The University and the Unions, Together; United Voice; the ASU and the National Tertiary Education Union have reached in-principle agreement on a new Enterprise Agreement.

This explanatory memorandum provides an overview of the proposed Agreement to be called The University of Queensland Enterprise Agreement 2014 – 2017. All Academic, Professional and TESOL Language Teaching staff are invited to participate in a secret ballot to determine whether the majority of staff who cast a valid vote wish to accept the terms of the proposed Agreement. The ballot will open 9:00am on 1 August 2014 and close at 9:00am on 8 August 2014. Details on the ballot process will be confirmed by email to you.

This memorandum should be read in conjunction with the proposed Agreement. The Agreement is available on the UQ web site at: http://www.hr.uq.edu.au/eb-communications

The proposed Agreement is divided into Six Parts (A to F); Four Chapters and Eleven Schedules:

**Chapter One**
- Part A details all matters under the Agreement applicable to all staff covered by the Agreement
- Part B details Salaries and Related Matters
- Part C details Staff Development and Related Matters
- Part D details Disciplinary Action or Termination of Employment Matters
- Part E details Consultation on Workloads and Major Change
- Part F details Leave

**Chapter Two** - Academic Staff Salaries and Related Matters

**Chapter Three** - Professional Staff Salaries and Related Matters

**Chapter Four** - Language Teachers engaged in ICTE Salaries and Related Matters

**Schedule 1** Relevant Policies
**Schedule 2** Academic Staff Salaries
**Schedule 3** Duties and Pay Calculations for Casual Academic Staff
**Schedule 4** Professional Staff Salary Rates
**Schedule 5** Salaries for ICTE TESOL Language Teachers
**Schedule 6** Classification Structure and Job Descriptors (Professional Staff)
**Schedule 7** The Heron Island Research Station Professional Staff Agreement
**Schedule 8** Security Shift Superintendents Agreement
**Schedule 9** Veterinary Medical Centre – Veterinary Nurse and Veterinary Technical Schedule
**Schedule 10** Customs House Agreement
**Schedule 11** Institute of Social Science Research
**Schedule 12** Professional Staff Allowances
Schedule 13  Academic Level Descriptions

The Agreement will come into force seven days after the date of approval by the Fair Work Commission and remain in force until 31 March 2017, thus forming your terms and conditions from this date.

New and significantly varied clauses are briefly summarised below. You should refer to the relevant clause or part of the Agreement for particular detail. If you have any immediate questions or require clarification please contact:

- Anthony Lennon, Associate Director Workplace Relations – extension 53030
- Justine Kay, Senior Employee Relations Consultant – extension 53013
- Richard Bannister, Senior Employee Relations Consultant – extension 51118

SALARIES AND RELATED MATTERS

Clause 28 – Salary Rates

The salary rates for Academic, Professional and TESOL staff are contained in the Schedules 2, 3, 4, and 5. Those salaries will be increased on or from the dates set out below:

- 1 January 2015  3%
- 1 January 2016  3%
- 1 January 2017  3%

The total Salary increase is 12% through to March 2017 taking into account previous administrative payments since 1 January 2014:

- 1 January 2014  2.5%
- 1 July 2014  0.5%

Clause 3 – Parties to the Agreement

The Agreement shall be binding in its terms upon:

The parties; and

Academic Staff, Professional Staff and Language Teachers as defined by this Agreement, with the exception of staff members employed:

- in the positions of Vice-Chancellor and President, Provost, Deputy Vice-Chancellors, Pro Vice-Chancellors, Executive Deans, Directors of Institutes and such other positions at a similar level; and
- in positions classified at Higher Education Worker Level 10 and above.

Staff members appointed to positions listed above, as at the date of approval of this Agreement by the Fair Work Commission, will continue to be covered by the terms of this Agreement and of any individual contractual agreements until such time as their existing contract expires (where relevant) or their conditions of employment are renegotiated.
**DISCIPLINARY MATTERS AND TERMINATION OF EMPLOYMENT**

Overall key changes include:

**Clause 38 – Misconduct/Serious Misconduct**
- Simplification of provisions relating to the management of misconduct and serious misconduct matters

**CONSULTATION ON MAJOR CHANGE**

Overall key changes include:

**Clause 47– Restructuring, Redeployment and Redundancy**
- Possibility, subject to agreement with the parties to the agreement, for the procedures in relation to restructuring to not apply where the relevant senior manager assesses that two positions are excess to requirements
- Review of the Formal Proposal will now be with the relevant Staff Consultative Committee

**LEAVE**

**Clause 50 – Leave**

Key changes include:
- Clause now in written form rather than in a table
- Changes made to when the University may direct a staff member to take excess recreational leave
- Entitlement to take a minimum of one weeks long service leave
- Reduced notice required in some cases for a staff member to take long service leave
- A staff member may also apply to cash out an equivalent period of long service leave to the period of long service leave approved to be taken
- A staff member may request to take their long service leave at half-pay subject to operational requirements
- A staff member can now be directed to take up to 4 weeks’ long service leave where the accrual is greater than 15 weeks.
Clause 20 – No Compulsory Retirement Age

- The University will not enforce a compulsory retirement age for any staff member covered by this Agreement

Clause 62 - Early Career Academics

- Creation of Early Career Academic appointments
- Teaching and Research or Teaching focused positions
- 20 positions over the life of the Agreement
- The duties will normally consist of duties that have previously been performed by casual academic staff
- Initial employment will be fixed-term for 2 years

Clause 16 – Aboriginal and Torres Strait Islander Employment

- The University has an aspirational target of 2.8% of Aboriginal and Torres Strait Islander employment across the University
- To assist in reaching the aspirational target over the life of the Agreement the University will increase Aboriginal and Torres Strait Islander employment to the equivalent of 1.4% of equivalent full time University staff

Clause 20 – Fixed-Term Employment

Additional fixed-term categories of employment in relation to circumstances associated with:

- Decrease in Enrolments;
- Early Career Academics;
- Organisational Change;
- Dentistry Clinical Internships;
- Head of School.

Clause 70.9 – Information Technology Services Division On-Call Allowances

- New clause outlining on-call allowances specifically for staff working in the Information Technology Services Division

Chapter IV – Language Teachers engaged in ICTE

- Phased increase in total contact hours per annum from 750 to 800 between July 2014 and 1 January 2016
- Language Teachers will be credited with additional offsets towards the total annual contact hours
SCHEDULES

Schedule A – Policies

- The policies listed in Schedule A to the Agreement are available through the University’s electronic Policies and Procedures Library (PPL) or through your supervisor.

Schedule 9 - Veterinary Medical Centre – Veterinary Nurse and Veterinary Technical Schedule

- A new schedule created to provide the hours of work in relation to the shift arrangements for Veterinary Nurses and Veterinary Technicians employed to work in the School of Veterinary Science Veterinary Medical Clinic, Dayboro Veterinary Hospital and Clinical Studies Centre (by agreement with existing staff)

Schedule 10 - The University of Queensland Customs House Schedule

- Amendments to the existing schedule providing clarification on some matters and providing staff with flexibility in their working hours.

Schedule 11 - Institute of Social Science Research

- A new schedule which applies to casual staff employed by the Institute of Social Science Research in the Computer Assisted Telephone Interviewing laboratory and outlines the rates of pay applicable for this group of staff.

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