

THE MEDIA ALLIANCE

Your rights at a glance

FAIRFAX COMMUNITY NEWSPAPERS (NSW) AGREEMENT 2007 – 2009
JOURNALISTS' (FCN NSW) AWARD 2002



Application

This summary applies to reporters, sub editors and photographers at St George and Sutherland Shire Leader, Camden and Wollondilly Advertiser, Fairfield Champion, Hills News, Liverpool Champion, Macarthur Advertiser, Blacktown Sun, Parramatta Sun, Penrith Star, St Marys Star, Hawkesbury Independent and Central Coast Sun Weekly.

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 the company. These hours must be rostered to ensure you receive two days off duty each week.

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 | 7.5% |

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 Grade 3.

Rosters

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

Overtime

All overtime payments must be made within 18 days of the end of the week or fortnight in which the overtime was worked.

Daily Overtime is all time worked outside your normal rostered hours of duty except for time worked on a rostered day off.

Daily overtime is compensated for in one of three ways:

1. For the first hour of overtime the company may either give you time off in lieu at the rate of time and a half within the following fortnight, or pay you at the rate of time and a half.
2. All overtime in excess of one hour is paid at time and a half for the first two hours and double time after that.
3. You may agree in writing with the company to take all overtime as time off in lieu at the rate of single time. This time off must be given within the following 12 months or paid out.

All overtime beyond the first hour must be paid for unless you want to take it as time in lieu.

Extra Shift

If you do not get two full days off in a particular week, the company must pay you double time for the hours you worked on the extra days with a minimum payment of four hours.

Insufficient Break

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

For less than eight hours break, you get double time for time worked up to the ten hours. For more than eight but less than ten hours break, you get time and a half for each hour worked up to the ten hour break.

Annual leave

You are entitled to 6 weeks and 3 days annual leave with a 17.5% loading. Annual leave is reduced by each public holiday (excluding Christmas Day and Good Friday) you have off duty with pay, down to a minimum of 4 weeks.

Parental leave

After 12 months of service with the company:

Females are entitled to eight weeks' paid maternity leave and 44 weeks of unpaid maternity leave.

Males are entitled to one week's paid leave at the time of the birth, 6 weeks of paid leave if acting as primary care giver during the period of leave, and further unpaid leave providing the total leave does not exceed 52 weeks.

You may elect to be paid 8 weeks on full pay or 16 weeks on half pay.

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.

Sick Leave

Members are entitled to reasonable sick leave. You may be required to present a medical certificate for absences beyond one day.

If you are sick for at least two days whilst on annual leave you may substitute sick leave if you provide a medical certificate when you return.

Bereavement Leave

Up to 3 days' paid leave is available if you are required to arrange or attend the funeral of a deceased family member.

Carers' Leave

Up to 5 days' paid leave is available if you are required to care for a family or household member.

Sabbatical Leave

After 7 years' continuous service, you are entitled to apply to the Editor in Chief for unpaid leave.

Long Service Leave

You are entitled to 8.66 weeks' paid leave after 10 years' continuous service with the company and 4.33 weeks' paid leave for each additional five years' service.

If you resign before 10 years' service you are not entitled to long service leave, unless you resign for reasons of illness or "other pressing necessity".

After 7 years' continuous service with the company you may access your pro rata long service leave for sabbatical or parental leave

Allowances & Expenses

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

Higher Duties Allowance

An employee who acts as an Editor, Chief or Staff, Production Editor, Pictorial Editor or Chief of Photographer for a period of time will be paid an allowance to be determined on a case by case basis by the Editor in Chief. The allowance is to be negotiated prior to the employee commencing higher duties. It is envisaged that the allowance will be paid where the employee acts in the role for a period of five days or more or includes a production day.

Meal Allowance *

If your duties require you to take more than one meal away from home, any meal or meals in excess of one shall be paid for by the company at the rate of \$15.00 per meal.

Vehicle Allowance *

If you agree to use your motor vehicle in the course of your employment, you are entitled to an allowance of 81.5 cents for each kilometre travelled.

Spectacle Allowance*

If you are prescribed glasses or contact lenses specifically for computer use, the company pays for the cost of the lens plus up to \$122.50 toward the cost of frames.

* Meal, Vehicle and Spectacle allowances as at 1 July 2007. These allowances are increased from the first pay period in July each year by the relevant annual CPI increase.

Complex Area Make-Up Allowance

If you are required to act in the role of sub editor and use complex area make-up procedures in production you are entitled to an allowance equivalent to 5% of your current grade.

Late finish

If you are not regularly engaged on night work, but are required to finish work when your ordinary means of transport is unavailable, the company must pay for the cost of transport home.

Progression through the grades

Subject to satisfactory performance, members will be upgraded from Grade 1 (D) to Grade 2 (C) and from Grade 2 to Grade 3 (B) after no more than two years at each grade.

Each employee will be formally reviewed at least upon the anniversary of their appointment. You can apply for an upgrade as part of the review.

Permanent part-time work

Permanent part-time members are graded at no less than Grade 2 and should work a minimum of four hours in any one day.

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

Part-time hours and days of work should be agreed in writing between you and the company and can only be altered if you both agree.

However, the employer may change the way the hours are worked with 7 days notice in writing to you provided the total number of hours worked per week does not change.

Casuals

Casuals are graded at Grade 3 or Grade 5 and can be employed for a minimum of 3.75 hours.

Casuals receive a loading of 20% in lieu of annual leave, personal leave and redundancy.

You are entitled to be paid overtime if you work more than 7.5 hours in any one day. Work on a public holiday is paid at double time and a half with a minimum payment of four hours.

If you work more than 15.2 hours per week for at least 3 months you will be given the opportunity to transfer to permanent part-time work.

Casual rates of pay before tax

| Grade | 01/01/08 | 01/10/08 |
|--------------------|----------|----------|
| Grade 3 (B) | | |
| 7.5 hours | \$175.80 | \$181.05 |
| 3.75 hours | \$109.90 | \$113.20 |
| Grade 5 (A) | | |
| 7.5 hours | \$209.70 | \$216.00 |
| 3.75 hours | \$131.10 | \$135.00 |

Cadets

A cadetship is for training in journalism or press photography and the company should fully and thoroughly train a cadet in the field.

The period of cadetship is twelve months for graduates of an approved university course and 3 years for non-graduates. Graduate cadets must be paid at the third year cadet rate.

Cadets are entitled to paid time off work each week to attend relevant courses such as shorthand and typing. Time spent at company training courses is considered part of your 38 hours of work each week.

Superannuation

The company must pay an amount equivalent to 9% of your pay into JUST Super or the approved company fund. From 1 July 2005 you may choose your own superannuation provider.

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 2005 was 11.8% after tax and fees.

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

Redundancy

You are entitled to 2 weeks' termination pay plus 4 weeks' pay for each year of completed service and the pro rata equivalent for each completed month.

Resigning

If you resign, you must give the following notice:

| Period of service | Period of notice |
|---------------------------|------------------|
| 1 year or less | 1 week |
| 1 year and up to 3 years | 2 weeks |
| 3 years and up to 5 years | 3 weeks |
| 5 years and over | 4 weeks |

Employees over 45 years of age with two years' service are entitled to an extra week's notice.

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.

Minimum weekly rates of pay before tax

| Grade | 01/01/08 | 01/10/08 |
|---------------|-----------|-----------|
| | 3% | 3% |
| Grade 1 (D) | \$777.05 | \$800.36 |
| Grade 2 (C) | \$811.50 | \$835.84 |
| Grade 3 (B) | \$878.84 | \$905.20 |
| Grade 4 (B+) | \$947.33 | \$975.75 |
| Grade 5 (A) | \$1048.43 | \$1079.88 |
| Grade 6 (A+) | \$1115.55 | \$1149.02 |
| Grade 7 EOTB | \$1250.48 | \$1288.00 |
| Cadets | | |
| Year 1 | \$486.89 | \$501.50 |
| Year 2 | \$608.61 | \$626.86 |
| Year 3 | \$649.19 | \$668.66 |

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 1 May 2008.