



ARTIO
 Australian Road Transport
 Industrial Organisation
 ABN: 63 734 697 902

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

Respect, Respond and Represent

Date: 23rd June 2014 (Pages 2)

ARTIO INDUSTRIAL CIRCULAR 4/2013 CLERKS – PRIVATE SECTOR AWARD 2010

This is the new award applicable to employers employing clerical employees in the transport industry. It commenced on 1 January 2010 and replaced the Clerks (Road Transport Industry) Award 2002. **These new rates and allowances apply from the first pay period commencing on or after 1 July 2014.**

If you employed workers in NSW prior to 1 January 2010 you may need assistance with the transitional provisions of this Award. If so, please contact your ARTIO Branch.

MINIMUM WEEKLY WAGE RATES

The minimum weekly wage rates for clerical employees are detailed below. The classification structure is very detailed and is contained at Schedule B of the Award which is accessible at the following web site: www.fwc.gov.au/documents/documents/modern_awards/award/MA000002/default.htm

Please review the classifications criteria very carefully because you must give consideration to the characteristics of each level as well as typical duties/skills. The characteristics are the primary guide as they indicate the:

- Level of basic knowledge required;
- comprehension of issues;
- problems/procedures required
- Level of supervision/accountability of the position

Classification	Per week \$
Level 1—Year 1	\$681.40
Level 1—Year 2	\$715.10
Level 1—Year 3	\$737.60
Level 2—Year 1	\$746.20
Level 2—Year 2	\$760.10
Level 3	\$788.20
Call centre principal customer contact specialist	\$793.80
Level 4	\$827.60
Level 5	\$861.30
Call centre technical associate	\$943.40

<u>Juniors</u>	
Junior employees must be paid the following percentage of the appropriate wage rates.	
Age	% Rate
< 16 years	45
16	50
17	60
18	70
19	80
20	90

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ALLOWANCES

First Aid Allowance: \$11.19 per week

Meal Allowance: \$14.35, where required to work more than 1 ½ hours overtime without 24 hours notice

Vehicle Allowance: cars - 78 cents per km, motorcycles – 26 cents per km

Clothing: where required to wear a uniform the cost of it must be reimbursed and full time employees paid \$3.55 per week for laundry expenses, part timers or casuals should receive 71 cents per shift.

SPREAD OF HOURS & OVERTIME

Ordinary hours of work should not exceed 38 per week. The spread of hours in this Award is from **5.30am to 6.30pm, Monday to Friday**. Any work outside of those hours or beyond agreed daily working hours, which can be up to 10 in a day, should be paid at **overtime rates which are time and a half for the first 2 hours and double time thereafter**. Each day's overtime stands alone.

Further, all employees must be allowed a minimum of two 10 minute rest intervals per day, that is a morning and afternoon break which shall be counted as time worked.

CASUALS

A casual employee shall be entitled to a loading of 25% and it is calculated by dividing the weekly rate by 38 and then multiplying that sum by 1.25 to give a casual hourly rate. A casual employee is entitled to a minimum of 3 hours payment per engagement.

Should you have any enquiries or want further information please contact your local ARTIO Branch as detailed on page 1.