separate to Enterprise Agreement

# Proposed conditions of employment for new positions



SHIFT WORK

Shift Definition	Loading
Day shift – 6am to 7pm	No loading
Afternoon – finishing after 7pm and before 12am	+15%
Night – rotating – finishing after 12am or before 6am	+15%
Permanent Night – not rotating – finishing after 12am or before 6am	+30%
Saturday shift	+50%
Sunday shift	+100%
Public Holiday	+150%

# Proposed conditions of employment for new positions



OVERTIME

Directed overtime includes:

- Rates
  - *Monday to Saturday*  
Time and a half for first 2 hours, double time thereafter
  - *Sunday*  
Double time for all hours
  - *Public holiday*  
Double time and a half for all hours
- Minimum 3 hour payment for Sat, Sun and Public Holiday
- Rest period between shifts
  - 10 hours for day workers
  - 8 hours for shift workers
- On-call, minimum call back is 3 hours

# Proposed conditions of employment for new positions - Allowances



CONTINUED  
ALLOWANCES

## Allowances included in Section 6

- Meals
- First Aid
- Laundry
- Community Languages
- Higher Duty
- Travel
- Private Motor Vehicle
- Broken Shift
- Remote Area
- Transport and Excess Travel
- Certified Supervisor (child care centres)
  
- Required licences will be reimbursed

# Proposed conditions of employment for new positions - Allowances



DISCONTINUED  
ALLOWANCES

## Allowances not included for new positions

- A number of allowances will not be included in Section 6
- These are those that are either:
  - Minimally used – the higher wage scale will incorporate the value
  - Removed as TAFE NSW will provide (Such as tools and torches)
  - Incorporated in CCS gradings (such as supervisory loadings and mixed functions)

## Section 5 – The Library Stream

As part of the consultation around the Contemporary Classification Structure, TAFE NSW has proposed a salary spine that aligns with the proposed salary spine. The conditions of employment would also be in accordance with the new Section 6 conditions for all other employees. TAFE NSW requests feedback on this stream from the unions, delegates and bargaining representatives.

TAFE Level	Salary point	Salary value	TAFE Level	Salary point	Salary value
TAFE Level 3	1	44,764	TAFE Level 7	1	70,275
	2	45,785		2	71,877
	3	46,829		3	73,517
	4	47,897		4	75,193
	5	48,990		5	76,908
TAFE Level 4	1	50,107	TAFE Level 8	1	78,662
	2	51,250		2	80,456
	3	52,419		3	82,291
	4	53,614		4	84,168
	5	54,837		5	86,087
TAFE Level 5	1	56,087	TAFE Level 9	1	88,051
	2	57,366		2	90,059
	3	58,675		3	92,113
	4	60,013		4	94,214
	5	61,382		5	96,362
TAFE Level 6	1	62,782	TAFE Level 10	1	98,560
	2	64,213		2	100,808
	3	65,678		3	103,107
	4	67,176		4	105,458
	5	68,708		5	107,863

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