



CATHOLIC ARCHDIOCESE OF MELBOURNE

HUMAN RESOURCES OFFICE



<http://www.melbourne.catholic.org.au/policies/index.html>



9926 5629, 9926 5668, 9926 5780



9926 5655



James Gould House
228 Victoria Parade, PO Box 146, East Melbourne 8002
tcarr@melbourne.catholic.org.au
rodparker@melbourne.catholic.org.au
mklep@melbourne.catholic.org.au

MEMORANDUM

To: To all non executive employees

From: Tom Carr, Human Resources Manager

Subject: Changes to conditions of employment

The conditions of employment for non-executive staff in diocesan agencies, departments and auspiced bodies have been amended and will be used in all future employment arrangements.

Current employees have the opportunity to have these conditions apply to themselves by electing to do so. An election form is attached.

These *Catholic Archdiocese of Melbourne Conditions of Employment for non-executive employees 2005 (Conditions)* provide the additional benefits of;

- a 17½% annual leave loading on all annual leave accrued after 1 January 2005,
- the new federal award redundancy provisions, and
- a choice of superannuation funds under certain conditions.

Some clauses have been tidied up and a clause covering intellectual property has been included.

The *Conditions* and election form have been published on the diocesan web site and can be accessed at:

<http://www.melbourne.catholic.org.au/policies/hr-noticecircmemo.htm>

Electing to accept the *Conditions* is voluntary and you need to consider the following.

1. Legislation was passed late last year to restore a common rule award system to Victoria. Until now federal awards (there are no state awards in Victoria) only apply to listed respondents and you have been award free. A common rule award applies across occupational categories regardless of whether the employer has been roped into the award. Common rule awards will cover some of you as early as 1 January 2005 and the leave loading and redundancy provisions will be a feature of those awards. By electing to accept these *Conditions* you will receive the benefit of them regardless of whether and the timing of the application of a common rule award to you. The redundancy provisions in the *Conditions* are also free of the backdating restrictions common rule awards may impose.
2. An Award stipulates the minimum terms and conditions that apply to employees. The terms and conditions cannot be contracted out simply by mutual agreement.

Where they are superior to the *Conditions* the award provisions prevail. In that context, the *Conditions* are over award entitlements. Electing to accept these *Conditions* does not in any sense diminish entitlements afforded you under an award.

3. Choice in superannuation has been legislated for and will be in force by 1 July 2005. The *Conditions* provide immediate access under certain conditions.
4. The general salary increase available to full and part time employees in February 2005, will be discounted by 1.35% to absorb the impact of applying holiday leave loading.

I will keep you informed on common rule awards matters as they become available.

A handwritten signature in black ink, appearing to read 'Tom Carr', with a large, stylized initial 'T'.

Tom Carr
Human Resources Manager

3 September 2004