



# SBS Agreement Summary 2016-2019

This summary applies to staff at SBS employed as ongoing employees, employees engaged for a fixed term for a specific period or for a specific task, and casual employees.

## Hours of work

Ordinary hours of duty shall be an average of 38 hours a week, across a four week cycle for shift workers, and a two week cycle for all other employees. A standard day for non-rostered employees is 7 hours and 36 minutes, to be worked between 8.30am and 5.06pm.

Full-time employees who do not work to a roster or receive a rostered day off are entitled to flexi-time, as long as their start and finish times are agreed with their manager.

## Minimum Salaries

(At start of agreement in 2016)

		Employees other than Journalists
Band 1	42,465	
Band 2	49,519	
Band 3	56,291	
Band 4	73,532	
Band 5	79,589	
Band 6	88,009	88,009
Band 7	97,915	103,972
Band 8	119,181	2,035.02

## Individual Flexibility

You can agree to make changes to the way the following things apply to you: hours of work, remuneration, overtime, penalties, allowances, leave loading, and leave entitlements.

## Shift Penalties

If you work a shift that falls within the following spread of hours, you receive a shift allowance.

Shift	Shift Penalty
Saturday	50%
Sunday	100%
Journalists - Mon – Fri 7.30pm – 7.30am	15% for the whole shift
Non Journalists - Mon – Fri 6pm – 6.30am	15% for the whole shift
Journalists - At least four weeks on a shift, wholly between 7.30pm and 7.30am	Additional 30% of salary for each shift during the period
Non Journalists - At least four weeks on a shift, wholly between 6pm and 6.30am	Additional 30% of salary for each shift during the period

Where SBS and the majority of a workgroup agree, SBS may pay all employees in a workgroup a standard fortnightly loading on their base salary in lieu of all shift penalties except for public holiday penalty payments on 25 December, 1 January and Good Friday.

## Overtime

You may be required to work reasonable overtime at overtime rates. You can refuse if you think it is a risk to your health and safety, if you have personal circumstances such as family responsibilities, or if you are not given enough notice.

Overtime rates are as follows:

Time	Rate
Monday to Friday	Time and one half
Saturday & Sunday	Double time
25 December, 1 January & Good Friday	Double time and one half

Part-time employees are entitled to overtime rates if they work more than the ordinary full-time hours.

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You will be paid overtime for a minimum of four hours if you are required to work overtime that is not continuous with your ordinary hours.

SBS may grant time off in lieu (TOIL) of overtime payments. TOIL is given at single time. If you are not given TOIL within four weeks of working overtime, you will be entitled to the original payment.

If you are called in to work to deal with an emergency, you will be paid at double time rates for a minimum of two hours, except on public holidays when you will be paid double time and a half.

## Annual leave

You are entitled to 6 weeks annual leave per year, which is provided in compensation for working public holidays except 25 December, 1 January and Good Friday.

Employees who are not shift workers do not receive additional leave loading as this is included in their base rate of pay.

Where an area closes down over Christmas or other periods, employees will be required to use annual leave for the period.

## Personal Leave

You are entitled to 18 days of paid personal leave per year, which can be used if you are sick or injured; to attend a medical appointment; to deal with emergencies; to care for a family member (10 days per year can be used in this way); or if a family or household member has a life-threatening illness or dies (3 days per occasion). SBS may ask for evidence if you take leave for longer than three days, or for frequent short absences.

If you have exhausted your Personal Leave and have caring responsibilities or a bereavement, you are entitled to two days unpaid carers leave or two days unpaid compassionate/bereavement leave per occasion under the Fair Work Act.

You can elect to convert your full pay leave credits to half pay.

## Long Service Leave

Employees are entitled to long service leave in accordance

with the Long Service Leave Act (Commonwealth Employees) Act 1976.

## Parental leave

After one years' service, employees who are pregnant are entitled to 16 weeks' paid (or 32 weeks' half pay) parental leave and up to two years' unpaid parental leave.

The NES provides for 12 months' unpaid leave (which can be extended in some cases).

After one years' service, if your spouse or partner gives birth, you are entitled to two weeks' paid leave around the time of the birth or within three months after; 10 days' personal leave which may be taken within three months (if you have sufficient personal leave); and up to one year unpaid leave. This paid leave can be taken on half pay.

The birth parent and supporting parent are entitled to the government paid parental scheme in addition to their workplace conditions.

On return to work you're entitled to your old position. If it has been abolished you're entitled to a position of comparable status and salary.

When you return to work, you can work part-time for up to 12 months.

After one years' service, if you adopt or foster a child, you are entitled to take up to one years' unpaid leave. If you are the child's primary carer, you are also entitled to 16 weeks paid leave at the time you adopt the child, or six weeks paid leave when you foster the child.

## Other Leave

You can request paid leave to attend jury service; attend Australian Defence Force obligations; attend emergency service obligations; appear as a witness in a court or tribunal; and attend industrial proceedings.

If you are of Aboriginal or Torres Strait Islander descent you can take up to 10 days of unpaid leave per year for ceremonial purposes.

You may be able to take study leave if your course is relevant to the needs of SBS.

## Public holidays

SBS employees work all public holidays except 25 December, 1 January and Good Friday, which are paid as normal working days. By agreement with the company, you may take another day to replace one of these public holidays.

Shift workers who are required to work on 25 December, 1 January or Good Friday will receive a 150% loading on their ordinary hourly rate. Non-shift workers who are required to work on one of these days will be paid at double time and a half.

## Permanent part-time work

Part-time employees are employed for an agreed number of regular hours per week, and a minimum of three hours per day.

You are entitled to pro rata annual leave, sick leave and other conditions of employment.

Part-time employees will not be required to work overtime without their agreement.

## Casuals

SBS may engage casual employees in roles which are intermittent and not ongoing.

Casuals receive a loading of 20% in addition to the applicable hourly rate, in compensation for annual leave, personal leave and redundancy payments.

## Fixed term employment

SBS may engage a staff member as a fixed term employee to work for a specified period or on a specified task. Fixed term employees may be engaged for up to three years ordinarily, or five years if the staff member is working in a position that is clearly not an ongoing one, or backfilling an employee who is temporarily absent.

SBS will review all fixed term positions every 12 months to check whether an ongoing role exists. After working in a fixed term position for a continuous period of three years, an employee will become an ongoing employee, as long as they are not backfilling and were appointed to their position by merit selection.

SBS cannot use fixed term positions to avoid merit-based selection processes or other obligations under the agreement.

## Cadets and Trainees

Cadetships should not exceed three years or 12 months for graduates of approved tertiary courses.

Cadets are eligible to join the union and are encouraged to do so.

## Performance reviews

Each year employees will receive a performance review. This will give you the opportunity to receive feedback and seek salary progression or promotion.

## Rosters

Rosters will be distributed 14 days in advance, and can only be changed with less than seven days' notice in an emergency or if you and your employer agree in writing. If changes are not made with sufficient notice, you are entitled to overtime rates for all of the changed hours.

Full-time shift workers will have at least four days of per fortnight, at least of two of which will be consecutive.

You must be given eleven hours break between shifts.

## Expenses and Allowances

You are entitled to the following:

**First Aid Allowance:** You are entitled to an allowance of between \$9.21 and \$13.91 per week if you hold the specified first aid qualifications and undertake first aid responsibilities at SBS.

**On-Call Allowance:** If you are required to be contactable and available to perform work outside your ordinary hours and the arrangement is approved in writing, you are eligible for the following allowances:

Mon-Fri per hour or part hour	7.5% of hourly salary
Sat & Sun per hour or part hour	10% of hourly salary
Public holidays and ADOs	15% of hourly salary

If you are actually recalled to the workplace while on call, you will be paid overtime for a minimum of three hours.

**Higher Duties:** You may be entitled to this if you temporarily perform work at a high salary band for at least one day. Ongoing employees who successfully apply for a specified period or task position may be paid an allowance for this.

**Motor Vehicle Allowance:** You may be reimbursed reasonable running costs if you are authorised to use your private motor vehicle for work.

**Clothing Allowance:** Journalists who are required to appear on live television can be reimbursed up to \$862.30 per year for the purchase of clothes required by their Executive Producer or News Editor. Journalists who appear on a regular basis, present, or conduct live interviews can be reimbursed up to \$2298.

**Disturbance Allowance:** If you are transferred to another location for more than 12 months, you are eligible for an allowance of \$370.70, or \$775.80 if you have dependents.

**Overtime Meal Allowance:** If you work overtime during one of the following meal periods and SBS does not provide you with a meal, you will be paid a meal allowance of \$25.74: 7am to 9am; 12pm to 2pm; 6pm to 7pm; and 12am to 1am.

**Removal Expenses:** Your removal expenses will be reimbursed if you are required to transfer from one location to another.

**Travelling Allowance:** SBS will reimburse reasonable travel expenses in accordance with Australian Taxation Office guidelines.

**Overseas and Domestic Assignments Payments:** You are entitled to an allowance if you are involved in coverage of international affairs or special events.

**Additional payments for Journalists:** Journalists are entitled to reimbursement of reasonable out of pocket expenses; allowances for covering parliament; and some transport costs.

## Superannuation

Your employer must pay an amount equivalent to 9.5% of your pay into Media Super or the approved company fund.

Media Super is the industry fund for journalists.

## Redundancy

Redundancy payments are four weeks' pay per year of service for the first five years, and three weeks' pay for every year of service after that, to a maximum of 24 years' service. Pro rata long service leave is paid for those who have accrued it. You will be given five weeks' notice or payment in lieu of notice.

If you went part-time for parental, study or other reasons, your redundancy will be calculated on the basis of your average over the last five years or 12 months (whichever is greater) before your last day at work. Periods of unpaid leave or parental leave will be excluded.

## Resigning and Termination

If you resign, or if the company terminates you, the following notice must be given:

One year service or less	1 week
Over one year and up to three years	2 weeks
Over three years and up to five years	3 weeks
Over five years	4 weeks

If you don't serve the full notice, you may forfeit any wages you are owed.

## Need more information?

**MEAA Member Central:** 1300 656 513

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

**Website:** <http://www.meaa.org>

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