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## **THIS APPLIES TO “CONSTITUTIONAL CORPORATION” MEMBERS ONLY**

Employers who are constitutional corporations may be affected by these rates.

This information does not apply to employers who are not constitutional corporations.

If you are unsure whether this wage rate bulletin applies to you, please contact ECA Legal on (08) 6241 6129 or [ecalegal@ecawa.org.au](mailto:ecalegal@ecawa.org.au) to discuss this issue.

## **WAGE RATE BULLETIN NO. 17**

### **CLERKS – PRIVATE SECTOR AWARD 2020**

**Issued: June 2024**

Wages are effective from the first full pay period  
on or after 1 July 2024

This wage rate bulletin is a general guide only and contains a summary of the major provisions of the award as provided by Fair Work Commission and the National Employment Standards. Whilst every care has been exercised in the preparation of the information contained herein, ECA members should not rely upon the information and should seek recourse to the award.

ECA Legal Pty Ltd hereby expressly excludes any liability to a user for damages incurred as a result of reliance upon the information contained herein.

Employers are required to make available a full copy of the award and the National Employment Standards at their place of business.

### **CLERKS – PRIVATE SECTOR AWARD 2020**

#### **QUICK REFERENCE**

A quick reference to key points of the award: such as rates for allowances, disabilities and penalties currently payable.

Refer to the Clerks – Private Sector Award 2020 for full details – a copy may be found on the Fair Work Commission website [www.fwc.gov.au/](http://www.fwc.gov.au/).

#### **CLERICAL WORK**

This wage rate bulletin applies to those employees engaged in clerical work, which is defined to include recording, typing, calculating, invoicing, billing charging, checking, receiving and answering calls, cash handling, operating a telephone switchboard and attending a reception desk.

<b>Table 1 – Additional Allowances</b>			
<b>Item No</b>	<b>Clause No</b>	<b>Brief Description</b>	<b>Amount</b>
1	19.2	First Aid Allowance	\$15.48 per week
2	19.4	Clothing and Footwear	Cost of uniforms/protective clothing damaged
3	19.4(d)	Laundry Allowance - Full-time employee - Part-time or casual employee	\$3.55 per week \$0.71 per shift
4	19.5	Meal Allowance when working 1.5 hours overtime with less than 24 hour notice	\$19.43 per meal or supply a meal \$15.56 per additional meal
5	19.6(a)(i)	Vehicle Allowance (car) (maximum of 400km per week)	\$0.98 per km
6	19.6(a)(ii)	Vehicle Allowance (motorbike) (maximum of 400km per week)	\$0.33 per km
7	19.7	Living Away from Home Allowance	Allowance to cover fares, meals and accommodation
8	19.8	Transport of Shift Workers	Cost of transport home from work if reasonable means of transport not available

## ADDITIONAL INFORMATION

The National Employment Standards (NES) provided minimum entitlements which apply to all employees in the Federal system. These cannot be displaced by an employment contract or enterprise agreement.

**Hours:** The NES provides maximum working hours of 38 hours per week for full-time employees. An employee may be required to work reasonable additional hours beyond this. The Award allows for the averaging of hours over 7, 14, 21 or 28 consecutive days.

**Casual Work:** The Award provides for a 25% loading, calculated upon the all-purpose hourly rate (Clause 11).

**Annual Leave:** A full-time employee will accrue annual leave on the basis of 2.923 hours for every week of continuous service. That is, 4 weeks of annual leave for every 12 months of service plus 17.5% leave loading (Clause 32.3). Shift workers are entitled to an extra week's annual leave.

Annual leave paid on termination of employment: Employees who resign or are terminated for any reason are entitled to be paid their accrued Annual Leave as part of their final payment.

Annual leave loading on termination: The loading is not payable if the employee is dismissed for misconduct or neglect of duty.

**Personal/ Carer's Leave:** Under the NES, employees (other than casual employees) are entitled to 10 days paid personal or carer's leave. This is a combination of sick leave (taken for personal illness or injury) and carer's leave (taken to care or support an employee's immediate family member or member of the employee's household). This entitlement accrues progressively in the course of a year of service, for all employees, by reference to ordinary hours worked. This entitlement can be calculated as 1/26 of an employee's ordinary hour of work in a year.

Employees are also entitled to an additional 2 days unpaid carer's leave (but only where they have already used up all of their paid personal/carer's leave) on each occasion where they need to care for their immediate family member or member of their household.

**Compassionate Leave:** An employee is entitled to a period of 2 days of paid Compassionate Leave for each occasion when a member of their immediate family or household contracts or develops illness or injury that poses a serious threat to his/her life or after the death of such a person.

**Overtime:** Subject to an Individual Flexibility Arrangement (IFA), for all work done outside ordinary hours, the rates of pay shall be time and one-half for the first 2 hours and double time thereafter, such double time to continue until the completion of the overtime work.

Saturday Work: The rate of pay shall be time and one-quarter for ordinary hours worked.

Sunday Work: The rate of pay shall be double time.

Work on a Public Holiday: The rate of pay shall be double time and one-half.

NB: Where an employee is required to work on a Saturday, Sunday, RDO or Public Holiday, they must be paid for a minimum of 4 hours at the appropriate penalty rate.

**Parental Leave:** There is no provision for paid parental leave. However, the NES provides for a period of 12 months unpaid parental leave upon the birth or adoption of a child.

**Community Service and Family and Domestic Violence Leave:** An employee is entitled to a period of up to 10 days paid leave while they are absent from work to attend jury service, and unpaid leave for those who engage in voluntary emergency management activity.

Employees shall be entitled to Family and Domestic Violence leave in accordance with clause 36 of the *Clerks – Private Sector Award 2020*.

**Termination of Employment:**

Employers must give an employee a minimum period of notice consistent with the table below:

Period of continuous service	Period of Notice
Up to the completion of 1 year	1 week
1 year and up to the completion of 3 years	2 weeks
3 years and up to the completion of 5 years	3 weeks
5 years and over	4 weeks

In addition to this notice, if an employee is aged over 45 years at the time of termination and has completed at least 2 years continuous service, he/she shall be entitled to an additional week's notice.

If an employee is guilty of serious misconduct, they may be summarily dismissed without notice.

The employee is required to give the same period of notice as the employer (except the additional week for employees over 45 years). If an employee resigns and does not give adequate notice, the employer may deduct an amount that is no more than one week's wages for the employee.

**Redundancy:**

'Redundancy' occurs when an employee's position is terminated because their particular job no longer needs to be done.

Where a redundancy occurs, employers must pay the following in addition to the notice period (where applicable):

Period of continuous service	Severance Pay
Less than 1 year	Nil
1 year and up to 2 years	4 weeks
2 years and up to 3 years	6 weeks
3 years and up to 4 years	7 weeks
4 years and up to 5 years	8 weeks
5 years and up to 6 years	10 weeks
6 years and up to 7 years	11 weeks
7 years and up to 8 years	13 weeks
8 years and up to 9 years	14 weeks
9 years and up to 10 years	16 weeks
10 years and over	12 weeks

The rate for the purposes of redundancy entitlement will be the all-purpose weekly base rate of pay.

**Superannuation:**

From 1 July 2023, employers must contribute **11.5% of the employee's ordinary time earnings** to a complying superannuation fund.

**Long Service Leave Act 1958:**

2 months after 10 years' service and one month for every five years thereafter (month means 4 1/3 weeks). Seven or more years, but less than 10 years' service entitles the employee to pro rata payment, if his/her employment is terminated. Public holidays occurring during long service leave are added to the leave.

**CLERKS – PRIVATE SECTOR AWARD 2020**  
**MINIMUM WAGE RATES**  
 Effective from the first full pay period on or after 1 July 2024

Classification	Base Hourly Rate	Base Weekly Rate
	\$	\$
Clerical Worker Level 1 (year 1)	24.87	945.10
Clerical Worker Level 1 (year 2)	26.05	989.80
Clerical Worker Level 1 (year 3)	26.85	1,020.30
Clerical Worker Level 2 (year 1)	27.17	1,032.30
Clerical Worker Level 2 (year 2)	27.67	1,051.40
Clerical Worker Level 3	28.69	1,090.30
Clerical Worker Level 4	30.13	1,145.00
Clerical Worker Level 5	31.36	1,191.50

**JUNIOR WAGE RATES**

MINIMUM AWARD WAGES	AGE LEVEL					
	Under 16	16	17	18	19	20
Relativity to Relevant Classification	45%	50%	60%	70%	80%	90%