

All Corners

National Tertiary Education Union, University of Notre Dame Australia Branch

June 2012

STAFF VOTE YES ENTERPRISE AGREEMENT

The first Enterprise Agreement for the University of Notre Dame Australia was negotiated with the University by the NTEU and came into effect on the 28th March 2012. The staff ballot was met with resounding enthusiasm, with almost 95% of those who voted supporting the Agreement. The Agreement was then lodged with Fair Work Australia and was approved.

The NTEU negotiating team for this Agreement contained committed university staff willing to dedicate their time to improve conditions for all. Many thanks to Anne-Marie Hill (NTEU Notre Dame Branch President) and Jan Harmsen (then NTEU Notre Dame Branch Secretary), who volunteered many hours as the NTEU bargaining representatives for staff.

The process of implementing the new provisions in the Agreement has now begun. These new provisions include transition to permanent employment, the establishment of a Joint Consultative Committee and Indigenous Employment Committee, Workloads Working Parties and a number of other reviews and review groups.

The Agreement, which has a nominal expiry date of 31 December 2014, includes regular pay rises of 4% per annum, an immediate increase from 20% to 25% in the casual loading and has contributed to the 3% superannuation increase that was put in place in 2011. There is the introduction of an Indigenous Language

allowance and the formalisation of the Remote Allowance for Broome Campus staff. It incorporates the agreed increase from 12 weeks to 26 weeks in paid parental leave.

In addition, Reclassification procedures for General Staff and procedures and protocols for Probation, Grievances, Unsatisfactory Performance and Misconduct for all staff are now clearly prescribed.

A copy of the approved Agreement is available to all staff on the Notre Dame staff intranet, and also at the NTEU Notre Dame Branch web page <http://www.nteu.org.au/unda>

The NTEU looks forward to working with the university and the staff to ensure the process to put the new provisions in place is as straightforward as possible.

The Branch will be holding information sessions for staff wishing to learn more about what the new Agreement means for them. Look out for more information on when these will be happening on the website above.

The NTEU Notre Dame Branch acknowledge that this newsletter was written and printed on Nyungar Boodjar and we wish to pay our respects to the traditional owners past, present and future.

Inside this issue:

Staff Vote Yes	1
Casual Members win at Sydney Campus	2
From the President	2
Know your Agreement- General Staff Classification and Reclassification	2
Campus Roundup	3
EBA Information Session WA	3
May Day in Fremantle	3
Branch Committee and Contacts	3
Membership form	4



Casual Members win at the Sydney Campus

Collective action by casual Sydney campus members in the School of Arts and Sciences, together with NTEU support, has seen these staff secure appropriate payment for marking and indeed all work required to be performed.

These casual staff were told that they would not receive extra payment for the marking of essays and exams and that this payment had been 'rolled into the base rate of pay'. At this point these members sought NTEU assistance.

After discussions between the Union and the Staffing Office, there was agreement by the University that the new Staff Collective Agreement mandates the University Policy that separate payment should be made in this case. However, they were then advised that this payment would be made at a much lower time rate of time than they had previously been advised of at the commencement of the semester, resulting in more than \$1,000 of lost pay for some of these staff. Our casual members resisted this proposal and refused to sign these new contracts.

Happily, the Union and national management representatives resolved the issue, with all casual staff being paid for all the tutorials they were asked to perform, paid for the separate marking for the same duration as originally advised, and paid for any other activities, such as induction meetings. Importantly, they are also being paid for the time they attended the campus when they were originally being advised they would not be paid for the marking. This is important, as a sign of good faith, and in recognition that all required meetings on campus should be paid time for casuals.

Well done to all the casuals involved in this campaign! 

Know your Agreement-

General Staff Classification and Reclassification

Clause 27 of the University of Notre Dame Australia Staff Enterprise Agreement 2011 - 2014 sets out the entitlements for General Staff when considering their position classification.

All General staff positions must have a written position description, and must be developed with regard to a number of factors, including pay equity and comparability. Positions must also adhere to the classification descriptors set out in Schedule 3 of the Agreement.

General staff are able to apply for their position to be reclassified. This process includes a review of the position description by the staff member and their supervisor, a process time limit of 2 months from the lodgement of the application, and - where a decision is made not to reclassify - the providing of a rationale.

The employee also has the right to appeal a reclassification decision under clause 27.3 of the Agreement. In this circumstance a Reclassification Review Committee will be formed to assess the application and any mitigating factors.

For more information, go to Clause 27 of the Agreement, located at http://www.nteu.org.au/unda/agreements_awards



From the President

Anne-Marie Hill:

anne-marie.hil@nd.edu.au

Our Branch has been provided with a very positive response with voting overwhelmingly confirming agreement with our new Enterprise Agreement, which was negotiated with the University by the NTEU. Almost 95% of the votes were in favour of the Agreement. Since then Dr Lyn Bloom (WA Division Secretary) and I have met with the University management to discuss the implementation of the Agreement in the University. I can inform you that the University is in the final stages of organising the conversion of eligible fixed-term staff to continuing contracts and you will receive information very soon about how to apply for this conversion.

I extend a warm welcome on behalf of the Notre Dame NTEU branch committee to all new members across our three campuses. I also encourage new members to introduce themselves to our workplace contacts in your local area.

Finally remember to talk with your colleagues about joining the NTEU. I would reiterate that it is important to highlight to non-members that aside from offering personal benefits and protection the NTEU is the only organisation that has a primary goal of representing both academic and general staff at Universities – it is focused on providing help for career and general well being of all staff. A strong Notre Dame branch of the NTEU facilitates improved conditions for our staff community across the University.



SHOPRITE
Proudly supporting over 170 000 members

1300 650 214 www.shoprite.com.au

Campus Roundup

SYDNEY

The NTEU has been hard at work on the Sydney campus seeking clarification for members on the provisions under the Agreement for casual staff with regard to payment for marking. It is important to note that the new EBA represents no loss of conditions for casual staff, including the right to pay for marking. We thank all casual union members who have been so vigilant about their marking payments, and have ensured the union office is immediately informed of any proposals to depart from the payment of marking as regulated by the definition of 'reasonably contemporaneous marking' in your Union Agreement.

NTEU Solidarity shown at May Day March in Fremantle

Unionists from all sectors united on Fremantle Esplanade Reserve and marched the streets in honour of those who have fought and continue to fight for the rights of workers. The annual May Day festival celebrates the achievements and continuing struggles of the union movement. Fremantle Notre Dame branch members met with members from all WA branches at the stall on the day, along with their family and friends. As well as the solidarity march, there was entertainment, rides, food and plenty of activities.

To add to the May Day festivities, this year union partners **Shoprite** and the NTEU joined forces to offer a free iPad to one lucky member. The deserving winner on the day was Jan Sinclair-Jones, Curtin Branch President. Many thanks to Daniel from Shoprite, for providing not only the prize for May Day but a wonderful free service for all NTEU members in the form of the Shoprite buying program. Thank you also to all those members who showed their support by marching on the day.



Clockwise from top left: preparing at the NTEU stall; members marching in the rally; winner Jan Sinclair - Jones with Shoprite owner Daniel Deeny and WA Division Secretary Lyn Bloom

FREMANTLE

Fremantle campus has held a number of meetings recently, in particular hosting a new members and Workplace Contacts morning tea. For more information about becoming a contact, please get in touch with Amy at the branch on 0437 225 128. It is through your participation in your local branch that the union is able to grow stronger at Notre Dame. Look out for more events coming soon, including the EBA information session for Notre Dame staff on Thurs 21st June (details below).

BROOME

Joe Edgar and Bruce Goring are our contacts up at the Broome campus. Members and staff interested in finding out more about the union can contact Joe (08 9192 0616) or Bruce (08 9192 0602) to get info, have a chat about how to join, find out what the union has been up to, or let us know about something happening in the workplace.

AGREEMENT INFORMATION SESSION



FREMANTLE

THURSDAY 21ST JUNE

ND 46/209

(Health Sciences, Level 2,
Philimore St)

4pm- 5pm

Branch Committee

President- Anne-Marie Hill

Vice President-

Richard Hamilton

Secretary- Liz Mortley

Committee Members

Suzanne Jenkins

Jane Stenning

Contacting the Branch

WA: Amy Talbot

Mobile: 0437225128

email: atalbot@nteu.org.au

NSW: Jeane Wells

Mobile: 0417414613

email: jwells@nteu.org.au

VIC: vic@nteu.org.au

I want to join NTEU I am currently a member and wish to update my details

The information on this form is needed for aspects of NTEU's work and will be treated as confidential.



YOUR PERSONAL DETAILS

TITLE	SURNAME	GIVEN NAMES	
HOME ADDRESS			
CITY/SUBURB		STATE	POSTCODE
HOME PHONE INCL AREA CODE	WORK PHONE INCL AREA CODE	MOBILE	
EMAIL	DATE OF BIRTH	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
HAVE YOU PREVIOUSLY BEEN AN NTEU MEMBER? <input type="checkbox"/> YES: AT WHICH INSTITUTION?		ARE YOU AUSTRALIAN ABORIGINAL/TORRES STRAIT ISLANDER? <input type="checkbox"/> YES	

YOUR CURRENT EMPLOYMENT DETAILS

PLEASE USE MY HOME ADDRESS FOR ALL MAILING

INSTITUTION/EMPLOYER		CAMPUS	
FACULTY	DEPT/SCHOOL	MAIL/ BLDG CODE	
POSITION	CLASSIFICATION LEVEL LECTB, HEW4	STEP/ INCREMENT	ANNUAL SALARY
		MONTH NEXT INCREMENT DUE	

YOUR EMPLOYMENT GROUP

ACADEMIC STAFF GENERAL/PROFESSIONAL STAFF
 TEACHING & RESEARCH RESEARCH ONLY
 RESEARCH ONLY OTHER: _____

I hereby apply for membership of NTEU, any Branch and any associated body* established at my workplace.

SIGNATURE	DATE
-----------	------

YOUR EMPLOYMENT CATEGORY AND TERM

FULL TIME PART TIME HOURS PER WK _____
 CONTINUING/
PERMANENT FIXED TERM
CONTRACT DATE OF EXPIRY _____

SESSIONAL ACADEMIC
 GENERAL/PROFESSIONAL STAFF CASUAL

You may resign by written notice to the Division or Branch Secretary. Where you cease to be eligible to become a member, resignation shall take effect on the date the notice is received or on the day specified in your notice, whichever is later. In any other case, you must give at least two weeks notice. Members are required to pay dues and levies as set by the Union from time to time in accordance with NTEU rules. Further information on financial obligations, including a copy of the rules, is available from your Branch.

Office use only: Membership no. _____

IF YOU ARE CASUAL/SESSIONAL, COMPLETE PAYMENT OPTION 4 ONLY

OPTION 4: CASUAL/SESSIONAL ONLY

- Choose your salary range.
- Select 6 month or 1 year membership.
- Tick the appropriate box.
- Pay by cheque, money order or credit card.

Salary range	6 months	12 months
\$10,000 & under:	<input type="checkbox"/> \$27.50	<input type="checkbox"/> \$55
\$10,001-\$20,000:	<input type="checkbox"/> \$38.50	<input type="checkbox"/> \$77
Over \$20,000:	<input type="checkbox"/> \$55	<input type="checkbox"/> \$110

PLEASE ACCEPT MY CHEQUE/MONEY ORDER
OR CREDIT CARD: MASTERCARD VISA

NAME ON CARD	
CARD NUMBER	
EXPIRY	\$
SIGNATURE	
DATE	

Description of goods/services: NTEU
Membership Dues. To: NTEU, PO Box
1323, Sth Melbourne VIC 3205

***Associated bodies:** NTEU (NSW); University of Qld Academic Staff Association (Union of Employees) at UQ; Union of Australian College Academics (WA Branch) Industrial Union of Workers at Edith Cowan University & Curtin University; Curtin University Staff Association (Inc.) at Curtin University; Staff Association of Edith Cowan University (Inc.) at ECU

IF YOU ARE FULL TIME OR PART TIME, PLEASE COMPLETE EITHER PAYMENT OPTION 1, 2 OR 3

Membership fees = 1% of gross annual salary

OPTION 1: PAYROLL DEDUCTION AUTHORITY

Office use only: % of salary deducted _____

I INSERT YOUR NAME	STAFF PAYROLL NO. IF KNOWN	I hereby authorise the Institution or its duly authorised servants and agents to deduct from my salary by regular instalments, dues and levies (as determined from time to time by the Union), to NTEU or its authorised agents. All payments on my behalf and in accordance with this authority shall be deemed to be payments by me personally. This authority shall remain in force until revoked by me in writing. I also consent to my employer supplying NTEU with updated information relating to my employment status.
OF YOUR ADDRESS		
HEREBY AUTHORISE INSTITUTION		
SIGNATURE	DATE	

OPTION 2: CREDIT CARD

Processed on the 16th of the month or following working day

NAME ON CARD	I hereby authorise the Merchant to debit my Card account with the amount and at intervals specified above and in the event of any change in the charges for these goods/services to alter the amount from the appropriate date in accordance with such change. This authority shall stand, in respect of the above specified Card and in respect of any Card issued to me in renewal or replacement thereof, until I notify the Merchant in writing of its cancellation. Standing Authority for Recurrent Periodic Payment by Credit Card.
CARD NO.	
EXPIRY	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA PAYMENT: <input type="checkbox"/> MONTHLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> HALF-YEARLY <input type="checkbox"/> ANNUALLY
SIGNATURE	DATE

OPTION 3: DIRECT DEBIT

Processed on the 15th of the month or following working day

I INSERT YOUR NAME	I hereby authorise the National Tertiary Education Union (NTEU) APCA User ID No.062604 to arrange for funds to be debited from my/our account at the financial institution identified and in accordance with the terms described in the Direct Debit Request (DDR) Service Agreement. Full text of DDR available at www.nteu.org.au/ddr	
FINANCIAL INSTITUTION		
BSB	ACCOUNT NO.	REGULARITY OF PAYMENT:
BRANCH NAME & ADDRESS		<input type="checkbox"/> MONTHLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> HALF-YEARLY <input type="checkbox"/> ANNUALLY
ACCOUNT NAME		5% DISCOUNT FOR ANNUAL DIRECT DEBIT
SIGNATURE	DATE	

MAIL TO:

NTEU Notre Dame University Branch (WA)
 c/- WA Division, 97 Broadway,
 Nedlands WA 6009
T (08) 6365 4188
E wa@nteu.org.au
W www.nteu.org.au/unda