



# Melbourne Convention & Exhibition Centre 2012 Agreement Summary

## Hours of work

**Full-time non-hospitality:** Ordinary hours are 76 hours over not less than 8 and not more than 10 days per fortnight. Ordinary daily hours are not less than 6 and not more than 9.5 hours per day.

**Full-time hospitality:** Ordinary hours are 76 hours over not less than 8 and not more than 10 days per fortnight. Ordinary daily hours are not less than 4 and not more than 10 hours per day.

Full time employees (hospitality and non-hospitality) are entitled to not less than 2 consecutive days off (4 days off per fortnight). You can't be required to work more than 10 consecutive days without a day off. A full-time fixed term contracted employee will have the same conditions as a permanent full time employee.

**Part-Time Hospitality and Non-Hospitality:** Ordinary hours are an agreed number, not exceeding 76 hours over 10 days per fortnight, but not less than 24 hours per week. Part time employees have a 4 hour minimum call and a 9.5 hour maximum call.

## Variable part-time employment

Ordinary hours of work are a maximum of 152 hours averaged over a 4 week cycle with a minimum of 20 hours per week to be rostered Monday to Sunday. Saturday and Sunday work will attract weekend work penalties.

Variable part time employment may be offered on an ongoing basis or for a fixed period. After two years of fixed term employment, you can apply to convert your employment to ongoing.

## Casual employment

Casuals work for a minimum payment of four hours at the hourly rate for their classification plus a 25% loading in lieu of entitlements to paid leave.

**Non-hospitality casuals:** Maximum engagement period is 8 hours per day before overtime is payable. The casual loading for non-hospitality staff is increased to 30% for any hours worked between 12am-5am Monday to Friday.

**Hospitality casuals:** Will have a maximum engagement period of 10 hours per day before overtime is payable.

## Meal Breaks

Employees are entitled to a 30 minute unpaid meal break taken between the second and fifth hour of the shift. If your employer asks you, and you agree, this break may be taken no later than the commencement of the sixth hour of the shift.

**Missed break:** If you don't get a meal break in accordance with the above, you will get double time for the time worked when you should have had a meal break.

## Overtime

**Full-time and part-time Non-hospitality:** You are entitled to overtime fortnightly after 76 hours, and daily after 9.5 hours. Overtime is paid at time and a half for the first two hours and double time thereafter.

**Casual Non-hospitality:** Overtime will be paid after 8 hours in a day at the rate of time and a half for the first two hours and double time thereafter.

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**Full-time and part-time hospitality:** Overtime will be paid fortnightly after 76 hours at the rate of time and a half for the first two hours and double time thereafter. If you are full-time, overtime will be paid daily after 10 hours. If you are part-time, overtime will be paid daily after 9.5 hours.

**Casual hospitality:** Overtime will be paid after 10 hours in a day at the rate of time and a half for the first two hours and double time thereafter. The penalty will be payable from your base rate of pay (less loading).

## Weekend work

**Saturday:** Ordinary hours worked between 0001hrs - 2359hrs on a Saturday will be paid at the rate of time and a half. Overtime hours worked on a Saturday will be paid at the rate of time and three quarters.

**Sunday:** Ordinary hours worked between 0001hrs - 2359hrs on a Sunday will be paid at time and three quarters. Overtime hours worked on a Sunday will be paid at double time. If you commence work on a Sunday and work into Monday morning, you will be paid at the Sunday rate.

## Break between shifts

An employee who does not receive a 10 hour break between the completion of a shift and the commencement of the subsequent shift shall be paid at double time for all hours worked until a 10 hour break is taken.

## Call back

An employee called back to attend work to carry out emergency duties between finishing a shift and commencing another shift will be paid at double the actual rate of pay for a minimum of 4 hours or until the call back is complete.

## Rosters

**Full-time/Part-time/Full-time Fixed Term Employees:** A roster of working hours will be issued to each employee by close of business on the Thursday prior to it commencing, or, if due to the needs of the business it is unable to do so, as far in advance as possible.

The roster will be subject to change until 72 hours prior to the roster coming into effect. If changes are made within 72 hours you will receive double time for all ordinary hours falling outside rostered hours. If the change is due to genuinely unforeseen operations reasons, and 24 hours' notice is given, no penalty is payable.

**Casual employees:** Should be notified of their rostered hours by close of business each on the Thursday in advance of its operation, or, if not possible, as far in advance as possible.

A casual employee will be notified of cancelled shifts or variations to shift starting times at least 48 hours prior to the commencement of that shift. If 48 hours' notice isn't given, you will be paid all hours with a minimum of 4 hours, however rosters may be altered insubstantially by agreement within 12 hours of commencement of a shift for operational reasons.

## Travel allowance

Where you are required to work a shift at a place other than your normal place of work, excess travel time shall be counted and paid as time worked and any fares incurred will be refunded on receipt (except where travel is within a 20km radius of Melbourne GPO).

## Uniforms and protective clothing

If you are required to wear a uniform MCEC will supply it. Protective equipment, protective clothing, tools and uniforms are maintained and cleaned by the MCEC.

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An allowance of \$9.66 per week in the first year (from 1 October 2012) of this Agreement (\$9.92 per week in second year and \$10.20 per week in the third year) will be paid to employees required to clean and maintain their own uniform and/or protective clothing.

## First Aid Allowance

An employee holding a first aid certificate and nominated by the MCEC to act as a first aid provider in the case of emergency shall be paid an allowance of \$9.79 per week (from 1 October 2012) and (\$10.06 in second year, \$10.34 in third year).

## Higher duties Allowance

A Full time or Part time employee who performs higher duties than their classification on a whole shift/engagement because they are replacing a higher graded employee, will receive either the higher rate of the replaced employee or an additional 25% loading on top of their ordinary rate.

## Broadcast Allowance

Technical services staff: Employees engaged and qualified to work with audio-visual equipment in connection with a final and complete run through (not rehearsal) of an event/live to air performance/publicly televised recording or a public sale shall be paid an allowance of \$85.24 (from 1 October 2012) (\$87.59 in second year, \$89.99 in third year).

## Public Holidays

All employees who work on a public holiday, whether part of an ordinary roster or work cycle, or not part of a roster cycle, shall be paid at the rate of double time, with a minimum payment for 4 hours.

A full-time or part-time employee whose rostered time off work falls on a public holiday shall be allowed an agreed additional day off, or be paid an additional days' pay within the pay period following the holiday.

## Annual leave

Full time and part time staff are entitled to 4 weeks leave on full pay for each year of service. Annual leave loading of 17.5% is payable on your base rate of pay for your period of annual leave.

Annual leave must be taken in at least 1 period of 10 days in each year. MCEC may direct you to take leave if your leave is not taken within one year of its accrual.

**Continuous shift workers:** Shift workers will accrue an additional week's annual leave at ordinary time rates of pay for each 12 months continuous service, paid at the rate the worker would have received had they been rostered on at their normal pattern during the period of leave.

## Union clauses

**Paid Union Meetings:** Employees may attend up to two paid 3 hour union meetings per calendar year.

**Union Delegates:** In addition, Union delegates may attend reasonable paid time meetings during work hours to discuss Union matters with employees. Union delegates are recognised by MCEC.

**Paid Union training:** Employees may be granted paid leave of absence to attend a trade union training course up to a maximum of five days paid leave per calendar year.

## Superannuation

You will be paid the superannuation guarantee (currently 9%). If during the life of the Agreement, legislation reduces the amount of superannuation contribution required to be paid, the MCEC will maintain superannuation entitlements at the levels existing prior to any reduction for all persons employed at the MCEC at the time.

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## Parental leave

Full-time and part-time employees are entitled to paid and unpaid parental leave in accordance with clause 53 in connection with the birth or adoption of a child. The basic entitlement is for 52 weeks leave (paid and unpaid). An eligible casual employee (with 12 months continuous service) is entitled to 12 months' unpaid leave.

**Right to request:** An employee returning from parental leave has a right to request to extend the period of parental leave by an additional 12 months. An employee may also request to return on a part-time basis.

## Long service leave

An employee with 10 years continuous service is entitled to 13 weeks paid long service leave. For each additional 5 year period, the employee is entitled to 6.5 weeks paid long service leave.

An employee with 7 years of continuous service who resigns or is terminated or an employee with 4 years of continuous service who resigns or is terminated due to ill health retirement or retrenchment, is entitled to paid long service leave equal to 1/40th of the employee's eligible period of service.

Long service leave may be granted if an employee had continuous applicable service with a Victorian State Public Sector Agency that the MCEC recognises.

Part-time and casual employees will be entitled to long service leave on a pro rata basis to ordinary hours worked.

## Other leave

**Personal/carer's leave:** Full-time employees (pro rata for part-time employees) will receive 38 hours at date of appointment, another 38 hours on completion of 6 months service and 76 hours on completion of 12 months and for each 12 months thereafter.

Personal/carer's leave is for full-time and part-time employees (pro rata) suffering a personal injury, illness or emergency or who are required to care for an immediate family/household member who has a personal injury or illness.

**Unpaid carer's leave:** Where an employee has exhausted their personal leave entitlement, they are entitled to 2 days of unpaid leave for each necessary occasion. Casual employees may take unpaid carer's leave in the same way.

**Compassionate leave:** A full-time or part-time employee may take up to 3 days paid compassionate leave on each occasion of death or serious life threatening condition that affects an immediate family member/spouse. Casual employees are entitled to unpaid compassionate leave.

**Other leave:** Full-time and part-time employees are also entitled to defence force leave, community contributions leave and religious, cultural and ceremonial leave in accordance with the Agreement.

## Resigning

**Full-time and part-time:** Employees must provide the following notice for resignation. If you fail to give the required notice, you may forfeit any wages you are owed.

Less than one year of service	1 week
1 year and less than 3 years	2 weeks
3 years and less than 5 years	3 weeks
5 years and over	4 weeks

**Casuals:** Casual employees must give one hour's notice of resignation.

### More information?

MEAA Member Central: 1300 656 513

Email: [aid@meaa.org](mailto:aid@meaa.org)

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