

IP Australia and Union Collective Agreement 2008-2010

A Summary

IP Australia's Collective Agreement commenced on 3 July 2008 and nominally expires on 30 April 2010

THE PROCESS

The Agreement was made by IP Australia management and employee and union 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 Statement 2007-2012** and is framed around the People and Workplace Key Result Area.

REMUNERATION

The Agreement implements a 4 point pay structure for APS1 to EL2 classifications. The Patent Examiner classification and Trade Marks & Designs broadband have new pay structures including an extra performance-based pay point.

Pay Increases

- 4% from commencement of the CA
- 4% from 14 May 2009
- 1% from October 2009 contingent on reduction in unscheduled absences

Paypoint Advancement

Employees not at the top of their IP Australia salary range may 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 introduces two new 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.

Other Allowances

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

Other allowances include 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

- \$22 per day 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

- \$100 pa for Canberra base employees
- \$150 pa for State Office and remote location employees

RELOCATION EXPENSES

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

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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.

Flexible Working Arrangements

EL2 and OPW employees work an average of 36 hrs 45 mins per week.

PART-TIME WORK

Proposals for part-time work may be initiated by either employees or management. Approval may be subject to operational requirements.

The number of part-time hours to be worked is agreed by the employee and manager.

LEAVE

Recreation Leave

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

- Employees can conditionally cash out up to two weeks recreation leave.
- Recreation leave may be taken at half pay.
- Employees may elect to purchase up to four weeks additional leave per year (**Purchased Leave**).

Personal 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 include Miscellaneous, Compassionate, Community Service and 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 prospectively to have their recreation, 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.

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 Collective Agreement visit our website at www.ipaustralia.gov.au, or phone the Human Resource Management Group on (02)6283 2578