

CONDITIONS OF EMPLOYMENT POLICY

Policy number	POL017	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union greatly values its employees and seeks to provide appropriate and fair industrial arrangements for its staff.

The conditions of employment of employees of the Union and the elected Secretary are negotiated from time to time and approved by the Branch Executive.

PURPOSE

The purpose of this policy is to describe the process by which the conditions of employment are negotiated.

POLICY

The Branch Executive will negotiate the conditions of employment for all employees and the elected Secretary through an unregistered enterprise agreement. This agreement will be reviewed no later than 3 months after each replacement agreement for the ACT ETD Teaching Staff Agreement is approved by the Fair Work Commission.

The Branch Executive will establish a standing Human Resource Committee through which negotiations will occur.

The Human Resource Committee will consist of the Secretary, a Vice President and two other members of Executive. It will be appointed in such a way as to ensure that at least two women are on the committee.

AUTHORISATION

Secretary
AEU ACT Branch

CONDITIONS OF EMPLOYMENT PROCEDURES

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RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that employees are aware of this policy.

It is the responsibility of the Human Resource Committee members and all employees to participate in the negotiations in good faith.

PROCEDURES

As soon as possible after a replacement agreement for the ACT ETD Teaching Staff Agreement has been approved by the Fair Work Commission negotiations for a replacement AEUACT Officer and Employee Enterprise Agreement will commence.

Staff may choose to provide the Human Resource Committee with a log of claims and to elect two staff members to represent their views to the committee.

Staff will be given a reasonable period of time to meet during working hours to discuss and prepare their negotiating position and to respond through their elected representatives to any position put by the Human Resource Committee.

If agreement cannot be reached the staff representatives may put their case to the President with a view to resolving the dispute.

If the dispute is not resolved then either the staff or the Human Resource Committee may refer the dispute to the Fair Work Commission.

Salary increases for Administrative Staff will occur as and when increases are applied to the same classifications in the ACTPS ETD Staff Enterprise Agreement 2011-2013 and its replacement agreements.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- ACTPS ETD Staff Enterprise Agreement 2011-2013

AUTHORISATION

Secretary
AEU ACT Branch