

SALARIES, LOADINGS AND BENEFITS PROCEDURE (MPF1170)

SCHEDULE B - PROFESSIONAL STAFF SALARIES AND RATES OF PAYMENT

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CLASSIFICATION STRUCTURE

All professional staff positions are classified within the 10 level Higher Education Worker (HEW) classification structure. All staff within this structure will be paid in accordance with the following salary scales.

Table 2: Salary Scales for Full-Time Professional Staff HEW Levels 1-9

Professional Staff Classification Level	01/05/2014	01/05/2015	01/05/2016	01/05/2017
	3% increase	3% increase	3% increase	3.5% increase
Professional Level 1				
1	44,217	45,544	46,911	48,553
2	45,108	46,462	47,856	49,531
3	46,004	47,385	48,807	50,516
Professional Level 2				
1	47,983	49,423	50,906	52,688
2	48,942	50,411	51,924	53,742
3	49,923	51,421	52,964	54,818
Professional Level 3				
1	50,192	51,698	53,249	55,113
2	51,197	52,733	54,315	56,217
3	52,218	53,785	55,399	57,338
4	53,264	54,862	56,508	58,486
5	54,332	55,962	57,641	59,659
6	55,418	57,081	58,794	60,852
Professional Level 4				
1	58,018	59,759	61,552	63,707
2	59,181	60,957	62,786	64,984
3	60,366	62,177	64,043	66,285
4	61,575	63,423	65,326	67,613
Professional Level 5				
1	62,740	64,623	66,562	68,892
2	63,991	65,911	67,889	70,266
3	65,270	67,229	69,246	71,670
4	66,575	68,573	70,631	73,104
5	67,905	69,943	72,042	74,564

Professional Staff Classification Level	01/05/2014	01/05/2015	01/05/2016	01/05/2017
	3% increase	3% increase	3% increase	3.5% increase
6	69,270	71,349	73,490	76,063
7	70,649	72,769	74,953	77,577
8	72,065	74,227	76,454	79,130
Professional Level 6				
1	72,774	74,958	77,207	79,910
2	74,233	76,460	78,754	81,511
3	75,710	77,982	80,322	83,134
4	77,228	79,545	81,932	84,800
5	78,774	81,138	83,573	86,499
Professional Level 7				
1	80,298	82,707	85,189	88,171
2	81,908	84,366	86,897	89,939
3	83,544	86,051	88,633	91,736
4	85,213	87,770	90,404	93,569
5	86,922	89,530	92,216	95,444
Professional Level 8				
1	90,341	93,052	95,844	99,199
2	92,145	94,910	97,758	101,180
3	93,986	96,806	99,711	103,201
4	95,867	98,744	101,707	105,267
5	97,783	100,717	103,739	107,370
Professional Level 9				
1	105,393	108,555	111,812	115,726
2	107,497	110,722	114,044	118,036
3	109,653	112,943	116,332	120,404

Table 3: Salary Scales for Full Time Professional Staff HEW 10* as at 01/05/2014

Professional Staff Classification Level	HEW 10	HEW10A	HEW10B	HEW10C	HEW10D	HEW10E
Professional Level 10	112,920	153,488	167,963	185,332	199,813	217,793

* Except for the base rate, the salaries presented here for HEW 10 staff are total package amounts, excluding annual leave loading.

* For further information on salary packaging see section 12 of the [Salaries, Loadings and Benefits Procedure](#).

When calculating HDAs, bonuses, annual leave payouts and long service leave payouts the Total Package amount is divided by 1.17 and then the payout or bonus is calculated from there.

For example, to calculate an annual leave payout for 30 days of annual leave for a staff member on HEW 10A: $(153,488/1.17) \times (30/260.893^*)$

*the average number of days worked each year.

Or, to calculate an annual bonus of 5% per annum the calculation for a staff member on HEW 10A: $(153,488/1.17) \times 5\%$.

RATES OF PAYMENTS FOR TRAINEES AND APPRENTICES

Trainees

A new employee undertaking the complete duties of a position will be paid the salary determined by the agreement, irrespective of age. New employees who require training and so do not perform the complete range of duties of a position may be paid a percentage of the full salary, which is based on the level of skill acquired and not age. Training positions shall only be classified at Higher Education Worker levels 2 or 3. In exceptional circumstances they may be classified at level 1.

Training positions should be classified at the same level as that of the position for which the trainee is being prepared and will occupy on completion of the training.

Rates of pay for trainees are listed in Table 4.

The policy to determine the rates of pay for positions for which two year's training is required is:

1st year in training position: 85% of HEW level point 1

2nd year in training position: 90% of HEW level point 1

Table 4: Rates of Payment for Trainees

Professional Staff Classification Level	01/05/2014	01/05/2015	01/05/2016	01/05/2017
	3% increase	3% increase	3% increase	3.5% increase
Professional Level Trainee Level 1				
1	37,585	38,713	39,875	41,271
2	39,796	40,990	42,220	43,698
Professional Level Trainee Level 2				
1	40,785	42,009	43,270	44,785
2	43,185	44,481	45,816	47,420
Professional Level Trainee Level 3				
1	42,664	43,944	45,263	46,848
2	45,173	46,529	47,925	49,603

Apprentices

Apprentices will be paid at the following percentages of the relevant trade rate (relevant professional level classification).

1st year: 42% of base trade rate (professional level at increment step 1)

2nd year: 55% of base trade rate (professional level at increment step 1)

3rd year: 75% of base trade rate (professional level at increment step 1)

4th year: 88% of base trade rate (professional level at increment step 1)

Table 5: Rates of Pay for Apprentices

Professional Staff Classification Level	01/05/2014	01/05/2015	01/05/2016	01/05/2017
	3% increase	3% increase	3% increase	3.5% increase
Professional Level 3 (Apprentice)				
1	21,082	21,715	22,367	23,150
2	27,607	28,436	29,290	30,316
3	37,645	38,775	39,939	41,337
4	44,169	45,495	46,860	48,501
Professional Level 4 (Apprentice)				
1	24,371	25,103	25,857	26,762
2	31,912	32,870	33,857	35,042
3	43,516	44,822	46,167	47,783
4	51,056	52,588	54,166	56,062

WORK EXPERIENCE RATES OF PAYMENT

Please use the following figures as a guide for the payment of high school students between the ages of 13 - 21 years who are on work experience:

- \$5 per day;
- 70c per hour for less than a day

JUNIOR RATES OF PAYMENT

The term junior applies to professional staff where the staff member is under the age of 21 years. The salary for a junior will be based on a percentage of the full time salary dependant on the age of the staff member.

Table 6: Junior Rates of Payment

Age	Percentage
At 16 or under	50%
At 17	60%
At 18	70%
At 19	80%
At 20	90%

STANDING BY ALLOWANCE

Where an eligible staff member, in accordance with section 7.7 of the [Work Hours and Related Conditions Procedure](#), is required to hold themselves in readiness to work after ordinary hours, they will be paid a standing by allowance per day (or pro-rata).

Table 7: Standing by Allowance

	01/05/2014	01/05/2015	01/05/2016	01/05/2017
	3% increase	3% increase	3% increase	3.5% increase
Standing by allowance per day (or pro-rata)	27.31	28.13	28.97	29.98

RATES OF PAYMENT FOR CASUAL PROFESSIONAL STAFF

Table 8: Casual Hourly Rates of Payment

Professional Staff Classification Level	01/05/2014	01/05/2015	01/05/2016	01/05/2017
	3% increase	3% increase	3% increase	3.5% increase
Professional Staff Level 1	28.63	29.49	30.37	31.44
Professional Staff Level 2	31.07	32.00	32.96	34.11
Professional Staff Level 3	32.50	33.47	34.48	35.68
Professional Staff Level 4	37.56	38.69	39.85	41.25
Professional Staff Level 5	40.62	41.84	43.10	44.61
Professional Staff Level 6	47.12	48.53	49.99	51.74
Professional Staff Level 7	51.99	53.55	55.16	57.09
Professional Staff Level 8	58.49	60.25	62.06	64.23
Professional Staff Level 9	68.24	70.29	72.39	74.93

EXAMINATION SUPERVISORS

There are three categories of examination supervisors. Supervisors are paid according to whether they supervise a two or three hour examination.

Table 9: Examination Supervisor Rates of Payment

Category	1/5/2014	1/5/2015	1/5/2016	1/5/2017
	3% increase	3% increase	3% increase	3.5% increase
Supervisor				
• Hourly rate	28.63	29.49	30.37	31.44
• 2 Hour Examination	100.21	103.22	106.30	110.04
• 3 Hour Examination	128.84	132.71	136.67	141.48
Senior Supervisor				
• Hourly rate	31.07	32.00	32.96	34.11
• 2 Hour Examination	108.75	112.00	115.36	119.39
• 3 Hour Examination	139.82	144.00	148.32	153.50
Supervisor-in-charge				
• Hourly rate	32.50	33.47	34.48	35.68
• 2 Hour Examination	113.75	117.15	120.68	124.88
• 3 Hour Examination	146.25	150.62	155.16	160.56

- Supervisor rates are based on the HEW1 casual hourly rate.
- Senior Supervisor rates are based on the HEW2 casual hourly rate and Supervisor-In-Charge rates are based on the HEW3 casual hourly rate.
- Examination rates for 2 hour examinations are calculated based on 3.5 multiplied by the relevant casual hourly rate.
- Examination rates for 3 hour examinations are calculated based on 4.5 multiplied by the relevant casual hourly rate.

GRADUATION CEREMONIES

Table 10: Graduation Ceremony Rates of Payment

Rate of payment per ceremony	1/5/2014	1/5/2015	1/5/2016	1/5/2017
	3% increase	3% increase	3% increase	3.5% increase
Part Event Roles				
Normal Ceremony Rate Venue capacity 1250 or less	47.51	48.94	50.41	52.17
Large Ceremony Rate Venue capacity more than 1250	63.35	65.25	67.20	69.55
Entire Event Roles				
Normal Ceremony Rate Venue capacity 1250 or less	95.02	97.87	100.80	104.33
Large Ceremony Rate Venue capacity more than 1250	134.61	138.65	142.81	147.81
Robing Room Staff				
Normal Ceremony Rate Venue capacity 1250 or less	118.77	122.33	126.00	130.41
Large Ceremony Rate Venue capacity more than 1250	150.44	154.96	159.60	165.19
On-Stage and Marshals				
Normal Ceremony Rate Venue capacity 1250 or less	123.53	127.23	131.05	135.64
Large Ceremony Rate Venue capacity more than 1250	152.03	156.59	161.29	166.93

Rate of payment per ceremony	1/5/2014	1/5/2015	1/5/2016	1/5/2017
	3% increase	3% increase	3% increase	3.5% increase
Second in Charge (2IC)				
Normal Ceremony Rate Venue capacity 1250 or less	133.02	137.02	141.13	146.07
Large Ceremony Rate Venue capacity more than 1250	190.04	195.74	201.61	208.66
Officer In Charge (OIC)				
Normal Ceremony Rate Venue capacity 1250 or less	147.81	152.24	156.81	162.29
Large Ceremony Rate Venue capacity more than 1250	242.82	250.11	257.61	266.63

SENIOR ADMINISTRATIVE STAFF

Salaries are determined by assigning jobs to classifications through a process designed to ensure that work of equal complexity and responsibility is rewarded equally. The emphasis of this process is measurement of the task, not the performance of individuals. The Cullen Egan Dell system of job evaluation is used to classify positions in the Senior Administrative Service (for further details see the [Categories of Employment Procedure, Schedule E – Entitlements: Senior Administrative Staff](#)).

REVIEW

This schedule is to be reviewed by 28 February 2017.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Senior Vice-Principal	21 Aug 2012	21 Aug 2012	New version arising from the Policy Simplification Project. Loaded into MPL as version 1.
2	Executive Director, Human Resources	7 May 2013	7 May 2013	Updates to salary rates and payments throughout document following a 2.5% administrative increase effective 27 April 2013.
3	Executive Director, Human Resources	17 Jul 2013	17 Jul 2013	Correction to HEW4-4 salary rate in Table 2. Original error due to inadvertent transposing of figures.
4	Vice-Principal Administration and Finance on behalf of Senior Vice-Principal	30 May 2014	30 May 2014	Updated to include salary increases to 01/05/2017 in accordance with Enterprise Agreement 2013.
5	Vice-Principal Administration and Finance on behalf of Senior Vice-Principal	19 Aug 2014	19 Aug 2014	Table 3 updated to include salaries for professional staff at Level 10 – 10E effective 1 May 2014. Levels 10A – 10E were omitted from version 4 in error.