



CATHOLIC ARCHDIOCESE OF MELBOURNE

**CIRCULAR HR 0216 (25 JUNE 2016)
ALL PARISH PRIESTS AND ADMINISTRATORS
IN THE ARCHDIOCESE OF MELBOURNE**

Clerical and secretarial rates of pay

The Clerks – Private Sector Award applies to parish staff working in clerical and secretarial roles.

The minimum weekly wages clause in this Award has been adjusted to reflect the recent decision by the Fair Work Commission to increase all modern award weekly wages by 2.4% 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 2016.

Increases can be absorbed into existing over award payments.

Recommendations in respect to over award rates of pay will be forwarded later in the year to cover the 2016 calendar year. Award rates of pay are now reviewed on a financial year cycle.

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

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Attachment

CLERKS – PRIVATE SECTOR AWARD RATES OF PAY as at 1 JULY 2016

Classification	38 hr week	Part-time per hr	Casual per hr
Grade 1, first year	\$715.20	\$18.82	\$23.53
Grade 1, second year	\$750.60	\$19.75	\$24.69
Grade 1, after 2 years	\$774.10	\$20.37	\$25.46
Grade 2, first year	\$783.30	\$20.61	\$25.76
Grade 2 after 1 year	\$797.80	\$20.99	\$26.24
Grade 3	\$827.30	\$21.77	\$27.21
Grade 4	\$868.70	\$22.86	\$28.57
Grade 5	\$904.00	\$23.79	\$29.73