

# THE MEDIA ALLIANCE

## Your rights at a glance

FPC COURIER ENTERPRISE AGREEMENT 2003 – 2006  
JOURNALISTS (EASTERN SUBURBS NEWSPAPERS) AWARD 2003



Updated May 2005

### Application

This summary applies to editorial and photographic staff at The Wentworth Courier, The Southern Courier, The Inner Western Courier, The City Weekly Courier and Nine to Five.

### 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 30 minutes for a meal break, no time is deducted from your hours worked.

### 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 Grade3.

If you prefer to work outside the normal hours of work (ie 7am to 6pm) you may extend the range from 6am to 7pm with the approval of the Editorial Director or Publisher and recorded in writing. In this case only, no shift penalties will apply.

### 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

Any amount paid to a member in excess of the minimum rate of pay shall not be counted as a set-off against paid overtime. The employer needs to pay for overtime on top of over-award payments.

### 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 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 (ie. after 3 hours).
3. You may agree in writing with your employer to take all overtime as time off in lieu at the rate of single time.

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

### 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.

### 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.

## Public Holidays

You are entitled to every public holiday (or additional public holiday as gazetted by the NSW Government) off work on full pay.

If required to work on a public holiday you are paid double time and a half for a minimum of 4 hours. Alternatively, if you wish, you may take a day in lieu at a mutually convenient time or have it added to your annual leave.

## Annual leave

You are entitled to 4 weeks days annual leave with 17.5% leave loading.

## Sick Leave

In the first 12 months of service, you are entitled to eight days sick leave and 10 days in subsequent years. Unused sick leave accumulates for up to 12 years.

If you are hospitalised for at least two days during annual leave, you may substitute sick leave for annual leave upon production of a medical certificate.

## 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.

Males employed for 12 months are entitled to 52 weeks unpaid leave if acting as primary care giver.

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.

## Carer's Leave

Accrued sick leave can be used to care for an immediate family or household member.

## Bereavement Leave

Up to 2 days paid leave is available if you are required to arrange or attend the funeral of the deceased family member.

## Long Service Leave

After 10 years' service, you are entitled to 8.66 weeks long service leave.

Prior to 10 years' service, long service leave is only paid out pro-rata after 5 years service in the event of

redundancy, or resignation for "pressing or other domestic necessity".

## Allowances & Expenses

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

### Higher Duties

Members performing the duties of Editor or Chief Sub-editor for seven days or more shall be paid at the rate of Grade 7 for editor and Grade 5 for chief sub-editor.

### Meal Allowance

You are entitled to a meal allowance of \$13 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

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

### Vehicle Allowance

You are entitled to an allowance of 90 cents per km when using your car for work.

### Photographers' Locomotion Allowance

Photographers are paid a standing charge per week plus a kilometre rate of 20.45 cents.

	1/10/04	1/10/05
Standing Charge	\$200.70	\$204.70

### Spectacle Allowance

If you are prescribed glasses or contact lenses specifically for computer use, the company pays for the cost of the lens plus \$108.70 for the frames. Take regular breaks (10 mins every two hours)

### Mobile Phones

The employer will pay the rental in proportion to the number of work-related calls.

Photographers will be provided with a mobile telephone by the company.

### Late finish

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

### Permanent part-time work

No part-time employee can be graded at less than Grade 2.

Permanent part-time workers should work no more than 38 hours per week with 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 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 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 above and can be employed for a minimum of half a day. In addition, casuals receive an extra 1/12 of their pay in lieu of annual leave.

Time worked in excess of 7.5 hours in a day is paid at the rate of time and a half for the first 3 hours, then double time.

### 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.

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

### Progression through the grades

Subject to satisfactory performance, members will be upgraded from J1 to J2 after no more than 12 months and from J2 to J3 after no more than two years from the time they were first graded.

### Superannuation

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

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 2004 was 13.6% after tax and fees. Go to [www.just.com.au](http://www.just.com.au).

The company fund, AMP CustomSuper, is a master trust fund administered by AMP Superannuation Ltd. Go to [www.amp.com.au](http://www.amp.com.au).

From 1 July 2005 you will be able to CHOOSE your Superannuation provider.

### Salary Sacrifice

You may elect to contribute an amount of pre-tax salary to superannuation instead of taking it as cash salary. Members should confirm the relative advantages of such an arrangement with their financial adviser.

### Resigning

If you resign, you must give the following notice:

First 26 weeks of service (any grade)	1 week
J7 & J8	8 weeks
J5 & J6	6 weeks
J1, J2, J3 & J4	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.

### Minimum Rates of Pay

Grade	1/10/04	1/10/05
<b>Cadet Year 1</b>	\$454.25	\$463.35
<b>Cadet Year 2</b>	\$567.75	\$579.10
<b>Cadet Year 3</b>	\$605.65	\$617.75
<b>J 1</b>	\$694.05	\$707.95
<b>J 2</b>	\$757.10	\$772.25
<b>J 3</b>	\$823.00	\$839.45
<b>J 4</b>	\$895.20	\$913.10
<b>J 5</b>	\$1006.70	\$1026.85
<b>J 6</b>	\$1095.65	\$1117.55
<b>J 7</b>	\$1151.90	\$1174.95
<b>J 8</b>	\$1273.75	\$1299.25

**Agreement expires 31 March 2006.**

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.