



**APN Regional Dailies Certified Agreement 2008
Journalists' (Regional Daily Newspapers) Award**

Your rights at a glance

Application

The award and agreement apply only to Alliance members employed as reporters, sub-editors, photographers and artists on APN regional daily newspapers, associated publications and supplements.

Hours of Work

Full-time members are required to work a standard 38-hour week.

Ordinary hours of work on any day shall be 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. The particular method will depend on agreement on a section-by-section basis with your employer.

Rosters

Your roster must be posted in the newsroom 14 days before the start of the roster period. The roster must show your start and finish times on each day and your rostered days off.

Photographers must not work more than five hours without a meal break.

Overtime

Daily Overtime

Overtime is payable for all time worked outside your normal rostered hours. Overtime is at the discretion of the editor or their representative.

Overtime is compensated for in one of three ways:

- i) 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 the rate of time and one half;

- ii) All overtime in excess of one hour is paid at time and one half for the first two hours then double time;
- iii) You may agree in writing with your employer to take overtime as time off in lieu at the rate of single time.

All overtime beyond the first hour must be paid for, except if you agree in writing to take overtime as time off in lieu at the rate of single time.

Extra (Sixth) 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 worked on the extra days with minimum payment of four hours.

Insufficient Break

If you start a shift within eleven hours of finishing, you must be paid for time worked up to the 11th hour. You **must be paid** for time worked up to the 11th hour as follows:

- Less than eight hours break - double time;
- More than eight hours but less than eleven - time and one half.

Your employer cannot give you time off in lieu.

Shift & Weekend Penalties

If you work a shift that falls within the following spread of hours, you receive a shift or weekend allowance. These allowances are paid at your graded rate of pay for the whole shift, not just the hours that fall in the penalty period. If a shift attracts two penalties, only the higher rate applies.

If any part of your shift falls between 6am and 7am or between 6pm and 8.30pm - an **extra 10 per cent** of your rate for that shift.

If any part falls between 8.30pm and 6am - an **extra 15 per cent** of your rate for that shift.

If you work shifts where the greater part falls between midnight Friday and midnight Sunday - an **extra 10 per cent** of your base rate for that shift. The weekend penalty is calculated at grade 5(b) rate for grades 6, 7, 8.

Allowances & Expenses

You are entitled to be paid reasonable out of pocket expenses.

Higher Duties Allowance

Where you are required to act in a senior editorial position for a period of two weeks or more, you must be paid a higher duties allowance of 10% of your ordinary time earnings. These include the position of editor, deputy editor, chief of staff, chief sub-editor, chief photographer, sports editor or equivalent

Vehicle Allowance, Mobile Earpieces

You must be paid an allowance of 59 cents per kilometre when using your motor vehicle for work. If required to drive a vehicle for work and use a mobile phone, you must be provided with a hands-free mobile phone earpiece.

Spectacles Allowance

If wearing glasses or contact lenses specifically for VDT use, you are entitled to payment for either the cost of the lens plus \$100.20 for the first frames, or \$200.20 for contact lenses.

Meal Allowance

You must be paid a meal allowance of \$14 if you work through two meal break periods on the one day:

- Breakfast 6.00 am to 8.00 am
- Lunch noon to 2.00 pm
- Dinner 6.00 pm to 8.00 pm

Evening Wear Allowance

If regularly required to wear evening attire, you must be paid \$276.50 per year.

Annual Leave

You are entitled to six weeks and three days annual leave with 17.5 % loading (plus sub-editors' allowance if paid). Payment is to be made prior to leave.

If Christmas Day or Good Friday falls during your annual leave, you are entitled to an extra day's annual leave or to be paid double time for each day. Annual leave must be taken within four months of accrual, unless you **and** your employer agree otherwise.

Sick Leave

After 13 weeks employment, you are entitled to sick pay as follows:

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

After five years, the above periods of leave are doubled to eight weeks. Your employer **may** require you to provide a doctor's certificate.

Carer's Leave

You are entitled to use up to eight days' sick leave each year to care for an immediate family or household member.

Resigning

If you resign, you must give the following notice:

- Any grade within the first 26 weeks of service - 1 week;
- After 26 weeks -

- Grades 7 & 8:	12 wks
- Grades 4, 5 & 6:	8 wks
- Grade 3:	6 wks
- Grades 1 and 2:	4 wks
- Cadets:	2 wks

If you fail to serve out notice, you may forfeit any wages owed, but you retain accrued annual and long service leave.

Permanent Part-Time Work

Permanent part-time employees work less than 38 ordinary hours per week with a minimum of four hours per day. No part-time employee can be graded at less than Grade 1B.

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

Part-time hours of work must be agreed in writing between you and your manager and can only be altered **if you both agree**. However, the employer may change how your hours are worked with seven days notice in writing, provided the total number of hours per week does not change.

Casuals

The casual hourly rate is 1/38 of the weekly rate plus 25% loading. No casual can be paid lower than a Grade 2(a) rate. Casuals work a minimum of three and three-quarter hours per day. Casual **must be paid** overtime after 7 hours and 36 minutes work a day.

Casuals who work an average of at least 15 hours per week for 12 months may convert to permanent status.

Cadets

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

The period of cadetship should not exceed three years for school-leavers, two years for journalism/photographic diploma holders and one year for university journalism graduates.

As a cadet you, are entitled to four hours paid leave each week to attend typing, shorthand and tertiary institution studies.

Your employer must pay for the fees and books for study.

Superannuation

Your employer must pay an amount equivalent to 9% of your pay (including shift penalties and margins) into JUST Super or an approved company fund.

JUST Super is the only fund that is fully portable through journalism.

At a member's choice and with the agreement of the company, a member may make superannuation contributions as a pre-tax salary sacrifice.

Parental Leave

Women are entitled to six weeks' paid maternity leave and up to twelve months' unpaid maternity leave if employed for twelve months or more.

Men employed for twelve months are entitled to 52 weeks unpaid leave if looking after a child during that time.

On your return to work, you are entitled to your old position back. If that position has been abolished you are entitled to a position of comparable status and salary.

Promotion

You are entitled to be reviewed for promotion each year within 2 months of your anniversary of appointment or last promotion, whichever is later.

If you have worked at least 12 months, you can apply for an upgrade any time. If the editor does not promote you, the reasons must be given in writing. If you believe these are unreasonable, the matter will be dealt with according to the award dispute settling procedure.

At the end of each calendar year, the company must provide to the House Committee a list of gradings granted for the previous 12-month period.

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.

Rates of Pay

Pay (\$) per week before tax:

Grade	1 January 2008 (+ 3.5%)	1 July 2008 (+.48%)	1 January 2009 (+ 3.75%)	1 January 2010 (+ 3.25%)
1(a)	\$775.85	\$779.59	\$808.82	\$835.11
1(b)	\$809.33	\$813.24	\$843.74	\$871.16
2(a)	\$877.07	\$881.31	\$914.36	\$944.08
2(b)	\$944.71	\$949.27	\$984.87	\$1,016.88
3	\$978.05	\$982.78	\$1,019.63	\$1,052.77
4	\$1,045.59	\$1,050.64	\$1,090.04	\$1,125.47
5(a)	\$1,099.65	\$1,104.96	\$1,146.40	\$1,183.66
5(b)	\$1,146.80	\$1,152.34	\$1,195.55	\$1,234.41
6	\$1,227.89	\$1,233.82	\$1,280.09	\$1,321.69
7	\$1,295.30	\$1,301.56	\$1,350.37	\$1,394.26
8	\$1,349.14	\$1,355.66	\$1,406.50	\$1,452.21
1 st Year Cadet	\$504.30	\$506.73	\$525.73	\$542.82
2 nd Year Cadet	\$620.68	\$623.72	\$647.06	\$668.09
3 rd Year Cadet	\$698.27	\$701.63	\$727.94	\$751.60

Sub-Editing Allowance

Pay (\$) per week before tax:

Grade	Current Allowance	Allowance from first pay period on or after 13 July 2005
1(a)	\$27.60	\$28.40
1(b)	\$28.60	\$29.50
2(a)	\$30.60	\$31.50
2(b)	\$32.60	\$33.60
3	\$33.60	\$34.60
4	\$35.70	\$36.80
5(a)	\$37.20	\$38.30
5(b)	\$38.60	\$39.80
6	\$39.90	\$42.20
7	\$41.00	\$44.30
8	\$44.70	\$46.00