



Application

This summary applies to Alliance members employed as journalists, artists and photographers on Australian Consolidated Press publications employed under Journalists (ACP Magazines) Agreement 2006 - 2009.

Editorial co-ordinators and assistants are covered by the Editorial Co-ordinators (ACP Magazines) Agreement 2006 – 2009.

Grade 9

If you are employed as Grade 9, you do not receive shift penalties or overtime and do not work to a 38 hour week. However, you are entitled to two clear days off per week. Contact the Alliance if you are required to work excessive or extraordinary overtime.

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%
Midnight Fri to Midnight Sun	10%

If you are a Cadet or Grade 5 or below your shift allowances are based on your rate of pay. For grades above Grade 5 you receive the penalties assessed on the Grade 5 rate of pay.

Annual leave

You are entitled to six weeks and three days annual leave. You are also entitled to a 17.5% leave loading on that leave. If Christmas Day or Good Friday falls within your period of annual leave you are entitled to an extra day's annual leave or to be paid **double time** for one day.

Your annual leave may be reduced if your employer gives you paid leave on public holidays (excluding Christmas Day and Good Friday). Your leave is reduced by the number of paid public holidays taken.

Annual leave must be taken within four months of it falling due unless you and your employer agree to postpone it.

The company may also cash out excess annual leave, but only if you agree. You must be left with at least six weeks' leave after cashing out.

Christmas Day and Good Friday

In the fortnights these days fall, your hours of work are reduced by eight. This extra day off should be taken off within the fortnight, or taken off at another time by agreement.

If you not receive this extra day off, you will be paid double time for a minimum of four hours.

NB: Part time members get this benefit pro-rata. Eg. if you work three days a week you get 4.8 hours (60% of 8 hours) off, or payment at double time.

Sick leave

After 13 weeks employment:

- 1st four weeks at full pay
- 2nd four weeks at half pay
- 3rd four weeks at quarter pay

After 5 years continuous employment the periods of leave above are doubled to eight weeks. Your employer may require you to get a doctor's certificate.

Carer's leave

You are entitled to use up to five days' sick leave each year to care for members your immediate family or household who are sick and require care and support.

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.

If you take less than one hour for a meal break, no time is deducted from your hours worked.

Overtime

Any amount paid to a member in excess of the minimum rate of pay cannot be counted as a set-off against overtime. ACP must pay for overtime on top of your wage.

i) Definition of Overtime

Overtime is:

- all time worked beyond eleven hours from entering upon duty on any day, and/or
- all time worked beyond 38 hours in any one week

ii) Payment or Time in Lieu

Overtime must be compensated by either payment or time in lieu.

- ACP may direct you to take off time in lieu of overtime within three weeks of you working the overtime. Time off must be given in blocks of at least four hours.
- If this does not occur, you may elect to either take time off in lieu or have it paid out.
- If no election is made by either you or ACP, **the overtime must be paid out.**
- If payment is made, the penalty rates are:
 - Daily overtime: **time and a half** for the first two hours and **double time** after that;
 - Weekly overtime: **time and a half** for the first eight hours and **double time** after that.

iii) Special Overtime

Regular night workers who are required to work during the day and regular day workers required to work during the night are also entitled to overtime.

Extra shift (weekend work)

If you do not get your full two days off in a particular week you are entitled to **double time** for the hours you worked on the extra days with a minimum payment of hour hours.

Insufficient break

If you recommence work within twelve hours of finishing you must either be paid overtime or have time off in lieu for the time worked before the twelve hours has expired. The same procedure for daily overtime should be followed for determining if you are to be paid or have time off.

If you are to be paid overtime and 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 are entitled to **time and a half** for each hour worked up to the twelve hour break.

Resigning

If you resign, the following notice period applies:

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.

Meal allowance:

You are entitled to a meal allowance of \$16.30 if you work through two meal break periods on the one day. The meal break hours are:

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

Vehicle allowance:

You are entitled to an allowance of 55 cents per km when using your car for work.

Evening wear allowance:

If you are regularly employed on work requiring evening attire you are entitled to a minimum allowance of \$426 per year.

Spectacle allowance:

If you are prescribed glasses or contact lenses specifically for VDT use, the company pays for either the cost of the lens plus \$115 towards the frames, or \$211.20 for contact lenses.

Permanent part-time work

The weekly rate of pay for permanent part-time work is the pro-rata equivalent of full-time rates, with no part-time employee to be graded at less than Grade 2, unless the member was a full-time member of staff on Grade 1 before going part-time.

Permanent part-time workers should work **between 7.6 and 30.4 ordinary hours per week** with a minimum of 3.8 hours in any one day. You are entitled to pro-rata annual leave, sick leave and other conditions of employment.

Casuals

Casuals who work regular shifts for six months or more may be considered for translation to permanent part-time status.

Casuals are graded at either the Grade 3 or Grade 5 rate, and receive a 20% additional loading in lieu of various entitlements.

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 should not exceed three years for matriculants and twelve months for graduates, who should be paid at the third year cadet rate. Your employer must pay the fees and the cost of books for relevant training if your progress is satisfactory.

Having completed a cadetship, you must progress from Grade 1 to Grade 2 after a maximum of two years.

Superannuation

Your employer must pay an amount equivalent to 9% of your pay into JUST Super or another approved fund of your choice.

JUST Super is the media industry fund supervised by a board of union and employer trustees. The crediting rate for the financial year to 30 June 2006 was 14.5% after taxes and fees. The average annual crediting rate since 1987 is 10.1%. Visit www.just.com.au

If you do not choose a fund, the default fund is the ACP Retirement fund. You may change funds once a year.

Salary Sacrifice

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

Salary sacrifice to superannuation is taxed at 15% rather than the marginal tax rate. Members should confirm the relative advantages of such an arrangement with their financial adviser.

Long Service Leave

Long service leave is in accordance with the relevant state legislation. In NSW, it provides 8.66 weeks' leave after 10 years' service. Service as a casual is included.

Redundancy

Where a member, for technological or economic reasons, is no longer required, they are entitled to a redundancy payment of four weeks' pay per year of service for up to 15 years' service, and three weeks' pay for each completed year of service over 15 years.

In NSW, a person with at least five years' service is also entitled to pro-rata long service leave if made redundant.

Parental leave

After 18 months service, females are entitled to six weeks paid maternity leave and unpaid parental leave up to a total of 52 weeks. This applies to full time and regular part-time employees.

Annual or long service leave may be taken in lieu of unpaid leave provided the total does not exceed 52 weeks leave.

Minimum weekly rates of pay before tax

Grade	1/10/06	1/10/07	1/10/08
Cadet Yr 3	\$715.40	\$736.80	\$759.00
J 1	\$794.90	\$818.70	\$843.30
J 2	\$898.60	\$925.60	\$953.40
J 3	\$1,036.80	\$1067.90	\$1099.90
J 4	\$1,106.00	\$1139.20	\$1173.40
J 5	\$1,175.00	\$1210.30	\$1246.60
J 6	\$1,278.70	\$1317.10	\$1356.60
J 7	\$1,382.30	\$1423.80	\$1466.50
J 8	\$1,434.20	\$1477.20	\$1521.50
J 9	\$1,658.90	\$1708.70	\$1760.00
Casual			
J 3	\$32.74 p/hr	\$33.72 p/hr	\$34.73 p/hr
3.8 hr min	\$155.50	\$160.20	\$165.00
J 5	\$37.11 p/hr	\$38.22 p/hr	\$39.37 p/hr
3.8 hr min	\$176.25	\$181.55	\$187.00

Agreement expires 30 September 2009.

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. Updated 5 March 2007.