



CATHOLIC ARCHDIOCESE OF MELBOURNE

HUMAN RESOURCES OFFICE



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CIRCULAR HR 0111 (10 FEBRUARY 2011) ALL PARISH PRIESTS AND ADMINISTRATORS IN THE ARCHDIOCESE OF MELBOURNE

Conditions of employment 2011

In December 2010 and February 2011, the Council of Priests considered and endorsed a proposal to extend paid parental leave to those parish employees who currently do not have access to it.

The proposal was for the provision of six weeks of parental leave on full pay or twelve weeks on half pay for the primary carer, and one week of parental leave on full pay or two weeks on half pay for the other parent after twelve months' service.

The Archbishop has subsequently approved the proposal which is effective from 1 January 2011.

The conditions of employment for parish employees, other than those employed by and in schools, have now been amended. They should 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.

In addition to paid parental leave, these *Catholic Archdiocese of Melbourne Conditions of Employment for parish employees 2011* and the *Catholic Archdiocese of Melbourne Conditions of Employment for pastoral associates 2011 (Conditions)* provide the additional benefit of an internal dispute resolution procedure.

Other changes necessitated by the repeal of the Workplace Relations Act and the passage of the Fair Work Act have been made.

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

<http://www.cam.org.au/policies>

I ask that you invite current employees to consider making this election.

Electing to accept the *Conditions* as part of an employee's contract of employment is voluntary and they need to consider the following:

1. By electing to accept these *Conditions*, paid parental leave and the internal disputes procedure become entitlements and cannot be unilaterally withdrawn by the employer.
2. All employees are covered by the National Employment Standards (NES). Some are covered by a modern award. These stipulate the minimum terms and conditions of employment. They cannot be contracted out by mutual agreement. Where superior to the *Conditions*, the NES and any applicable award provisions prevail. In that context, the *Conditions* are over award entitlements.

As part of its considerations, the Council of Priests requested that I draw your attention to the desirability of ensuring that contracts of employment are written and that the standard templates are used. If you require any assistance in bringing this about, please contact me or Trish Fazzino (trish.fazzino@cam.org.au/ 9926 5780) for assistance.

A copy of this circular has been posted on the Archdiocese's website at <http://www.cam.org.au/human-resources/current-circulars.html>

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

Tom Carr
Human Resources Manager