

General Staff Agreement 2009 - 2012

Section 1 - Purpose and Context

(1) The University has two Collective Agreements, one for Academic Staff and one for General Staff.

Section 2 - Definitions

(2) Nil.

Section 3 - Policy Statement

(3) The General Staff Agreement 2009 - 2012 table of contents is listed below. Readers must refer to the actual agreement for full details.

(4) Part A - Provisions Relating to the Operation of the Agreement

1. Agreement Title
2. Application of the Agreement
3. Definitions
4. Coverage of the Agreement
5. No Extra Claims
6. Individual Flexibility Arrangement
7. Term of the Agreement
8. Implementation Committee
9. Dispute Settlement
10. Renegotiation of the Agreement
11. Availability of the Agreement 9

(5) Part B - Appointments

12. Categories of Employment
 - Ongoing Employment
 - Part-Time Employment

- Fixed-Term Employment
- Fixed-Term Employment Conversion
- Casual Employment
- Casual Employees - Conversion to Ongoing or Fixed-Term Employment
- Apprenticeships & Traineeships

13. Terms of Engagement

- Information for Employees on Terms of Engagement
- Payment of Salaries
- Annualised Rates of Pay

14. Probation

(6) Part C - Employment Conditions

15. Position Classification and Broadbanding

- Principles
- Classification Methodology
- Reclassification of the Existing Positions
- Review
- Broadbanding

16. Pay Rates

17. Salary Packaging

18. Superannuation

19. Flexible Working Arrangements

20. Higher Duties Allowance

21. Meal Allowance

22. On Call Allowance

23. Car Kilometre Allowance and Journeys Requiring Temporary Residence

24. Compensation for Loss or Damage to Personal Property

25. Jury Service and Witnesses

26. Hours of Work

27. Standard Working Hours

28. Meal Breaks

29. Flexible Hours of Work Scheme

30. Workloads

Leave Entitlements and Public Holidays

31. Annual Leave

32. Annual Leave Loading

33. Long Service Leave

34. Personal Leave

35. Sick Leave

36. Parental Leave

37. Australian Defence Force Reserves Training Leave

38. Emergency Services Call-Out Leave

39. Leave Without Pay

40. Public Holidays

(7) Part D - Training and Development

41. Career Planning and Development

(8) Part E - Health and Safety

42. Clothing and Safety Equipment

43. Occupational Health and Safety and First Aid

(9) Part F - Workplace and Employee Relations

44. Dignity and Respect at Work

45. Personal Reports

46. Job Security and Outsourcing

47. Employee Representation

48. Union Representation

49. Organisational Change

50. Unsatisfactory Conduct

51. Unsatisfactory Performance

52. Misconduct or Serious Misconduct

(10) Part G - Separation of Employment

53. Notice of Resignation and Termination

54. Separation of Employment on the Grounds of Ill Health

55. Fixed-Term Employees Severance Pay

56. Fixed-Term Employees Termination Notice

57. Redeployment & Redundancy

(11) Part H - Miscellaneous Provisions

58. Pay and Career Equity

59. Intellectual Freedom

60. Intellectual Property

61. Indigenous Australian Employment Strategy

62. Environmental Sustainability

(12) Part I - Schedules

(13) Schedule 1 - Pay Rates

(14) Schedule 2 - Apprentice Pay Rates

(15) Schedule 3 — Allowances

(16) Schedule 4 - Position Descriptors

(17) Part J - Signatories to the Agreement

Section 4 - Procedures

(18) Nil.

Section 5 - Guidelines

(19) Nil.

Status and Details

Status	Historic
Effective Date	3rd February 2010
Review Date	3rd October 2012
Approval Authority	Vice-Chancellor and President
Approval Date	1st February 2010
Expiry Date	22nd December 2014
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