



CATHOLIC ARCHDIOCESE OF MELBOURNE

**CIRCULAR HR 0315 (25 JUNE 2015)
ALL PARISH PRIESTS AND ADMINISTRATORS
IN THE ARCHDIOCESE OF MELBOURNE**

Miscellaneous Award rates of pay

The Miscellaneous Award cover employees who are not covered by another modern award except those classes of employees who, because of the nature or seniority of their role, have not traditionally been covered by awards including managerial employees and professional employees.

In the parish context, housekeepers, gardeners, cleaners, sacristans and musicians are covered by the Miscellaneous Award. While rates for musicians engaged by parishes as independent contractors are subject to negotiation, the rates should be no less than that which the musician would have received had he or she been employed.

The minimum weekly wages clause in this Award has now been adjusted to reflect the recent decision by the Fair Work Commission to increase all modern award weekly wages by 2.5% per week rounded to the nearest ten cents. Proportionate rates apply to hourly minimum wages. The attached schedule provides details.

The increases apply from the first pay period commencing on or after 1 July 2015. Increases can be absorbed into existing over award payments.

Employers need to be aware that the following penalty rate provisions apply to employees covered by that Award.

- (a) All work performed by an employee, other than a casual, outside the hours of 7.00 am and 7.00 pm Monday to Friday and on Saturday which is not overtime must be paid at the rate of 120% of the relevant minimum wage.
- (b) All work performed by an employee, other than a casual, on Sunday which is not overtime must be paid at the rate of 150% of the relevant minimum wage.
- (c) All work performed by a casual employee outside the hours of 7.00 am and 7.00 pm Monday to Friday and on Saturday which is not overtime must be paid at the rate of 145% of the relevant minimum wage.
- (d) All work performed by a casual employee on Sunday which is not overtime must be paid at the rate of 175% of the relevant minimum wage.
- (e) All work performed by an employee on a public holiday is to be paid at the rate of 250% of the relevant minimum wage.

This circular does not provide advice on rates of pay for musicians engaged as independent contractors by weddings and funerals parties etc. as they are matters for the parties to negotiate.

A copy of this circular has been posted on the Archdiocese's website at <http://www.cam.org.au/Policies/Current-Circulars.aspx>

Tom Carr
Human Resources Manager

Human Resources

Level 2, 340 Albert St, East Melbourne VIC 3002 Australia. PO Box 146, East Melbourne VIC 8002 Australia
Telephone: (03) 9926 5629, 9926 5668, 9926 5780 Email: tom.carr@cam.org.au
trish.fazzino@cam.org.au lilia.giansiracusa@cam.org.au nandi.adams@cam.org.au fi.frase@cam.org.au
<http://www.cam.org.au/policies>

MISCELLANEOUS AWARD RATES OF PAY as at 1 JULY 2015

Classification	38 hr week rate	Part-time per hr	Casual per hr
<p>Level 1 An employee at this level has been employed for a period of less than three months and is not carrying out the duties of a level 3 or level 4 employee eg housekeepers, cleaners, gardeners, sacristans for the first three months of their employment</p>	\$656.90	\$17.29	\$21.61
<p>Level 2 An employee at this level has been employed for more than three months and is not carrying out the duties of a level 3 or level 4 employee eg housekeepers, cleaners, gardeners, sacristans after the first three months of their employment and musicians</p>	\$701.80	\$18.47	\$23.09
<p>Level 3 An employee at this level has a trade qualification or equivalent and is carrying out duties requiring such qualifications eg, any of the above if these circumstances apply</p>	\$764.90	\$20.13	\$25.16
<p>Level 4 An employee at this level has advanced trade qualifications and is carrying out duties requiring such qualifications or is a sub-professional employee. eg, any of the above if these circumstances apply</p>	\$834.60	\$21.96	\$27.45