**SUMMARY**

**THE AUSTRALIAN CATHOLIC UNIVERSITY**

**STAFF ENTERPRISE AGREEMENT 2005 – 2008**

The Australian Catholic University Staff Enterprise Agreement 2005 – 2008 outlines the terms, conditions and entitlements of eligible staff employed at the University. The Agreement is principles based with the process details being written into a series of underpinning policies and procedures.

The Agreement does not apply to the following:
- Persons who are not employees, such as independent contractors engaged to provide services to the University and staff employed and paid through recruitment agencies;
- Religious members of the University who are assigned by their Congregation or by a Diocese/Archdiocese to support the work of the University, in accordance with the Deed signed by the Congregation or Diocese/Archdiocese and the University;
- Academic staff members employed as Dean, Rector, Pro-Vice-Chancellor and Vice-Chancellor;
- General staff member employed by the University whose substantive classification exceeds HEW Level 9; and
- A staff member who has entered into or who enters into an Australian Workplace Agreement (AWA):  

<table>
<thead>
<tr>
<th>The main areas covered by the Agreement include:</th>
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<td><strong>Remuneration</strong> covering the Payment of Salaries; Superannuation; Higher Duties Allowances; Reimbursement of Expenses; Meal Allowances during Overtime and, except in the case of Casual staff members, Annual Leave Loading; Salary Flexibility; Salary Packaging;</td>
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<td><strong>Schedules 1A and 1B</strong> of the Agreement describe the annual salaries payable to each of the General and Academic Staff Classification levels during the life of the Agreement.</td>
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<td><strong>Schedule 2</strong> describes the hourly rates of pay for Casual Academic staff members based on the category of the activity they are required to undertake.</td>
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<td><strong>Leave</strong> covering the various leave types including Personal; Recreational Leave; Public Holidays and University Holidays; Long Service; Civic Service; Parental; Leave Without Pay; Extraordinary Leave and Workers Compensation Leave. The agreement stipulates the annual entitlement to each of the leave types and the method of accrual in the case of Long Service Leave. In the case of Casual staff members, a 23% loading includes compensation for the unavailability of leave.</td>
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<td><strong>Working Arrangements</strong> explains the Working Arrangements for Academic Staff including availability; the Minimum Standards for Academic Levels; Working Arrangements for General Staff including flexible working hours, Overtime and Shiftwork; General Staff Position Classification and Job Redesign, Flexibility and Skills Enhancement for General Staff.</td>
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<td><strong>Employment Matters</strong> describes the various types of employment categories such as Fixed-Term, Continuing, Full-time, Part-Time, Fractional, Sessional and Casual; Separation from Employment; Work-Life Balance Arrangements; Redundancy and Action for Addressing Misconduct and serious Misconduct.</td>
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<td><strong>Settling Disputes</strong> describes the process of addressing a dispute concerning matters covered by the Agreement, where other internal University provisions or processes are not available.</td>
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<td><strong>Consultation</strong> outlines the mechanisms used to communicate and consult with staff about workplace matters which may affect them. The mechanisms used include Staff Participation on University Committees and the adherence to the principles and practices of the University’s Change Management Processes.</td>
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Subject matter contained within the clauses of the Agreement are principles based. A range of policies and procedures have been developed by the University based on the process details required to both provide advice to staff and to consistently administer the conditions and entitlements contained within the Agreement.

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1. The operation of the Workplace Relations Act 1996 is such that a staff member will not return to regulation of employment by the Staff Enterprise Agreement 2005-2008 if her/his AWA is terminated in accordance with the Act.