

ENTERPRISE AGREEMENT

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ENTERPRISE AGREEMENT
GRAPHIC ARTS SECTION, SYDNEY INSTITUTE OF TECHNOLOGY - ULTIMO

1. Arrangement

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2. Parties to Agreement

This enterprise agreement, made in pursuance of the Industrial Relations Act, 1991, in accordance with the provisions of Part 3 Division 2 of the said Act, entered into on the day of nineteen hundred and ninety two, is between the Technical and Further Education Commission of New South Wales (hereinafter called TAFE) and the Printing and Kindred Industries Union, New South Wales Branch (hereinafter called the Union) covering employees of the Graphic Arts Section of the Sydney Institute of Technology, Ultimo in the Printing trade otherwise covered by the Printing Staff, School of Graphic Arts, Department of Technical and Further Education Agreement No.2417 of 1982, who now hereby agree that :

This agreement shall be known as the Graphic Arts Section, Sydney Institute of Technology, Ultimo, Enterprise Agreement.

3. Intention

- (a) The purpose of this agreement is to regulate in part the terms and conditions of employment previously regulated by the Printing Staff, School of Graphic Arts, Department of Technical and Further Education Agreement No. 2417 of 1982. Clause 5, Rates of Pay are regulated by the Crown Employees (Common Wage Points) Award and Clause 7, Annual Leave and Sick Leave are regulated by the Public Sector Management (General) Regulation 1988.

- (b) The agreement has been developed through a voluntary process of consultation and participation with all parties and reflects the ongoing commitment of TAFE and its employees to the delivery of quality services and the creation of a rewarding and fulfilling working environment.
- (c) It is the intention of the parties to use a co-operative approach in any matter that affects employees and TAFE jointly. This applies to the formation of policy, procedures and also to any breakdowns in harmonious employee relations.
- (d) This agreement was not entered into under duress by any party to it.
- (e) Consistent with the parties intentions to use a co-operative approach in any matter which affects employees and TAFE jointly, staff covered by this Agreement shall be included in TAFE's Class Support Review. Such participation shall not affect the provisions of this Agreement.

4. Definitions

a) Printing Support Officer - Level 1:

Perform routine maintenance and cleaning of machines and workshop. Attending to equipment, carrying out necessary adjustments, replacing parts, installing equipment. No formal qualifications required, no operation of trade equipment.

b) Printing Support Officer - Level 2:

Operate single purpose machines and equipment. Attending to equipment, carrying out necessary adjustments, replacing parts and installing equipment. Cleaning workshop and equipment. No formal qualifications required, no operation of trade equipment.

c) Printing Support Officer - Level 3:

Providing high quality printing, class support services and advice. Operate, maintain, repair and install printing and related equipment to the level of qualifications, training and skills possessed. Specialised in at least one area of the printing industry. Recognise and act on quality assurance problems. Formal qualifications in the printing industry or recognised equivalent.

d) Printing Support Officer - Level 4:

Manage and co-ordinate the printing support operations within the Graphic Arts Section. Develop, implement and monitor an ongoing preventative maintenance program for all printing and related equipment. Preparation of printing support staff rosters, checking of timebooks, preparation of weekly attendance returns, certification of overtime claims. Developing and delivering training programs. Formal qualifications in the printing industry or recognised equivalent with demonstrated management experience.

e) Printing Computer Support Officer

Provide high quality computing class support services and advice. Ensure computer equipment is maintained and operative, recognise and act on quality assurance problems. Identify and respond to computer related problems and taking necessary action to rectify. Formal qualifications in the printing industry or recognised equivalent with broad computer knowledge.

5. Rates of Pay

- a) The rates of pay for employees shall be paid according to the Crown Employees (Common Wage Points) Award, made 19 September, 1990 as varied hereinafter assigned to these classifications:

<u>Classification</u>	<u>Common Wage Point No.</u>
Printing Support Officer Level 1	46
Printing Support Officer Level 2	55
Printing Support Officer Level 3	78
Printing Support Officer Level 4	90
Printing Computer Support Officer	78

- b) the rates of pay specified in a) above shall be paid to employees on and from the date which an employee is appointed to a position specified in clause 4 Definitions.

6. Hours

- (a) The ordinary working hours of officers covered by the agreement shall be thirty-eight per week. Such hours shall be worked on a twenty-day four-week cycle, Monday to Friday inclusive, with nineteen working days of eight hours each with 0.4 of one hour on each day worked accruing as an entitlement to take up to one day off in each work cycle paid for as though worked. The day off shall preferably be a Monday or Friday and may be either a fixed day or a rostered day depending upon the particular requirements of the management. Where special circumstances arise the day so determined may be altered to some other day to meet the needs of the establishment.
- (b) Starting and finishing times for staff covered by this agreement shall be determined by management provided that the earliest starting time shall be 6.15am and the latest ceasing time shall be 9.00pm.
- (c) In the event of an employee's ordinary ceasing time being later than 5.30pm, management shall give the employee at least 24 hours prior notice of such later ceasing time. Work performed after 5.30pm shall attract overtime in accordance with the provisions of clause 8 Overtime.

- (d) An employee who is required to work on his/her rostered day off shall be entitled to an alternative rostered day to be taken within a period of three months.
- (e) Rostered days may be accumulated during semesters and taken in the vacation next occurring.
- (f) Where an officer's rostered day off falls on a public holiday, to which he/she is normally entitled as a day off without loss of pay, the officer shall within three months of the date of that public holiday, be given an alternative day in lieu of the day off which falls on the public holiday.
- (g) Each day of paid, sick or recreation leave taken and any public holidays occurring during any cycle of four weeks shall be regarded as a day worked for accrual purposes.
- (h) An employee who has not worked, or is not regarded by reason of paragraph (d) as having worked, a complete four-week cycle shall receive pro rata accrued entitlements for each day worked (or each fraction of a day worked) or regarded as having been worked in such cycle, payable for the rostered day off or, in the case of termination of employment, on termination.
- (i) Management shall give staff covered by the terms of this agreement 48 hours notice of any decision to change a pre-specified rostered day.

7. Annual Leave, Sick Leave

The provision of the Public Sector Management (General) Regulations 1988 shall apply.

8. Overtime

For all work performed in excess of 8 hours on any one day the rates of pay shall be time and a half for the first two hours and double time thereafter.

An employee who works so much overtime between the termination of ordinary work on one day and the commencement of ordinary work on the next day without having had ten consecutive hours off duty shall be paid at double rates until released from duty for such period and shall be entitled to be absent until he/she has had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

9. Training

If management perceives that there is a need for Printing Support Officers to increase their skills the appropriate training will be provided.

10. Duties as Directed

- a) The Managing-Director, his/her delegate, nominee or representative may direct an officer to carry out such duties as are within the limits of the officer's skill, competence and training consistent with the classifications covered by this agreement and provided that such duties are not designed to promote deskilling.
- b) The Managing-Director, his/her delegate, nominee or representative may direct an officer to carry out such duties and use such tools, materials and equipment as may be required provided that the officer has been properly trained in the use of such tools, materials and equipment.
- c) Any directions issued by the Managing-Director, his/her delegate, nominee or representative pursuant to sub-clauses a) and b) shall be consistent with the Managing-Director's responsibility to provide a safe and healthy working environment.

11. Settlement of Disputes

- (a) Where a dispute arises which cannot be resolved between the employees or their representative and supervising staff, it shall be referred to the Principal of the College or other officer nominated by the employer who will arrange for the matter to be discussed with the union or unions concerned.
- (b) Failing settlement of the issue at this level, the matter should be referred to the Industrial Relations Division.
- (c) If the matter remains unresolved it should be referred to an appropriate tribunal under section 204 of the Industrial Relations Act, 1991.
- (d) The unions reserve the right to vary this procedure where it is considered a safety factor is involved.
- (e) In accordance with the provisions of Part 1 of Chapter 3 of the Industrial Relations Act, 1991, reasonable time limits will be allowed for discussion at each level of the procedure.
- (f) Whilst this procedure is being followed normal work will continue without disruption of any kind.

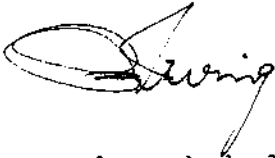
12. Area, Incidence and Duration

- (a) This agreement replaces the Printing Staff, School of Graphic Arts, Department of Technical and Further Education Agreement No. 2417 of 1982.
- (b) This agreement shall apply to TAFE and its employees as defined herein.
- (c) This agreement shall operate from the date of registration and shall remain in force for a period of 12 months.

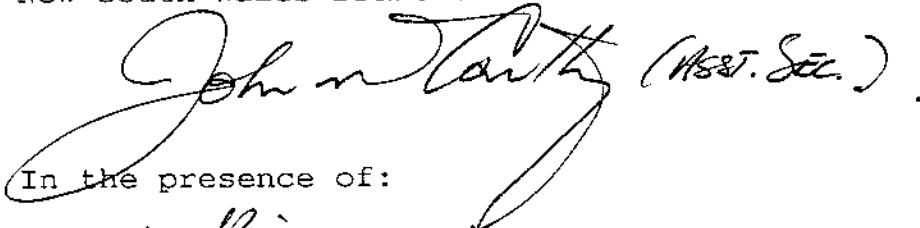
Signed for and on behalf of the
Technical and Further Education Commission
of New South Wales:



In the presence of:



Signed for and on behalf of the
Printing and Kindred Industries Union'
New South Wales Branch:



In the presence of:

