

MEDIA ALLIANCE

Your rights at a glance

JOURNALISTS (FEDERAL CAPITAL PRESS) AGREEMENT 2004
JOURNALISTS (FEDERAL CAPITAL PRESS) AWARD 2001



UPDATED JUNE 2005

Application

This Agreement applies to Alliance members employed as journalists, artists and photographers on the publications of Federal Capital Press - *The Canberra Times* and *The Canberra Chronicle*.

Exemptions

Grades 10 and 11 do not Complex Area Make Up, VDT, INL, Copyright, Shift or Annual Leave loading. You are entitled to two clear days off per week.

Hours of work

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.

You are entitled to at least four days off per fortnight, provided that in the fortnights in which Christmas Day or Good Friday occur, you are entitled to five days off. Ordinary hours of work on any day shall be no less than four and no more than eleven hours in one day.

Rosters

Rosters must be posted at least 2 weeks in advance. The roster must show your starting and finishing time on each day and your rostered days off. You should have at least a twelve hour break between shifts.

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
6-7am and/or 6-8.30pm	10%
8.30pm-6am	17.5%
Midnight Fri – Midnight Sun	10%

Shift allowances are not cumulative and where and shift attracts more than one penalty, the highest percentage only shall apply. These additional allowances shall not exceed the amount based on the rate for an employee classified as Grade 5.

Overtime

All overtime must be pre approved and can be taken as time off in lieu if agreed between you and your editor. If you choose to take TOIL it must be granted within two months of accrual or paid at the appropriate overtime rates.

Daily Overtime

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

1. 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.
2. All overtime in excess of one hour is paid at time and one half for the first two hours and double time after that.
3. You may agree in writing with your employer to take all overtime as time off in lieu at the rate of single time.

Insufficient Break

If you recommence work within 12 hours of finishing you must be paid overtime for the time worked before the twelve hours has expired.

If you get less than 8 hours break you get **double time** for the hours worked up to the twelve hours.

If the break was more than 8 hrs but less than 21 hrs you get **time and one half** for each hour worked up to the 12 hour break.

Annual Overtime

The annualised salaries include a total of 74.8 hours of overtime per annum. If you elect to submit a timesheet each week and the total number of hours you worked in the year exceeds 1976 hours, the extra hours should be paid at overtime rates or given off in lieu.

Extra Shift

If you do not get your full days off in a particular week, you should be paid at the rate of **double time**

for the hours you worked on the extra days with a minimum payment of four hours.

Annual leave & Public Holidays

You are entitled to six weeks and three days annual leave with 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. Annual leave loading is included in the annual salaries.

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

Sick Leave

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

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

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

Carer's Leave

You may access up to 10 days sick leave in any year to care for a member of your immediate family that is ill.

Parental leave

A woman is entitled to up to twelve months maternity leave (the first six weeks being paid leave) if she has been employed for three years or more immediately before she goes on leave.

A woman with more than twelve months but less than three years employment is entitled to up to twelve months unpaid maternity leave.

A man who has been employed for twelve months or more is entitled to 1 weeks paternity leave at the time of the birth and further leave of up to 51 weeks if he is to look after the 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.

Long Service Leave

Long Service Leave is in accordance with the relevant state or territory legislation. You can take your Long Service Leave in the normal way or opt for the following: Double pay thus halving the period of leave; or cashed in completely.

You are entitled Long Service Leave as prescribed in the relevant State and Territory legislation.

Allowances & Expenses

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

Complex Area Make Up Allowance

If you are a subeditor required to perform complex area make up procedures for production you are entitled to:

15/9/05	15/9/06
\$35.10	\$36.20

Meal Allowance

If you work in Parliament you are entitled to a meal allowance of \$14.30 on each day that Parliament sits.

Late Start/Earl Finish

If you are required to work late or commence work early and your ordinary means of public transport is not available you must be paid the necessary transport costs to and from work if transport is not provided by your employer.

VDT Allowance

You are entitled to an eye examination by an ophthalmologist at the company's expense, and a follow-up examination after six months, then every two years if required.

Should you be prescribed spectacles for working at a computer screen, the company will pay the cost of the lens and up to \$100.00 on the cost of the frames.

Clothing

Photographers shall be issued with Gorotex jackets which shall remain the property of the company.

Permanent part-time work

The monthly 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.

Permanent part-time workers should work between 7.6 and 30.4 ordinary hours per week with a minimum of 3.6 hours in any one day. You are entitled to pro rata annual leave, sick leave and other conditions of employment.

Part-time hours of work should be agreed in writing between you and your employer and can only be altered **if you both agree**.

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

Casuals

Casuals shall be engaged on a day to day basis with a minimum engagement of four hours. No casual must be classified at less than Grade 3. Overtime is payable if your daily hours exceed 7.6 hrs. The first two hours of overtime must be paid at the rate of time and one half and double time thereafter. If you are employed for a minimum of two days per week for a period in excess of one month you may apply to have your position converted to permanent part-time employment.

The minimum rates of pay per hour are:

	15/9/05 (\$/hr)	15/9/05 (\$/hr)
Grade 3	29.70	30.60
Grade 4	31.70	32.70
Grade 5	33.65	34.70
Grade 6	36.60	37.80

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

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.

Photographic and editorial art cadets are entitled to ten hours each week to attend relevant courses. Your employer must pay the fees and books for relevant training.

Career Progression

You are entitled to be reviewed for promotion each year. Provided satisfactory performance and professional skills have been achieved you must progress on an annual basis from Grade 1 through to Grade 3.

Resigning

If you resign, you must give the following notice based on service:

Any grade less than 26 weeks of service	1 wk
After 26 weeks	
Grades 5–11 more than 10 yrs	16 wks
Grades 5–11 1-10 yrs	12 wks
Grade 5–11 26-52 wks	8 wks
Grades 3 and 4	8 wks
Grades 1 and 2	4 wks
Cadets	2 wks

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.

Redundancy

If your position is made redundant you are entitled to four weeks pay for each completed year of service. After completing 6 months service you will be deemed to have completed one year for this provision.

Superannuation

Your employer must pay an amount equivalent to 8 per cent (9% from 1 July 2002) of your pay into JUST Super or an approved company fund. JUST Super is the only fund that is fully portable through journalism. On 1 July 2005 you will be able to CHOOSE your own superannuation provider.

Minimum rates of pay before (\$) tax

In addition to the rates of pay detailed in the following table a circulation bonus of \$200 is payable to all permanent employees where circulation figure of the individual newspaper is increased by 0.6% from the previous year.

Classification	15/9/05	15/9/05
Grade 1	709.70	732.40
Grade 2a	802.30	828.00
Grade 2b	864.00	891.65
Grade 3	925.70	955.30
Grade 4	987.40	1019.00
Grade 5	1049.10	1082.70
Grade 6	1141.70	1178.20
Grade 7	1234.30	1273.80
Grade 8	1280.60	1321.60
Grade 9	1528.60	1577.50
Grade 10	1757.80	1814.05
Grade 11	1977.60	2040.90



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.