

Clerks – Private Sector Award 2010

This is a summary only of the above Award current as at 1 March 2012

If you require a full copy of the Award please click on this link to source the latest full copy.

http://www.fwa.gov.au/documents/modern_awards/award/ma000002/default.htm

Please note: The rates of pay for this Award are expected to increase as at 1 July each year.

This Award must be read together with the National Employment Standards

Key Provisions: Clerks – Private Sector Award 2010

- 3. Definition of clerical work**
 - administrative duties of a clerical nature
 - includes recording, typing, calculating, invoicing, billing, charging, checking, receiving and answering calls, cash handling, operating a telephone switchboard and attending a reception desk

- 10. Full time employment**

38 hours

- 11. Part-time employment**

Less than 38 – 3 hours minimum per day
Hours agreed up front
Hours in excess of agreed hours paid as overtime

- 12. Casual Employment**

25% loading on the hourly rate
3 hours minimum engagement

- 16. Minimum Weekly Wages**

Refer to clause 16 in the Award for the current rates and Schedule B for the classification definitions

- 17. Annualise salaries**

Add up base wages, allowances, annual leave loading, overtime to be worked
Employee not to be disadvantaged

- 18. Junior Salaries**

Percentage of applicable rate in clause 16
18 years – 70%
19 years – 80%
20 years – 90%

- 19. Allowances**

Use of employees motor vehicle – 0.74 cents per km – max 400km

- 23. Payment of Wages**

Weekly or fortnightly
Monthly – two weeks in arrears and two weeks in advance

Summary of Clerks – Private Sector Award 2010 Cont'd

25 Hours of work

Ordinary hours – 7am to 7pm Monday to Friday and 7am to 12.30pm Saturday
Maximum 10 hours per day
Saturday work – 25% loading
Sunday work 100% loading

26 Meal & rest breaks

Between 30 – 60 minutes – unpaid
No later than 5 hours after commencing work
Two additional 10 minute rest breaks in the morning and afternoon

27 Overtime

Time and half for the first two hours and double time thereafter
Employee may elect time off in lieu of overtime – taken at rate of one hour for one hour

29 Annual Leave

Entitlement from National Employment Standard - 4 weeks (permanent only)
Annual Leave loading – 17.5%

30 Personal Leave

Entitlement from National Employment Standard - 10 days (permanent only)

31. Public Holidays

Entitlement from National Employment Standard
May agree to substitute day