

IP AUSTRALIA ENTERPRISE AGREEMENT 2010-2011

IP Australia's Enterprise Agreement commenced on 1 May 2010 and nominally expires 30 June 2011

THE PROCESS

The Agreement was made by IP Australia management bargaining representatives and employee bargaining representatives following consultation and negotiation.

AGREEMENT OBJECTIVES

The agreement supports IP Australia's purpose and visions through the Key Result Areas of the **IP Australia Strategic Plan 2009-2014**.

REMUNERATION

The Agreement maintains a 4 point pay structure for APS1 to EL2 classifications and Patent Examiner classification and Trade Marks & Designs broadband.

Pay Increases

- 3.5% from commencement of the EA on 1 May 2010 or seven days after approval of the Agreement by Fair Work Australia.

Paypoint Advancement

Employees not at the top of their IP Australia salary range will continue to be entitled to paypoint advancement after 12 months if they have achieved the required performance assessment rating.

SALARY PACKAGING

Salary packaging is available from a menu of non-cash benefits. More information can be obtained from the Salary Packaging area in Finance.

PERFORMANCE MANAGEMENT

The Agreement continues the two performance management schemes.

For EL2 employees the scheme focuses on improving leadership and business outcomes and provides for payment of an achievement bonus depending on meeting the required performance assessment rating.

For other employees the scheme *Performance: Achieving Together* promotes improved communication and feedback.

LEARNING AND DEVELOPMENT

IP Australia promotes a broad range of learning and development options.

Studybank

Assistance is available to approved students to undertake formal courses of study at tertiary and higher education institutions and other vocational education courses.

SUPERANNUATION

Superannuation contributions are in accordance with Government policy for Australian Public Service employees: see www.comsuper.gov.au.

In addition the Agreement provides a 15.4% employer contribution for employees exercising Superannuation Choice.

ALLOWANCES

Higher Duties Allowance

An employee directed to perform all or part of the duties of a higher classification for longer than 2 weeks will be paid a higher duties allowance at the equivalent rate.

Other Allowances

A fortnightly allowance is paid to First Aid Officers, Health & Safety Representatives, Equity and Diversity Contact Officer and Emergency Control Officers.

Other allowances include Motor Vehicle Allowance, EL2 Additional Responsibility Allowance and the Patent Examiner Translation Allowance.

EXTRA DUTY

Where employees are required to perform extra duty, or remain contactable after hours, they are entitled to payment in recognition of the additional demands placed on them.

- Rates of payment for overtime, on call and emergency duty vary according to the circumstances.
- Eligible employees working overtime may take their overtime entitlement as time-off in lieu.
- If employees are required to work extra duty and it has been 5 hours since their last meal break, they are required to take a 30 minute meal break. If they work beyond that break they will be paid a meal allowance.

WORK LIFE BALANCE

- Vacation childcare subsidy for primary school aged children
- Work/Life referral service
- Preferential car parking access for employees in their third trimester.

WELLBEING PROGRAMS

A broad range of wellness programs and activities is provided.

Health and wellbeing subsidy

The subsidy is payable to ongoing employees and to non-ongoing employees after 12 months employment

- \$150 pa for Canberra based employees
- \$200 pa for Out Posted Workers

RELOCATION EXPENSES

Reimbursement of reasonable expenses generally available to relocate on joining IP Australia or when required by the agency to move from one locality to another.

WORKING HOURS

Full-time hours are 7 hours 21 minutes per day.

Flextime Scheme

- Flexible hours may be worked between 7am and 7pm.
- Up to five consecutive flex days may be taken at one time.
- Maximum carryover is one week's credit (full-time or part-time hours) or a debit of ten hours.

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FLEXIBILITY OVERVIEW

IP Australia recognises that employees value the ability to work flexibly.

A range of options including flexible working arrangements and leave types is available to employees to help them as far as operationally practicable to balance work and personal life circumstances.

PART-TIME WORK

Proposals for part-time work may be initiated by either employees or management. Reasonable business grounds will be considered when assessing part time work applications.

LEAVE

Annual Leave

20 days each year with access to annual leave credits as they accrue.

- Employees can conditionally cash out annual leave only if the employee has a balance of annual leave of at least 4 weeks.
- Annual leave may be taken at half pay.
- Employees may elect to purchase up to four weeks additional leave per year (**Purchased Leave**).

Personal/Carer's Leave and Compassionate Leave

- 20 days full pay per year accrued fortnightly - access to leave credits as they accrue.
- Available when the employee is ill and to provide care for ill members of the employee's family or household and for emergencies affecting that member.
- Documentary evidence is required after 10 days leave taken without evidence. Absences of up to three consecutive days may not require documentary evidence.
- Documentary evidence requirements include a medical certificate or statutory declaration.

Other leave types

- Miscellaneous.
- Paid leave for Aboriginal and Torres Strait Islander employees
- Community service leave.
- Community volunteer leave.
- Defence reserve leave.

Christmas Closedown

- 2 day closedown between Christmas and New Year.

REMOTE LOCATION WORK

Remote location work is available to eligible employees.

- **Home based work** for employees within the proximity of the Canberra or State Office.
- **Out Posted Work** for employees whose home is at least 1.5 hrs travel from the Canberra or State Office.

WORK AND PERSONAL RESPONSIBILITIES

- An employee on approved leave may apply to have their annual, long service or flex leave changed to personal leave if faced with significant caring responsibilities.
- Access to part-time work for either parent for up to two years from the birth or adoption of a child.
- Additional family care cost reimbursement as a result of work requirements in exceptional circumstances.
- **Carer's room** for use in emergencies or breastfeeding.
- 52 weeks **Maternity Leave** includes up to 14 weeks on full pay (subject to qualifying periods of service).
- Following the birth or adoption of their child, employees with parental responsibilities for the child have access to up to two weeks **Parental Support Leave** in the first 12 months.
- **Adoption Leave** of up to 14 weeks on full pay and longer term adoption and parental leave are also available (subject to qualifying periods of service).
- Meetings are scheduled to meet the needs of the participants and wherever possible, do not commence before 9am and conclude by 5pm, unless otherwise agreed.

REDUNDANCIES

- Retention periods of 7 to 13 months depending on age and length of service, or a severance benefit of a sum equal to two weeks' salary for each completed year of service with a maximum payment of 48 weeks of salary.
- Up to \$450 to seek financial advice if offered voluntary redundancy.
- Career Transition Centre Advice

WORKPLACE CONSULTATION

The **IP Australia Workplace Committee** meets at least once every three months to consider:

- implementation of the Agreement, and
- organisational, personnel and employment policies and practices and any proposed changes to organisational structures having major implications for employees.

Membership comprises a member of the Executive, Human Resource Management representatives, employee representatives and the union.

Group Level Consultation

Membership is made up of the Group General Manager and staff representatives. The consultative forums meet at least once every three months to share information and involve employees in issues which affect them at the workplace level.

To obtain a full copy of the Enterprise Agreement visit our website at www.ipaustralia.gov.au, or phone Human Resource Management on (02)6283 2578