

ENTERPRISE AGREEMENT

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ENTERPRISE AGREEMENT

**WORKS AND TRADES EMPLOYEES, TARONGA ZOO
- ZOOLOGICAL PARKS BOARD OF NSW.**

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1. Title

This agreement shall be known as the Works and Trades Employees, Taronga Zoo - Zoological Parks Board of NSW Enterprise Agreement.

2. Parties to the Agreement

An enterprise agreement, made in pursuance of the NSW Industrial Relations Act, 1991 in accordance with the provisions of sections 115-142 of the said Act, entered

into between the Zoological Parks Board of NSW and the:-

Australian Workers Union, NSW Branch
 Building Workers Industrial Union of Australia, NSW
 Branch
 Electrical Trades Union of Australia, NSW Branch
 Operative Painters and Decorators Union of Australia,
 NSW Branch
 Plumbers and Gasfitters Employees Union of Australia,
 NSW Branch
 Transport Workers Union of Australia, NSW Branch

covering the Works and Trades Section of Taronga Zoo.

3. Coverage

3.1 This agreement shall only apply to employees in the Works and Trades Section of Taronga Zoo who were employed as Tradespersons, Apprentice Tradespersons, Labourers and Drivers. These are now known as the Trades Group and the Works Group.

3.2 This agreement shall regulate the terms and conditions of employment previously regulated by:

- i) Crown Employees (Skilled Tradesmen) Award
- ii) General Construction and Maintenance, Civil and Mechanical Engineering & C (State) Award
- iii) Transport Industry (State) Award
- iv) Uniform Leave Conditions for Ministerial Employees in Government Departments.

3.3 This agreement will over-ride the abovementioned instruments where there is any inconsistency. Where this agreement is silent, the appropriate Industrial Instrument mentioned above will apply.

4. Declaration

The parties declare that this Agreement:

- i) is not contrary to the public interest
- ii) is not unfair, harsh or unconscionable
- iii) was not entered into under duress
- iv) is in the interests of the parties.

5. Aim

The aim of this agreement is to maintain the productive, co-operative and harmonious workplace in the Works and Trades Section of Taronga Zoo. It also aims to provide training and development opportunities, improved flexibility of jobs and duties and a safe work environment.

6. Savings Clause

No employee shall suffer a reduction to their current rate of pay or overall conditions of employment as a result of the implementation of this Agreement.

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7. Contract of Employment

- 7.1 Employees under this agreement shall be engaged as full-time or part-time and their employment may be either permanent or temporary.
- 7.2 Wages shall be paid fortnightly and paid directly into a bank or other account. Employees shall be issued with a pay advice docket.
- 7.3 Temporary employment differs from permanent employment in that the period of employment is not permanent. Some indication of the period of employment would be given at the outset of employment but not necessarily a definite fixed period. Employment may be terminated by one week's notice by either party. (The Zoo's Disciplinary Procedures (copy at Attachment 3) will serve as a guide in dealing with unsatisfactory behaviour.)
- 7.4 Employees engaged as permanent employees without any previous service may be engaged for a probationary period of six months. During this period employment may be terminated with one week's notice. (The Zoo's Disciplinary Procedures (copy at Attachment 3) will serve as a guide in dealing with unsatisfactory behaviour.)
- 7.5 The terms and conditions of part-time work will be based on a pro-rata of the entitlements of a full time employee. The hourly rate will be calculated as the appropriate weekly wage defined in clause 9 of this agreement, divided by 38.
- 7.6 The number of hours per week to be worked by a part-time employee shall be mutually agreed between the employee concerned and the employer provided that the minimum number of hours worked shall be eight hours per week.
- 7.7 Nothing in this agreement shall affect the right of the employer to dismiss an employee in accordance with the Zoo's Disciplinary Procedures (copy at Attachment 3).
- 7.8 Employees will not be paid for any unauthorised absences.
- 7.9 The Vocational Training Order made under section 22 of the Industrial and Commercial Training Act 1989 will override any conditions of employment for Apprentices otherwise prescribed in this agreement.

8. Flexibility of Work Practices

- 8.1 The parties agree to work together to ensure flexible work practices and multiskilling so that employees can perform a wide range of duties. Such duties will include work which is incidental or peripheral to their main duties.
- 8.2 Employees will be trained in basic skills which were previously regarded as the work of the various trades.
- 8.3 Employees will perform work which is within their skill, competence and training consistent with the classification structure of this agreement, provided that such work is not designed to promote deskilling. Due regard will be held for the training requirements of the Apprentice Tradespersons.
- 8.4 A training committee will be convened in accordance with clause 21.
- 8.5 The parties are committed to negotiating the introduction of new efficiencies throughout the term of this agreement.

9. Structure and Grades

9.1 Rates of pay at effective date of agreement.

	\$ p.w.
<u>Grade 1</u>	445.50
<u>Grade 2</u>	
Level 1	468.50
Level 2	477.70
<u>Grade 3</u>	Leading Hand
<u>Grade 4</u>	
Level 1	
Carpenter, Motor Mechanic, Painter, Plasterer, Welder	481.40
Plumber	486.30
Electrician	512.80
Level 2	
Carpenter, Motor Mechanic, Painter, Plasterer, Welder	490.90

Plumber	495.90
Electrician	522.90
<u>Grade 5</u>	Leading Hand
<u>Grade 6 (Projects)</u>	605.90

Apprentice Tradespersons

1st Year	213.80
2nd Year	278.20
3rd Year	353.60
4th Year	406.30

9.2 Rates of pay at 1.12.1994.

\$ p.w.

<u>Grade 1</u>	458.90
<u>Grade 2</u>	
Level 1	482.60
Level 2	492.00
<u>Grade 3</u>	Leading Hand
<u>Grade 4</u>	
Level 1	
Carpenter, Motor Mechanic, Painter, Plasterer, Welder	495.80
Plumber	500.90
Electrician	528.20
Level 2	
Carpenter, Motor Mechanic, Painter, Plasterer, Welder	505.50
Plumber	510.80
Electrician	538.60
<u>Grade 5</u>	Leading Hand
<u>Grade 6 (Projects)</u>	624.10

Apprentice Tradespersons

1st Year	220.20
2nd Year	286.60
3rd Year	364.20
4th Year	418.50

9.3 Rates of pay at 1.1.1996.

\$ p.w.

<u>Grade 1</u>	472.70
<u>Grade 2</u>	
Level 1	497.10
Level 2	506.80
<u>Grade 3</u>	Leading Hand
<u>Grade 4</u>	
Level 1	
Carpenter, Motor Mechanic, Painter, Plasterer, Welder	510.70
Plumber	515.90
Electrician	544.10
Level 2	
Carpenter, Motor Mechanic, Painter, Plasterer, Welder	520.70
Plumber	526.10
Electrician	554.80
<u>Grade 5</u>	Leading Hand
<u>Grade 6 (Projects)</u>	642.80

Apprentice Tradespersons

1st Year	226.80
2nd Year	295.20

3rd Year	375.10
4th Year	431.10

9.4 Progression within the structure (this must be read in conjunction with clause 11 Transitional Arrangements):

i) Progression from Grade 1 to Grade 2 will be upon the satisfactory completion of 6 months service or relevant experience. Relevant experience relates to both the nature of work previously performed and the zoo environment.

ii) Progression from Level 1 to Level 2 within grades 2 and 4 will be based on the completion of training courses relevant to the Zoo's needs. Some examples are attached at 'Attachment 2' but the training committee (referred to in clause 21) will further examine this matter and develop the training criteria. Progression from Level 1 to Level 2 within Grade 2 will also require a preparedness to fully integrate the duties of Driver and Labourer.

iii) Where an employee does not progress to level 2 after 12 months on level 1, it will be the responsibility of the supervisor to discuss such with the employee concerned. The discussion should identify what activities are necessary for the employee to progress. Failure of the Zoo to provide training shall not be a barrier to an employee's progression to level 2.

iv) Placement on Grades 3, 4 and 5 will be by appointment based on a merit selection process.

iv) Placement on Grade 6 will be by allowance and only for the duration of a project.

v) Any dispute which arises from this clause will be dealt with in accordance with clause 26 Grievance and Dispute Handling Procedure.

vi) Progression within the rates prescribed for the years of service for Apprentice Tradespersons will be in accordance with the Vocational Training Order under section 22 of the Industrial and Commercial Training Act 1989.

10. Definition of Grades

10.1 Persons employed prior to the implementation of this agreement, who will be employed in Grades 1, 2 (Level

- 1) or 3 will be identified as to the vocational strand of their principal function.
- 10.2 The principal function shall mean the position that the employee held immediately prior to the implementation of this agreement eg Maintenance/Construction Worker, Transport Worker. The employer shall be able to allocate other duties to the employee consistent with Clause 8, Labour Flexibility.
- 10.3 Persons employed in Grades 1, 2 or 3 following implementation of this agreement shall be advised of the expected nature and mix of duties. (eg 80% Maintenance/Construction: 20% Transport; 80% Plant Operation: 20% Maintenance/Construction.) That advice shall not limit the employer from allocating to that employee other duties consistent with Clause 8 of this agreement, or, with written advice, changing the expected nature and mix of duties consistent with the classification structure.

Grade 1 Less than 6 months relevant experience.

Performs basic tasks in maintenance, construction and transport. Performance is monitored by close supervision.

Training - will complete Induction Course.

Grade 2

Level 1 Minimum 6 months relevant experience.

Operate machinery and tools. Perform tasks in maintenance, construction and transport under general supervision and direction.

Training - will undertake on-the-job training to develop skills relevant to the Zoo such as manual handling, safety awareness.

Level 2 12 months or more relevant experience.

Operate relevant machinery and tools. Perform tasks without supervision. Perform some complex tasks within the range of duties required by the Zoo.

Generally, limited decision making is possible including the exercise of some initiative in the application of established work practices.

Training - will have completed at least one approved training course (may be run either internally or

externally) to develop skills relevant to the Zoo. Will undertake on-the-job training in basics skills of tradespersons.

Grade 3 (Leading Hand)

Supervise staff, allocate duties, provide direction on work, monitor performance, plan and set out tasks, meet deadlines. Responsible for Occupational Health and Safety training.

Able to perform a wide range of complex tasks.

May work independently and be responsible for a section of work following established priorities and work practices.

Training - completed a wide range of on-the-job training courses and capable of running courses under the Supervisor's direction. Will undertake/completed Supervision Training.

Grade 4 Carpenter, Motor Mechanic, Painter, Plumber, Plasterer, Welder, Electrician.

Level 1

Capable of full range of tradespersons duties. Able to work without supervision.

May work independently and be responsible for a section of work following established priorities and work practices.

Training - completed Trade Certificate, will undertake on-the-job training in basic skills of other trades.

Level 2 12 months or more of relevant experience.

Independent action is to be exercised. Capable of supervising staff.

Training - completed Trade Certificate, completed at least one approved training course (which may be run either internally or externally), undertake on-the-job training in basic skills of other trades. May assist in running training courses under the direction of the Supervisor.

Grade 5 (Leading Hand)

Responsible for the direct supervision and management of staff. Allocate duties, estimate time lines, responsible for quality of the works. Provide on-the-job training.

Training - Completed occupational health and safety course, manual handling and supervisor training. Capable of assisting the Supervisor in running training courses.

Grade 6 (Projects)

Required to work on specific projects, to manage sub-contracts. Responsible for finished product, preparation of estimates and timelines. Supervise other employees.

11. Transitional Arrangements

11.1 All Drivers and Labourers will be placed on Grade 2 Level 1 and all Tradespersons will be placed on Grade 4 Level 1. Leading Hands will be placed on the appropriate Leading Hand Grade.

No existing Driver, Labourer or Tradesperson shall be required to undergo training to reach Level 2. However to qualify for payment of the 2% increase, employees must undergo the training and meet the definition of Level 2.

11.2 Any employee in receipt of a wage higher than the rates provided under 11.1 arising from the payment of a personal allowance shall have this recognised. The new rate of pay will reflect the percentage increase paid to comparable employees and/or classifications. However these rates will not form part of this structure and should such employees resign, be promoted etc. the rates will no longer be used.

11.3 Employees on Grades 2 and 4 will be assessed for progression to Level 2 of those grades consistent with the procedure outlined at clause 9.4. This progression will not be available before 1 July 1995.

11.4 Apprentice Tradespersons will be placed on the appropriate rate corresponding to the years of apprenticeship served.

12. Allowances

12.1 The schedule at 'Attachment 1' prescribes the conditions of employment that are derived from the NSW Public Service Handbook. Allowances shall be paid in accordance with that schedule (as at 30 April, 1993) and/or as detailed hereunder.

12.2 With the exception of:

First Aid Allowance (clause 12.8)
 Laundry Allowance (clause 12.10)
 Leading Hand Allowance when not appointed as
 a Leading Hand (clause 12.7)
 Chokage (clause 12.10)
 Foul Equipment (clause 12.11)
 Legionella (clause 12.12)
 Apprentice Examination Allowance (clause 12.13)
 Travel (clause 12.15)

the following allowances will be paid for all purposes.

12.4 Tool

The following allowances shall be paid to employees in Grade 4 (Tradespersons) in recognition of the fact that they provide and maintain their own hand tools:

	\$pw
Carpenter	17.00
Motor Mechanic	17.00
Painter	4.20
Plasterer	14.10
Welder	17.00
Plumber	17.00
Electrical Fitter	9.00

These allowances will be adjusted in line with the Crown Employees (Skilled Tradesmen) Award.

12.5 Licence

The following allowances shall be paid per week to employees in Grade 4 (Tradespersons) when required to hold and act upon a licence:

	\$
Electrician	
A Grade	21.90 per week
B Grade	11.80 per week
Plumber	.57 per hour
Gasfitter	.57 per hour
Drainer	.48 per hour
Plumber/Gasfitter	.76 per hour
Plumber/Drainer	.76 per hour
Gasfitter/Drainer	.76 per hour
Plumber/Gasfitter/Drainer	1.05 per hour
Electric Welding	12.54 per week

These allowances will be adjusted in line with the Crown Employees (Skilled Tradesmen) Award.

12.6 Registration

A plumber who is required to be the holder of a Certificate of Registration shall be paid \$0.44 per

week. This allowance will be adjusted in line with the Crown Employees (Skilled Tradesmen) Award.

12.7 Leading Hand

The allowances detailed hereunder will not be paid for periods less than 1 day. The weekly rates specified are reduced to a daily figure by dividing by 5.

Employees in Grade 1 and Grade 2 who are required to be in charge of other employees shall be paid the following allowances per week:

a. Rates at the effective date of agreement.

- i) 2-5 employees \$14.40
- ii) 6-10 employees \$20.40
- iii) more than 10 employees \$26.00

b. Rates at 1 December 1994.

- i) 2-5 employees \$14.80
- ii) 6-10 employees \$21.00
- iii) more than 10 employees \$26.80

c. Rates at 1 January 1996.

- i) 2-5 employees \$15.20
- ii) 6-10 employees \$21.60
- iii) more than 10 employees \$27.60

Employees in Grade 4 who are required to be in charge of other employees shall be paid the following allowances per week:

a. Rates at effective date of agreement.

- i) 1-5 employees \$23.50
- ii) 6-10 employees \$30.10
- iii) more than 10 employees \$39.30

b. Rates at 1 December 1994.

- i) 1-5 employees \$24.20
- ii) 6-10 employees \$31.00
- iii) more than 10 employees \$40.50

c. Rates at 1 January 1996.

- i) 1-5 employees \$24.90
- ii) 6-10 employees \$31.90
- iii) more than 10 employees \$41.70

Employees in Grades 3 and Grade 5 are paid a Leading Hand Allowance. Employees in these grades may qualify for a higher rate of allowance if required to supervise more employees.

12.8 First Aid

A standard first aid kit shall be provided and maintained by the employer in accordance with the Occupational Health and Safety Act and Regulation. In the event of any serious accident happening to any employee whilst at work, the employer, at its own expense, shall provide transport to the nearest hospital or doctor.

An employee who is a qualified first aid attendant and who is required to carry out the duties of a qualified first aid attendant shall be paid an additional amount of \$1.54 per day.

12.9 Special Rates

Built into the wages is a component of \$10.00 per week which is paid in lieu of any claims for special rates eg dirt money, height money, wet work etc.

12.10 Chokage

If an employee is employed upon any chokage and is required to open up any soil pipe, waste pipe, drain pipe or pump conveying offensive material or a scupper containing sewerage or is required to work in a septic tank in operation the employee shall be paid an additional \$4.04 per day or part thereof.

12.11 Fouled Equipment

An employee required to work on any pipeline or equipment containing body fluids or body wastes and encounters same, shall be paid an additional \$4.04 per day or part thereof; provided that this allowance shall not apply in circumstance where clause 12.10 would normally apply.

12.12 Legionella

- (i) An employee who is required to work in hot and/or cold water tanks for the purpose of the control of Legionella Pneumophila shall be required to use and wear the appropriate respiratory equipment and safety clothing as directed by the Department of Health and shall be paid \$1.65 per hour or part thereof whilst so engaged.
- (ii) An employee who is required to assist in the performance of the work described in (i) above shall not be entitled to the allowance prescribed.

12.13 Apprentice Examination

- (i) In addition to the rates prescribed in clause 9, an apprentice who has passed the prescribed annual technical college examinations for the

preceding year and in respect of whom a satisfactory report as to conduct, punctuality and workshop progress is furnished by the supervisor, shall be paid \$1.00 per week for the first year's examinations; a further \$1.00 per week, ie \$2.00 in all per week for the second year's examinations; and a further \$1.00 per week, ie \$3.00 in all per week, for the third year's examinations. Such additional amounts shall be payable from the beginning of the first pay period commencing in January following the examinations.

- (ii) An apprentice who, in any year, fails to complete a subject or subjects but is successful in completing such subject(s) concurrently with the passing of the prescribed examination for the succeeding year shall be deemed to qualify for the payment of the allowance specified as if there had not been an initial failure to complete the subject(s).

12.14 Laundry

Where a uniform is required to be worn, and the cost of any laundering is not borne by the employer, a laundry allowance of \$3.10 per week shall be paid.

12.15 Travel

An allowance of \$10.00 per week shall be paid to all Grade 1, 2 and 3 employees. This is in lieu of the travel and fares entitlement previously paid to Labourers under the General Construction and Maintenance, Civil and Mechanical Engineering & C (State) Award.

13 Insurance of Tools

13.1 The Zoo shall insure and keep insured against loss or damage by fire whilst on the Zoo's premises such tools of the employee as are used in the course of employment.

13.2 An employee shall be entitled to reimbursement by the Zoo for loss of tools up to the value of \$975.00 when such tools are lost by theft from a breaking and entering outside ordinary working hours whilst the tools are stored at the Zoo's direction on the job.

13.3 The employee shall, if requested so to do, furnish the Zoo with a list of his/her tools so used.

14. Hours of Work

14.1 The ordinary hours of work shall be 38 per week and shall be worked as a 20 day 4 week cycle Monday to

Friday inclusive, with 19 working days of 8 hours each between the hours of 6.00am and 6.00pm with 0.4 of one hour on each day worked accruing as an entitlement to take the fourth Monday in each cycle as a day off paid as though worked.

14.2 The current hours of work are 7.30am - 4.15pm. Any permanent variation to the starting and finishing times will be by agreement with the Zoo and the majority of the employees and the appropriate unions.

14.3 Employees will be prepared to vary their starting and finishing times to facilitate short term work demands eg animal transportation. Employees undertaking courier work may regularly be required to vary their working hours.

15. Rostered Days Off

15.1 Rostered Days Off (RDOs) accrue over a 4 week cycle as described in clause 14.1.

15.2 Any paid leave eg Recreation Leave, Sick Leave etc and any paid Public Holiday occurring during any 38 hour week cycle, shall be regarded as a day worked for accrual purposes.

15.3 Periods of Leave Without Pay do not accrue any time towards an RDO.

15.4 By agreement in writing between the employer and the employee(s), an alternative day may be substituted for the fourth Monday, and in such case all provisions shall apply as if such day was the prescribed fourth Monday. The agreement regarding the substituted day shall be made at least 7 clear days prior to the date of the rostered day off.

15.5 The Zoo intends to continue to use the RDO calendar prepared by the employer organisation and the Labor Council Building Industry Group.

15.6 In special circumstances, and only with the approval of the Supervisor, employees may take an alternative RDO providing such alternative day falls within the week that the RDO is due.

16. Rostered Weekend Work

16.1 Employees in Grades 1,2 and 3 may nominate to the Works Supervisor to be included in a roster for regular weekend and public holiday work. Discussion must take place with the Works Supervisor should any person wish to be removed from the roster.

16.2 The roster will provide an equitable distribution of work amongst all employees identified in 16.1.

16.3 Generally any difficulty over access to the roster and therefore weekend work can be discussed amongst the employees concerned and the Works Supervisor. Due regard will be had for the principles of equity and equal employment opportunity. Any difficulty that cannot be resolved will be addressed through the Grievance and Dispute Handling Procedure (detailed in clause 26).

17. Meal and Morning Tea Breaks

17.1 Meal breaks shall be of 45 minutes duration and will generally be taken between 12.15pm and 1.00pm.

17.2 To assist in the operation or completion of a job, lunch may be taken between the hours of 11.30am and 2.00pm without attracting any penalty payment. In these cases agreement will be reached between the supervisor and employee(s) involved.

17.3 A paid morning tea break of 20 minutes duration is granted. This break can be taken on the job where there are appropriate conditions and facilities. Employees will only return to the works and trades area for the tea break if suitable conditions and facilities do not exist closer to where work is being performed.

18. Leave and Conditions of Employment

18.1 The schedule at 'Attachment 1' prescribes the conditions of employment that are derived from the NSW Public Service Handbook. The conditions shall be those that are current as at 30 April, 1993. A number of conditions of employment are detailed hereunder:

19. Overtime

19.1 For all work done outside the ordinary hours (as explained in clause 14) the overtime rates of pay shall be:

Monday - Saturday	Time and a half for the first two hours and double time thereafter.
Sunday	Double time.
Public Holidays	Double time and a half.

19.2 Rest Period After Overtime - When overtime work is necessary it shall wherever reasonably practicable, be so arranged that employees have at least 10

consecutive hours off work between the work of successive days.

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 that the employee has not had at least 10 consecutive hours off duty between these times shall, subject to this subclause, be released after completion of such overtime until there has been 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instruction of the Zoo such an employee resumes or continues work without having had such 10 consecutive hours off duty, the employee shall be paid at double time rates until released from duty and able to take the 10 hour break (without loss of pay for ordinary working time occurring during such absence).

19.3 For all work done on Saturday and Sunday a minimum payment of 4 hours overtime will be made.

19.4 Call Back -

(i) An employee recalled to work overtime after leaving the Zoo (whether notified before or after leaving the premises) shall be paid for a minimum of 4 hours work at the appropriate rate for each time so recalled. With the exception of unforeseen circumstances arising the employee shall not be required to work the full 4 hours if the job which the employee was recalled to perform is completed within a shorter period. This clause does not apply in cases where an employee is regularly required to return to the Zoo to perform a specific job outside ordinary working hours or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

(ii) Overtime worked in the circumstances specified in this subclause shall not be regarded as overtime for the purposes of subclause 19.2 of this clause, where the actual time worked is less than three hours on such recall or on each of such recalls.

19.5 Time off work in lieu of overtime payment may be taken by agreement with the employee concerned and the supervisor. Such time is calculated at the overtime rates.

19.6 Meal allowances will be paid during overtime in the following circumstances:

Breakfast \$8.60 allowance is paid when overtime commences at or before 6am and at least 1 hour before the usual starting time. An unpaid meal break of 30 minutes shall be taken either before or after overtime is worked.

Lunch \$11.15 allowance is paid on Saturdays, Sundays and Public Holidays when required to work at least 5 hours overtime. An unpaid meal break of 30 minutes shall be taken.

Dinner \$16.45 allowance is paid when overtime is worked beyond 6pm and at least two hours after the usual finishing time. An unpaid break of 30 minutes shall be taken.

19.7 In general, an unpaid break and the payment of an allowance will occur every 5 hours. In the case of overtime worked after finishing time Monday - Friday the initial break will be after 2 hours of overtime. The quantum of the allowances is determined by the following:

Breakfast \$8.60 allowance when the meal break is taken at or after 6am and before 10am.

Lunch \$11.15 allowance when the meal break is taken at or after 10am and before 3pm.

Dinner \$16.45 allowance is paid when the meal break is taken at or after 3pm and before 11pm.

20. Annual Leave Loading

20.1 Employees are entitled to payment of an annual leave loading of 17.5% of the monetary value of up to 4 weeks recreation leave accrued in a leave year.

20.2 For the purpose of calculating the annual leave loading the leave year shall commence on 1 December of each year and ends on 30 November of the following year.

20.3 Payment of annual leave loading shall not be made on any recreation leave taken in the first leave year of employment ie from the date of employment to the following 30 November. The loading accrued in the first leave year shall be paid during the second leave year of employment.

- 20.4 Leave loading is paid on the first occasion in a leave year (other than the first leave year) when at least 2 consecutive weeks of recreation leave is taken. This 2 weeks may be inclusive of public holidays, extended leave and leave without pay.
- 20.5 In the event that a 2 week period of leave is not taken by 30 November each year then the monetary value of that annual leave loading (accrued over the previous year) will be paid as soon as practicable.
- 20.6 Annual leave loading shall be paid on retirement or termination by the employer (other than for misconduct) when the loading would have been due if the employee had taken 2 weeks leave.
- 20.7 An employee directed to take annual leave pending an inquiry into his/her services, is not to be paid the loading.
- 20.8 No annual leave loading is payable on resignation or on dismissal for misconduct.

21. Public Holidays and Picnic Days

- 21.1 Public Holidays shall be:
New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day, Labour Day and any such other holiday that may be proclaimed as a Public Holiday throughout the State.
- 21.2 The first Monday in December each year shall be a Picnic Day and shall be treated as a Public Holiday. (The exception being that members of the Transport Workers Union shall have their picnic day on Easter Saturday.) This day shall be treated as a public holiday should an employee be required to work. In order to qualify for the Picnic Day employees must be able to show their ticket for the union picnic.

22. Uniforms and Protective Clothing

- 22.1 Permanent employees are issued with uniforms and with the required protective clothing. The initial issue for full time employees is:-

5 shirts
3 pairs of shorts/trousers
1 belt (if required)
1 sweatshirt
1 jacket
5 pairs of socks
1 pair of boots
1 hat

- 1 pair of sunglasses
- 1 set of wet weather gear

Protective equipment and clothing as well as replacement uniform items are provided as needed. To obtain such goods an employee must make a requisition which is supported by the Supervisor and approved by the Purchasing Manager.

23. Apprentice Tradespersons - Lifting Weights

An apprentice shall not be permitted to or be required to lift or carry by hand a greater weight than:-

	Males	Females
Under 16 years of age	14 kg	9 kg
Under 18 years of age	18 kg	11.5 kg
Over 18 years of age	-	16 kg

24. Training

24.1 The parties will work together to develop an ongoing training program to ensure a multiskilled workforce. This will include training in basic trade skills across the trades group and for the works group. The initial task will be to determine courses that will enable progression to Level 2 within Grades 2 and 4.

24.2 A training committee will be convened to develop an agreed training program designed to encourage increased multiskilling and career path opportunities. All categories of employees will be represented on the training committee, and these representatives will be elected by the relevant groups of employees.

25. Contractors

25.1 Wherever possible, all works carried out at the Zoo shall be performed by employees directly employed by the Zoological Parks Board.

25.2 Where any work which require either specialist skills, tools, plant or equipment, the Board shall consider the training of and/or hiring of such plant etc. to enable employees to carry out the work.

25.3 Where it is impracticable for work to be carried out by employees because specialist skills and/or equipment are unavailable, or the timeframe is unacceptable, contractors may be hired to perform the work.

25.4 Where contractors are engaged, the Board shall ensure that all relevant awards and agreements shall be observed.

26. Grievance and Dispute Handling Procedure

26.1 The Vocational Training Order for Apprentice Tradespersons made under section 22 of the Industrial and Commercial Training Act 1989 will override any conflicting steps contained in this clause.

26.2 The parties agree that every effort will be made to settle any grievance or dispute amicably between the parties as quickly as possible.

26.3 Discussion should firstly take place between the employee(s) and the Leading Hand to try and resolve the matter. If it cannot be resolved or is of such a nature that it cannot be dealt with then:-

26.4 The matter should be raised with the Supervisor by the employee(s) or their union representative. If it cannot be resolved then:-

26.5 Discussions shall include representatives of senior management (probably Human Resources staff). If the matter cannot be resolved then a response will be given to the employee(s) grievance which will include reasons for the Zoo's decision.

26.6 When all the above steps have been exhausted, either party may submit the dispute to the relevant industrial tribunal which may exercise its functions under the Industrial Relations Act, 1991.

27. Term of Agreement

This agreement shall operate from the date of registration and shall remain in force for a period of 3 years unless varied or terminated earlier by the provisions provided by the Industrial Relations Act, 1991.

THIS AGREEMENT IS MADE ON DAY OF 1993.

Signed for and on behalf of the
ZOOLOGICAL PARKS BOARD OF NSW

John Kerwin


(Printed Name) *JOHN KERWIN*

WITNESS *M. [Signature]*

DATE *7 April 1994*

Signed for and on behalf of the employees by the

M. J. O'SHEA
SECRETARY

AUSTRALIAN WORKERS UNION, NSW BRANCH AUSTRALIAN WORKERS' UNION
N.S.W. BRANCH

M. J. O'Shea

(Printed Name) MICHAEL J. O'SHEA

REGISTERED UNDER THE INDUSTRIAL ACT OF 1991 (AS AMENDED)

WITNESS *[Signature]*

DATE 11th May 1994.

BUILDING WORKERS INDUSTRIAL UNION OF AUSTRALIA, NSW BRANCH

Dennis Matthews

(Printed Name) DENNIS MATTHEWS.

WITNESS *[Signature]*

DATE 4th May 1994.

ELECTRICAL TRADES UNION OF AUSTRALIA, NSW BRANCH

Bert Schmidt

(Printed Name) BERT SCHMIDT

WITNESS *C.F. Harris J.P.*

DATE 13th May 1994.



OPERATIVE PAINTERS AND DECORATORS UNION OF AUSTRALIA, NSW BRANCH

(Printed Name)



WITNESS

DATE

PLUMBERS AND GASFITTERS EMPLOYEES UNION OF AUSTRALIA, NSW BRANCH

(Printed Name)

Roland R. Robson
ROLAND ROBERT ROBSON



WITNESS



DATE

6-5-94

TRANSPORT WORKERS UNION OF AUSTRALIA, NSW BRANCH

(Printed Name)

Steve Hutchins
STEPHEN PATRICK HUTCHINS



WITNESS

DATE

24. 05. 1994

PUBLIC SERVICE OF NSW, PERSONNEL HANDBOOK

The following table prescribes the clauses of the Handbook that have been adopted for the Works and Trades Division at Taronga Zoo.

<u>SECTION</u>	<u>ADOPTED</u>
Division 1	
Part 1	
1 Recruitment and Employment	Used as a guide
2 Appointments	Used as a guide
Part 2	
1 Industrial Matters	No
2 Salary Administration	Used as a guide
3 Separations from Service	Used as a guide
4 Private Employment	No
5 Provision of Taxis	No
6 Classification & Grading	No
7 Leave Administration	Used as a guide
8 Proclaimed Local Holidays	Used as a guide
9 Federal State Elections	Used as a guide

10 Holy Days Essential Religious Duties	Used as a guide
11 Concessional Leave	No
12 Natural Emergencies & Major Transport Disruptions	Used as a guide
13 Serving Terms of Imprisonment	Used as a guide
14 Workers Compensation	Used as a guide
15 Loss or Damage to Private Property	Used as a guide
16 Staff Records Administration	Used as a guide

Division 2

Part 1

Awards and Agreements

C.E. (Transferred Officers Compensation)	Yes
C.E. (Transferred Officers Excess Rent Assisstance) Agreement	Yes
C.E. (Travelling Compensation) Award	Yes
C.E. (Overtime) Award	Yes
C.E. (Holidays) Award	No
Flexible Working Hours Agreement	No
Annual Leave and Compensation for Saturdays, Sundays and Public Holidays Agreement	No

Part 2
Allowances

1 Camping Allowance	Yes
2 Composite Allowance	
3 Cost of Travel To & From Work	Used as a guide
4 First Aid Allowance	Yes
5 Forage Allowance	No
6 Higher Duties Allowance	Yes
7 Motor Vehicle Allowances	Yes
8 Overseas Travelling Allowances	Yes
9 Remote Areas Allowances	
10 Traveling/Meal Allowances - Attendance at Examinations	Used as a guide
11 Semi-Official Telephone Subsidy	Used as a guide
12 Community Language Allowance Scheme	No
13 Allowance For Use of Room at Home as an Office	Used as a guide

Part 2
Determinations - Hours of Duty

1 Hours of Duty	No
2 Attendance	No

Part 2
Determinations - Leave

- | | |
|---|---|
| 1 Adoption Leave | Yes |
| 2 Extended Leave | Yes |
| 3 Leave Without Pay | Used as a guide |
| 4 Maternity Leave | Yes |
| 5 Military Leave | Yes |
| 6 Parental Leave | Yes |
| 7 Recreation Leave & Annual Leave Loading | Recreation Leave - Yes
Loading - see Clause 20 |
| 8 Short Leave | Used as a guide |
| 9 Sick Leave | Quantum - yes
Policy - see attachment 4 |
| 10 Special Leave | Used as a guide |
| 11 Study Leave & Study Time | Yes |
| 12 Trade Union Activities & Employee Representation | Used as a guide |

Division 3
Part 1 - Code of Conduct

1 NSW Public Sector Code of Conduct No

Part 2

1 Discipline Guidelines No

Handwritten signatures and initials at the bottom of the page.

2 The Discipline Process

No

3 Punishment

No

4 Conduct and Discipline - Related
Matters

No

5 Procedures

No

6 Appeal Procedures

No

7 Flow Charts

No

8 Pro Forma Document

No

SUGGESTIONS FOR TRAINING COURSES

Most of these courses are run by TAFE. This is not a complete list.

TRADES GROUP

Formwork and False Work	8 hours 24 weeks
Bricklayer	3 hours 18 weeks
Scaffolding	6 hours 18 weeks
Industrial Safety	3 hours 18 weeks
Rigging	6 hours 18 weeks
Urban Irrigation	4 hours 18 weeks
Estimating	3 hours 12 weeks
Cable Jointing	180 hours
Electrical Servicing	144 hours
Welding Mechanical Repairs	144 hours
Hydraulics	72 hours
11 KV Switching Course	4 days
Explosive Power Tool	8 hours

WORKS GROUP (Labourers and Drivers)

Cherry Picker	8 hours (inhouse)
Explosive Power Tools	8 hours
Treatment Works	40 hours (Public Works)
Welding Gas Metal Arc	72 hours
Crane Driver	80 hours
Fork Lift Driver	80 hours
Industrial Safety	3 hours 18 weeks
Electrical Assistant	inhouse
Plumbers Assistant	inhouse
Carpenters Assistant	inhouse
Painters Assistant	inhouse
Mechanics Assistant	inhouse

ZOOLOGICAL PARKS BOARD OF NEW SOUTH WALESDISCIPLINARY PROCEDURESOverview

The use of formal disciplinary action is only one avenue available to management and supervisors. The disciplinary process should be looked upon as a last resort with other means of correcting a staff member's behaviour being explored first, including informal counselling, positive helpful criticism and suggestions for training and improvement. Generally the formal disciplinary process should not be used until these means have been exhausted.

The work relevance of a staff member's conduct is the main criteria for determining whether disciplinary action is warranted and as such there should be no unnecessary concern with the private lives of staff.

To ensure fairness and consistency in procedures, the following action needs to be taken:-

- * a person against whom an adverse decision is to be made should be informed as fully as possible of anything alleged against him or her;
- * a person should have the opportunity to put his/her case, whether at an oral hearing or in writing;
- * all parties to the matter should be heard;
- * all relevant submissions considered;
- * the person who lays the charge of criticism should not determine it;
- * the decision maker must be objective and must be seen to act fairly and without bias.

Discipline & Effective Supervision

All supervisors have the primary responsibility for informing their staff about their work responsibilities, in setting standards and providing examples of proper work performance and behaviour.

Commitment and Motivation of Staff

There are positive ways to ensure standards are met and for motivating staff.

- * communicating clearly what has to be done;
- * setting goals jointly;
- * training staff on-the-job;
- * ensuring staff get opportunities for training and development;
- * making sure the goal is recognised;
- * resolving problems as they occur;
- * listening to and attempting to sort out grievances;
- * counselling staff
 - about their work problems
 - career development
 - reference to other counselling services - EAP
 - providing regular, constructive feedback on the staff's work performance.

GUIDELINES FOR SUPERVISORS

The Role of the Supervisor

A supervisor's primary responsibility is to the Zoological Parks Board. The role of a supervisor is to ensure that standards of honesty, propriety and integrity are adhered to. Should staff fail to observe such standards, prompt and decisive action should be taken under these guidelines, where circumstances require.

Preliminary Interview

Investigation of the Facts.

If, as a supervisor, you are faced with a potential disciplinary situation, you should investigate the facts - if necessary, request an explanation from the staff member.

Speak to the person away from the immediate work area.

At the beginning of the discussion, you should outline the aspects of the staff member's conduct which are of a concern and explore the reasons and possible solutions with the person.

In determining the cause of the problem you need to examine:-

- * whether the staff member has a proper understanding of his

or her duties and the standards of work performance and behaviour expected;

- * whether the problem was the result of poor communication on your part; and

- * whether the problem was caused by person difficulties outside work (bear in mind, however, the need to avoid unnecessary intrusion into the person's private life);

- * advise staff member of the availability of the EAP counselling service.

If you consider that the discussion itself has been sufficient, no further action is necessary beyond making a record of the discussion (see Section on Documentation) and ongoing monitoring of the staff member's conduct. (N.B. Record of discussion should be optional and agreed to by both staff member and supervisor).

At this point there should be an agreement as to the expected future behaviour of the staff member. No further action would be required unless the staff member failed to maintain the agreed behaviour.

Remedial Action Required

Following the preliminary interview you may consider remedial action to be necessary. This may take one or more of the following forms:-

- * more on-the-job training or attendance at training courses;

- * change in your supervisory style when dealing with the person - a change in communication methods - more direct supervision, being more visible in the workplace;

- * change in the structure of the work flow;

- * internal discussion with the person;

- * talking to other staff concerned, e.g. if a personality clash is the cause of the problem;

- * transfer to another area;

- * offer of referral to the EAP.

Disciplinary Counselling

Disciplinary counselling differs in important respects from the problem solving approach of the preliminary interview. The aim of disciplinary counselling is to:

- * inform the person that he or she has failed to fulfill his or her duty as an employee and that, although disciplinary action has not been recommended, the matter is regarded seriously;

- * clearly explain what standards of conduct and work performance are expected, and how the person has fallen short of these standards.

Employee must be offered the opportunity to have an observer present, usually a union member or delegate.

Warnings

The Substance of a Warning.

Consideration may also be given to warning a staff member explicitly of the possible consequences of continued misconduct. Warnings can be given orally or in writing. Where a warning is given orally, a note that the warning has been given should be made. A warning should:-

- * be given by a person in authority;
- * be clear, incisive and firm;
- * indicate the nature of the misconduct and set out any relevant instructions, standards, legislative provisions or guidelines which have been breached;
- * indicate specified methods of improving the alleged misconduct; and
- * clearly state the possible consequences of failure to improve. (Staff should be made aware of consequences of failure to improve). A warning should be drafted to say that future misconduct may lead to the consequences specified

Retention of Copies of Warnings

The person involved should sign two copies of the warning. One copy is given to the person and the other placed on the Personal file. The copy of the warning on the Personal file will/shall be destroyed after 6 months if it becomes evident that the misconduct will not continue.

Documentation

Reasons for Keeping Records of Counselling

When you, as a supervisor, resolve day-to-day problems in the work area, the keeping of records would not normally be necessary.

However, when a counselling interview is initiated by you, e.g. in relation to unsatisfactory work performance, it will be desirable to keep a record:-

- * as a basis for future actions, e.g. in meeting future training and development needs;
- * as evidence for both parties of what has taken place;
- * to indicate that the staff member's conduct or work performance has been under notice; and
- * to show action that has taken place before final action such as termination is considered.

This is particularly important in the case of disciplinary counselling. Tell the person at the beginning of the interview that you will be keeping a record.

Format of Counselling Reports

The record of interview should specify:-

- * the name of the person counselled;
- * the name and the position of the person undertaking the counselling;
- * the date counselling was undertaken;
- * the reason for counselling. When counselling occurs under a specified section of the disciplinary provisions, this should be noted;
- * any agreed outcome or action decided upon; and
- * copies of relevant documents, including written explanations.

Unnecessary Details to be Avoided

Records of counselling sessions should not set down unnecessary details. The use of broad descriptions of personality e.g. 'lazy', without specific supporting details, should be avoided.

Similarly psychological or other technical terms, e.g. 'neurotic' or 'depressive', used without supportive evidence, should also be avoided.

Counselling Record to be Signed by Employee

Two copies of the disciplinary counselling record should be signed by the staff member. One copy should be given to the employee and the other placed on the personal file. If there is a disagreement with part of the record, it should be amended if the person who conducted the interview agrees. If not, a record of the staff member's disagreements should be added.

When should an Observer be Present?

During a counselling interview, an observer may be present at the request of the employee.

An observer must be present, however, during a disciplinary interview.

When can Disciplinary Action be Taken?

An officer is guilty of a breach of discipline if he or she:-

- * engages in any misconduct;
- * consumes or uses alcohol or drugs to excess, which effects the performance of duty;
- * intentionally disobeys, or unintentionally disregards, any lawful order made or given by a person having authority to make or give the order;
- * is negligent, careless, inefficient or incompetent in the discharge of his/her duties; or
- * engages in any disgraceful or improper conduct, which may bring disrepute to the Zoo.

What Supervisors are to do when a Breach of Discipline Occurs

See also next section re: cases requiring immediate action and sections dealing with theft, poor work performance and punctuality. Whilst these guidelines refer to incidents, they are also appropriate for the handling of an unsatisfactory general performance.

IN MINOR CASES COUNSELLING SHOULD OCCUR IMMEDIATELY AND AGREEMENT OR OBJECTIVES BE SET TO CORRECT/IMPROVE BEHAVIOUR. REVIEW DATE TO BE AGREED ON. SHOULD COUNSELLING BE UNSUCCESSFUL, THE FOLLOWING SHOULD TAKE PLACE:

First incident occurs:

Supervisor:

- * identifies witness/es and obtains report from them on matter;
- * hears explanation and gives warning in the presence of an observer;
- * offers help or support;
- * takes support action;
- * writes report.
- * invites staff member to write an answering comment on the report and to sign it as acknowledgement of having read it. If the person refuses to read or sign the report, write a note to that effect on the report with the date and time of this occurring.
- * advise line management and has report sent to Personnel Manager.

Second incident occurs:

Supervisor:

- * identifies witness/es and obtains written report;
- * consults with line management and Personnel Manager re course of action; at times it may be necessary to proceed to the approach below for the third and subsequent incident;
- * in the presence of an observer hears explanation and issues warning or acts as otherwise decided upon in "consultation" above;
- * offers help or support;
- * takes support action;
- * writes report;
- * invites staff member to write an answering comment on the

report and to sign it as acknowledgement of having read it. If the person refuses to read or sign the report, write a note to that effect on the report with the date and time of this occurring;

- * advises line management and has report sent to Personnel Manager immediately.

Personnel:

- * immediately conducts counselling interview, in the presence of an observer, to:-

- * ensure staff member understands position;

- * endeavour to establish cause of problem and to achieve resolution.

Third and subsequent incident occurs:

Supervisor:

- * identifies witness/es and obtains written report;

- * consults with line management and Personnel Manager re course of action;

- * writes report including recommendation;

- * invites staff member to write an answering comment on the report and to sign it as acknowledgement of having read it. If the person refuses to read or sign the report, write a note to that effect on the report with the date and time of this occurring.

AND/OR

- * Participates in disciplinary interview as determined during consultation.

Some possible courses of action:

Offenders may be dealt with under the Zoological Parks Board Act, possibly with suspension involved; Police may be called; offender may be transferred, have pay deducted, take leave or be dismissed.

Director:

- * hears both side of case, and may impose some or more of the actions specified above.

Circumstances which may require immediate action:

(a) Serious cases, where it is considered inappropriate to proceed consistent with these Guidelines, should be discussed with line management and the Personnel Manager.

(b) Staff member starts work under the influence of alcohol or other drugs or consumes alcohol or other drugs whilst on duty.

- * identifies witness/es and obtains written reports;
- * sends staff members home on leave without pay (unless recreation leave is applied for) for remainder of days;
- * when staff member returns, follows steps as for other breaches of discipline under (2) etc., above.

(c) Acts of violence against other staff or supervisor.

Supervisor:

- * separate antagonist/s;
- * contact First Aid Officer if needed;
- * identifies witness/es and obtains written reports;
- * consults line management and Personnel Manager.

Line Management:

- * may recommend transfer staff member to another work area; may carry out a disciplinary interview;
- * may recommend staff member be charged with a breach of discipline and be suspended.

Personnel Manager:

- * will offer counselling or support if appropriate.

Director:

- * hears case and may impose such a punishment as previously specified.

Avenue of Appeal

If at any time the staff member believes that they have been unfairly treated or disadvantaged, they may lodge a claim through the Grievance Process.

Dismissal

In accordance with the delegation of authority vested in the Director by the Zoological Parks Board, the Director may dismiss an employee for any of the breaches above.

Dismissal is considered the last resort and will only be used in circumstances where serious or continued breaches occur.

10/DIS.PROCEDURES

SUBJECT: SUPERVISION OF SICK LEAVE

DATE: 17TH JULY, 1991

The Zoological Parks Board is responsible for the health and well-being of its staff and the efficient and effective operation of both Taronga and Western Plains Zoo as a whole. In an effort to fulfill this responsibility the control of excessive sick leave is essential.

Supervision of sick leave is the responsibility of every Supervisor, and staff should be made aware that sick leave is not a right but a grant approved in times of illness when they are unable to perform their duties. This helps to protect the health of staff, their fellow workers and the public.

The following procedural guidelines are to be implemented immediately. Supervisors in consultation with the Personnel Section, should be guided by the following sick leave policy and procedures.

1. (a) It is essential that all leave records are kept and maintained to provide for regular reviews of sick leave of all employees.
 - (b) An employee unable to attend work through illness must contact their Divisional Supervisor as soon as practical and by telephone if possible. On return to work a formal application for sick leave must be submitted as soon as possible (refer Attachment A) and shall include details of the nature of the illness, unless excluded on privacy grounds which is supported by their Supervisor.
 - (c) Any absence on sick leave for a period of three (3) days or more, inclusive of weekends and rostered days off, must be supported by a medical certificate.
 - (d) Any employee who has had over six (6) separate short absences in any twelve (12) month period will be considered to have an unsatisfactory sick leave record, and will be warned in writing by the Personnel Section that a sustained improvement is required in his/her attendance record.
2. As each attendance record is unique, there may be circumstances where the issue of such a warning is not warranted. Circumstances which may not justify the issue of a warning would involve:-
- (a) An attendance record for the whole of a persons career may be considered satisfactory, therefore it would be necessary to make an assessment as to whether the recent absences were:-
 - (i) as a result of abnormal sick leave, or
(then the issue of a warning letter may not be warranted, but an interview with the employee may be preferable).
 - (ii) the commencement of an undesirable trend.
(then the employees attendance record should be kept under review to assess whether their attendance improves).

KM

SB

Paul Stan'win GB

[Handwritten signature]

- (b) Chronic Illnesses. Where a person has a chronic illness supported by medical certificates, it may be desirable for the person to be interviewed about their attendance record rather than issue a formal warning. Where the absences are frequent over a prolonged period, the employee's fitness to perform the duties of their position may require an assessment. These assessments will be undertaken by the Zoological Parks Board nominated, accredited, Rehabilitation Provider, M.B.F.
3. Where an employee has had over six (6) short absences on sick leave, and is assessed as having an unsatisfactory sick leave record, the following procedures should be applied:-
- (a) Personnel will issue a warning in writing stating that the person's sick leave record is unsatisfactory and their attendance record will be reviewed in three (3) months time to assess if their record has improved.
- A copy of this letter will be sent to their appropriate Supervisor and another copy placed on their Personal File (re Attachment B).
- (b) (i) If after three (3) months it is obvious that their attendance record has improved, the attendance record will revert to the normal reviews generally applied.
- (ii) If after three (3) months there is no improvement, the appropriate Supervisor will interview the person and request that all further absences be supported by a medical certificate for a period of six (6) months (refer Attachment C). The Supervisor (in consultation with the Personnel Manager) may consider that due to special circumstances, such a requirement is not warranted.
- (c) (i) If after this further period of six (6) months their attendance record shows a sustained improvement, the medical certificate requirement will be withdrawn in writing.
- (ii) Where an employee does not show an improvement in their attendance record after the six (6) month period then further disciplinary action will be taken as deemed suitable by the Zo.
4. In the case of an employee with less than twelve (12) months employment, more than three (3) separate absences in the first three (3) months could be classed as unsatisfactory and the person should be warned very early if it seems that an undesirable attendance record is emerging. There is no object to such persons being required to produce medical certificates in support of all sick leave absences.
5. All sick leave absences before or after rostered days off, weekends and/or public holidays should be closely monitored. In these situations a medical certificate may be required (refer 1 (c)).

GB
PNC
Dr. J. D. Kelly
Director & Chief Executive

APPLICATION FOR LEAVE

1. APPLICANT

NAME: _____ PAY NO: _____

POSITION: _____ SECTION: _____

DATE LAST WORKED: ___/___/___ DATE OF RETURN TO WORK: ___/___/___

DURING LEAVE NUMBER OF:-

WORKING DAYS APPLIED FOR: _____ DAYS/HOURS

PUBLIC HOLIDAYS : _____

R.D.O.'S : _____

FLEXT DAYS . _____

TOTAL DAYS : _____

NATURE OF LEAVE: _____
(Annual, Sick*, Special, Without Pay, Worker's Comp. etc.)

REASON FOR LEAVE: _____

SIGNATURE OF APPLICANT: _____ DATE: ___/___/___

* Sick leave over 2 days must be supported by a Medical Certificate

2. SUPERVISOR

LEAVE RECOMMENDED YES/NO

TIME SHEET/BUNDY CARD NOTED

SUPERVISORS SIGNATURE: _____ DATE: ___/___/___

3. PERSONNEL

LEAVE APPLIED FOR IS DUE: _____ DATE: ___/___/___

LEAVE AUTHORISED/APPROVED _____ DATE: ___/___/___

4. PAY OFFICE

NOTED ON LEAVE CARD ()

PAID W/E: ___/___/___

WITH PAY ()

PROCESSED BY: _____

WITHOUT PAY ()

NEXT PAY W/E: ___/___/___

Handwritten signatures and initials:
CB
Mr. [unclear]
[unclear]
[unclear]

Date

Mr. J. Smith
Personnel
Taronga Zoo

Dear John,

A review of your sick leave record has shown that you have been absent sick leave on .. separate occasions during the past 12 months.

This record is considered unsatisfactory and as a result your attendance record will be closely reviewed over the next 3 months. If there is no sustained improvement you will be required to produce a medical certificate for all future sick leave absences.

It is appreciated that employees can have recurring illnesses of short durations and if your medical history is one which involves this aspect you are invited to discuss this matter with your immediate Supervisor or the Personnel Manager.

Yours faithfully,

Karen Edwards
Personnel Manager

c.c.: Supervisor
Personal File

GB

[Handwritten signatures and initials]
Mr. *[Signature]*
[Signature] *[Signature]*

[Handwritten signature]

Date

Mr. J. Smith
Personnel
Taronga Zoo

Dear John,

I refer to my previous warning dated/.. and your recent interview with..... regarding your unsatisfactory sick leave record.

In confirmation of the advice provided to you at that interview, it will now be necessary for you to produce medical certificates for all further absences on sick leave until further notice. Failure to produce a medical certificate for a sick leave absence will result in a debit against your recreation leave or the imposition of leave without pay.

The Zoo regards an unsatisfactory sick leave record as a serious matter and will consider firm disciplinary action if there is no immediate and sustained improvement.

Yours faithfully,

Karen Edwards
Personnel Manager

c.c.: Supervisor
Payroll
Personal File

GB.
An. N. W.
\$ Prof.
