



CATHOLIC ARCHDIOCESE OF MELBOURNE

**CIRCULAR HR 0421 (1 JULY 2021)
ALL PARISH PRIESTS AND ADMINISTRATORS
IN THE ARCHDIOCESE OF MELBOURNE**

Miscellaneous Award rates of pay

The Miscellaneous Award covers employees who are not covered by another modern award. The award does not cover managerial employees and professional employees such as accountants and finance, marketing, legal, human resources, public relations and information technology specialists.

In the parish context, housekeepers, gardeners, cleaners, sacristans and musicians are covered by the Miscellaneous Award. While pay rates for musicians engaged by parishes as independent contractors are subject to negotiation, the rates should be no less than if they were employed. This includes rates of pay for musicians engaged as independent contractors by weddings and funerals parties etc. as they are matters for the parties to negotiate.

The minimum weekly wages clause in this Award has now been adjusted to reflect the recent decision by the Fair Work Commission to increase all modern award weekly wages by 2.5% per week rounded to the nearest ten cents. Proportionate rates apply to hourly minimum wages. The attached schedule provides details.

The increases apply from the first pay period commencing on or after 1 July 2021.

Please note: If you are currently paying above award rates, you may choose to absorb this increase into the employee's existing pay rate. It is also important when applying award rates that staff are classified at the appropriate classification level – please use the guide provided in Attachment 1.

For employees who are currently paid over the award rate, this is not an opportunity to reduce the current rates of pay. Pay rates can, however, remain on hold until they are in line with the award rate.

Employers need to be aware that the following penalty rate provisions apply to employees covered by that Award.

- (a) All work performed by an employee, other than a casual, outside the hours of 7.00 am and 7.00 pm Monday to Friday and on Saturday which is not overtime must be paid at the rate of 120% of the relevant minimum wage.
- (b) All work performed by an employee, other than a casual, on Sunday which is not overtime must be paid at the rate of 150% of the relevant minimum wage.
- (c) All work performed by a casual employee outside the hours of 7.00 am and 7.00 pm Monday to Friday and on Saturday which is not overtime must be paid at the rate of 145% of the relevant minimum wage.
- (d) All work performed by a casual employee on Sunday which is not overtime must be paid at the rate of 175% of the relevant minimum wage.
- (e) All work performed by an employee on a public holiday is to be paid at the rate of 250% of the relevant minimum wage.

A copy of this circular has been posted on the Archdiocese's website at:

<https://melbournecatholic.org/about/our-services/human-resources> Should you require further HR assistance, please contact Suzette Diaz, HR Partner on 9926 2424

Sussan McNamara
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Human Resources

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ATTACHMENT 1
SCHEDULE
MISCELLANEOUS AWARD RATES OF PAY as at 1 JULY 2021

Classification	38 hr week rate	Part-time per hr	Part-time Weekend per hr	Casual per hr	Casual Weekend per hr
<p>Level 1</p> <p>An employee at this level has been employed for a period of less than three months and is not carrying out the duties of a level 3 or level 4 employee</p> <p>e.g. housekeepers, cleaners, gardeners, sacristans for the first three months of their employment</p>	\$772.60	\$20.33	\$24.40(Sat) \$30.50 (Sun)	\$25.41	\$29.48(Sat) \$35.58(Sun)
<p>Level 2</p> <p>An employee at this level who has been employed for more than three months.</p> <p>e.g. housekeepers, cleaners, gardeners, musicians and sacristans after the first three months of their employment</p>	\$825.20	\$21.72	\$26.06(Sat) \$32.58(Sun)	\$27.15	\$31.49(Sat) \$38.01(Sun)
<p>Level 3</p> <p>An employee at this level has a trade qualification or equivalent and is carrying out duties requiring such qualifications</p> <p>e.g., any of the above if these circumstances apply</p>	\$899.50	\$23.67	\$28.40(Sat) \$35.51(Sun)	\$29.59	34.32(Sat) \$41.42(Sun)
<p>Level 4</p> <p>An employee at this level has advanced trade qualifications and is carrying out duties requiring such qualifications or is a sub-professional employee.</p> <p>e.g., organists, music director</p>	\$981.50	\$25.83	\$31.0(Sat) \$38.75(Sun)	\$32.29	\$37.45Sat) \$45.20(Sun)

For a more detailed description on classifications please refer directly to the Miscellaneous Award 2020 at http://awardviewer.fwo.gov.au/award/show/MA000104#P60_1984