



Australian Associated Press 2007 - 2011

Your rights at a glance

Application

This summary applies to Alliance members employed by AAP as reporters, sub-editors and photographers.

AWAs and ITEAs

Staff employed under non-union individual contracts are excluded from the union collective agreement. These staff receive a pay increase on 1 January each year equal to CPI for the previous year.

You are eligible to join the union and have the right to appoint the union as their bargaining agent to negotiate your contract or other workplace issues.

ITEAs expire on 31 December 2009, and AWAs expire on their expiry date which can be no later than March 2012. When the contract expires, you can return to employment under the union agreement.

Shift Penalties

If you work a shift which falls within the following spread of hours, you receive a shift allowance. The shift allowance is paid on your whole shift, not just the hours that fall in the penalty period.

Shift	Allowance
6am – 7am	10%
6pm – 8.30pm	10%
8.30pm – 6am	17.5%
Starting between 11pm and 2am	30%
Midnight Fri to Midnight Sun	10%

Other than the weekend allowance, shift penalties are not cumulative. Where any shift attracts both penalties, the higher percentage only shall apply. Penalties are paid at the grade rate, but not exceeding the J8 rate.

Annual leave

You are entitled to 7 weeks' annual leave. Annual leave loading was rolled into salaries on 1 July 2007, increasing wages by 2.2%.

If you are rostered off duty on a public holiday (in addition to their normal two days off per week) your annual leave is reduced by one day.

48/52 Employment model

With approval from the Editor, up to four weeks' unpaid leave per year can be taken with annual leave. You receive a reduced weekly rate over 52 weeks (48÷52), and must take 10 weeks and 3 days annual leave in each year.

Progression through the grades

Subject to satisfactory performance, members graded J1, J2, and J2B will be promoted one grade on the anniversary of their employment or last upgrade, whichever is the most recent.

Casuals

Casuals are graded at a minimum of grade 3 and work either a half shift of 3.75 hours or a full shift of 7.5 hours.

Casuals receive a loading of 20% in addition to the applicable shift rate, in compensation for annual leave and personal leave.

Casuals instructed to work on Christmas Day or Good Friday are paid double time for the shift.

Sick and Carer's Leave

Less than 5 years' service: 37 days each year.
More than 5 years' service 72 days each year

This leave may be taken on full, half or quarter pay. AAP may require satisfactory proof of absence, eg a doctor's certificate.

Hours of work

Ordinary hours of duty shall be an average of 38 hours per week, with no less than four and no more than eleven hours in one day.

The 38 hour week can be worked in a variety of ways that allow an extra day off (RDO) per week, per fortnight or per month. The particular method will depend on agreement on a section by section basis with your employer.

Rosters must be posted at least 14 days before the beginning of the work cycle

Overtime

Any amount paid in excess of the minimum grade rate shall not be set-off against overtime. The employer needs to pay for overtime on top of any margins.

1. Daily Overtime

Overtime is all time worked outside your normal rostered hours of duty. Overtime is compensated in one of three ways:

- a) For the first hour of overtime your employer may either give you time off in lieu at the rate of time and one half within the following fortnight, or pay you at time and a ½.
- b) All overtime in excess of one hour is paid at time and one half for the first hour and double time after that.
- c) You may agree in writing to take all overtime as time off in lieu at the rate of single time.

All overtime after the 1st hour must be paid for unless you want to take it as time in lieu. The choice is yours.

2. Extra Shift

If you do not get your full days off in a particular week, your employer must either give you the extra day(s) off in the next week or pay you double time for the hours you worked on the extra days with a minimum payment of four hours.

3. Insufficient Break

If you recommence work within twelve hours of finishing, you must be paid overtime for the time worked before the twelve hours has expired.

If you get less than eight hours break, you get double time for the hours worked up to the twelve hours.

If the break was more than eight hours but less than twelve, you get time and a half for each hour worked up to the twelve hour break.

Overtime for insufficient break must be paid. Your employer cannot give you time off in lieu.

Resigning

If you resign, you must give the following notice:

First 26 weeks of service (any grade)	1 week
J5 to J10 (>10 years service)	16 weeks
J5 to J10 (>1 year but less than 10 years)	12 weeks
J5 to J10 (>26 weeks but less than 1 year)	8 weeks
J3 & J4	8 weeks
J1 & J2	4 weeks
Cadets	2 weeks

If you fail to serve the notice, you may forfeit any wages you are owed. This does not include accrued annual leave and long service leave.

Expenses

You are entitled to be paid reasonable out of pocket expenses. Allowances are increased annually at 31 December by the relevant CPI component. As at 31/12/07, allowances are as follows:

Meal Allowance:

You are entitled to a meal allowance of \$16.15 if you work through two meal break periods on the one day or if you work 10.5 or more hours in one shift. The meal break hours are:

Breakfast	6am to 8am
Lunch	12 noon to 2pm
Dinner	6pm to 8pm

Your employer may require proof that you have paid for the meals.

Vehicle Allowance:

You are entitled to an allowance of 61 cents per km when using your car for work.

Evening Attire Allowance:

If you are regularly employed on work requiring evening attire you are entitled to a minimum allowance of \$419.00 per year.

Spectacle Allowance:

Where an optometrist prescribes spectacles specifically for use at a computer, AAP must pay for the cost of the lens and up to \$111.20 for frames.

Distant Engagements

If you stay overnight away from the city in which you are employed, you'll be provided with, or compensated for, accommodation and breakfast. For domestic assignments, you'll receive the following allowance:

Two nights or less: \$55 per day (non-accountable).

More than two nights: at least \$55 per day cash advance (reconciled with receipts at assignment's end) and the cost of laundry.

Overseas: Cash advance of estimated expenditure (reconciled with receipts at end of assignment).

The difference between cash advances and receipts shall be reimbursed by either party within 14 days of reconciling the accounts.

AAP acknowledges it is not always possible to obtain receipts for all reasonable expenditures on an assignment.

Permanent part-time work

The weekly rate of pay is the pro-rata equivalent of full time rates, with a minimum of Grade 2.

The minimum shift is four hours in any one day.

You are entitled to pro rata annual leave, sick leave and other conditions of employment.

The hours and days of work should be agreed in writing and can be altered if you both agree or by AAP giving at least seven days notice in writing, provided there is no reduction in the total agreed hours per week

Cadets

A cadetship is for training in journalism, photography or editorial art and the employer should fully and thoroughly train a cadet in the field.

The period of cadetship is twelve months for graduates, who should be paid at the third year cadet rate. As a cadet you are entitled to four hours paid leave each week to attend typing and shorthand courses and to six hours paid leave each week to attend university journalism courses.

Superannuation

Each month, AAP must pay an amount equivalent to 9% of your pay, including shift penalties but not overtime, into Media Super or the approved company fund.

Media Super is the media industry fund formed by the amalgamation of JUST Super and Print Super in July 2008, supervised by a board of union and employer trustees. Its annual crediting rate since inception is 9.3%. For more information: www.mediasuper.com.au

The company fund is a retail master trust fund administered by the Mercer group.

You are entitled to change funds once a year.

Salary Sacrifice

You may contribute an amount of pre-tax salary to superannuation or to a fringe benefit instead of taking it as cash salary.

Salary sacrificed into super is taxed at 15% rather than at your marginal rate of taxation, currently 31.5% up to \$80,000 salary and 41.5% for over \$80,000.

Members should confirm the relative advantages of such an arrangement with their financial advisers.

Long Service Leave

Long service leave is in accordance with the Long Service Leave Act (NSW), which provides for 8.66 weeks' leave after 10 years service.

You are entitled to a pro rata entitlement if, after a minimum five years' service, you resign because of illness or are dismissed for any reason other than serious or wilful misconduct.

Members employed in South Australia for more than three years accrue leave at the rate of 13 weeks after 10 years.

Sabbatical Leave

After five years' service you can apply to the Editor for up to 12 months leave without pay provided you have exhausted all forms of paid leave to which you are entitled.

Parental leave

After 12 months service, females are entitled to six weeks paid maternity leave and unpaid parental leave up to a total of 52 weeks. Parental leave may be taken with annual or long service up to a combined total of 58 weeks leave.

The supporting parent is entitled to up to 5 days carer's leave at the time of the birth.

Minimum weekly base rates of pay before tax

Grade	01/07/08	01/07/09	01/07/10
	3%	3%	3%
Cdt Yr 3	\$830	\$855	\$881
1	\$873	\$900	\$927
2	\$987	\$1,017	\$1,048
2B	\$1,063	\$1,095	\$1,128
3	\$1,139	\$1,174	\$1,210
4	\$1,216	\$1,253	\$1,291
5	\$1,290	\$1,329	\$1,369
6	\$1,404	\$1,447	\$1,491
7	\$1,518	\$1,564	\$1,611
8	\$1,574	\$1,622	\$1,671
9	\$1,822	\$1,877	\$1,934
10	\$2,087	\$2,150	\$2,215

Agreement expires 30 June 2011.

Updated 19 August 2008. Information provided is a summary only and is no substitute for the legal document. While every effort has been made to ensure accuracy of the information in this leaflet the Alliance accepts no liability for loss arising from inaccuracies, if any, contained within.