



THE
**PROFESSIONAL
STAFF UNION**

CPSU UNE Branch
EB 7
Draft Log of Claims

The CPSU serves the **following claims** on the University of New England (UNE) for a Collective Agreement for professional staff employed by UNE.

1. the change in the nomenclature of general staff to professional staff, and through the negotiation of the Agreement to obtain rewards and recognition commensurate with our professional status.
2. maintain all existing conditions of employment for professional staff, unless otherwise improved as a result of negotiations with the CPSU.
3. where policies and guidelines affect professional staff they can only be made or varied by agreement with the CPSU.
4. the usual basis for the employment of professional staff should be on a continuing basis. Continuing positions which are substantively vacant should be filled permanently whenever possible.
5. a change to the definition of merit selection to include internal advertising.
6. improvements to the process to convert fixed term professional staff to continuing employment, including removing the exceptional circumstances veto.
7. provisions for converting externally funded, recurring fixed term positions to ongoing "Continuing (Contingent Funded) Employment" to provide increased job security for professional staff in areas funded by recurring research grants or similar.

8. salary increases which are guaranteed and fully funded over the life of the Agreement, the amount and frequency to be determined by CPSU members during negotiations; professional staff are to be reimbursed for any delays and each pay increase will compound onto the previous salary.
9. an increase in all allowances (other than those in schedule 4.2 and 4.4) from the commencement of the Agreement, consistent with the total agreed salary outcomes over its term.
10. all allowances listed in schedule 4.2 and 4.4 are to be increased to the current amount provided for in the reasonable allowances amounts for the income year 2012-2013 (as published by the Australian Taxation Office). Over the life of the Agreement these allowances will increase inline with the ATO rates.
11. a \$2000 sign-on payment for all professional staff.
12. A clause that provides the UNE will maintain a policy of insurance for professional staff for journey accidents to and from work, in respect of which an employee is not entitled to Workers' Compensation.
13. fixed term employees who have been employed by UNE for 12 months or more will receive the 17% employer superannuation contribution.
14. indexing the current employer superannuation contributions so that any increases to the unreduced charge percentage fixed by the Superannuation Guarantee (Administration) Act 1992 (as amended) that occur during the term of this agreement will result in increased superannuation payments to professional staff.
15. all paid parental leave entitlements shall be in addition to the Federal Government's Paid Parental Leave scheme.
16. negotiate measures to retain the skills and knowledge of mature age workers, including:

- four weeks paid grandparent leave
- post retirement contracts
- job sharing
- mentoring strategies
- strengthening protections against age discrimination.

17. improvements to parental leave, including:

- full paid parental leave to fixed term employees if their contract expires after 20 weeks of pregnancy
- in the event of a multiple birth an employee is entitled to four weeks extra paid parental leave for every extra child
- where a pregnancy terminates by miscarriage or still birth after 20 weeks of pregnancy have elapsed, or the child dies shortly after birth professional staff shall remain entitled to full parental leave entitlements
- where a pregnancy terminates by miscarriage or stillbirth before 20 weeks of pregnancy have elapsed, professional staff are entitled to four weeks paid parental leave.

18. an enforceable system to support professional staff experiencing domestic violence, including:

- 20 days per year of paid special leave
- where requested by the employee, temporary or permanent changes to working times and patterns, changes to specific duties, or redeployment or relocation
- measures to ensure a safe working environment, for example changing a telephone number to avoid harassing phone calls

- professional staff cannot be adversely affected at work because they are experiencing domestic violence - for example not being disciplined for job performance problems or denied opportunities for promotion.
19. professional staff who support other staff experiencing domestic violence may take carers leave to accompany them to court, to hospital, or to mind children.
 20. for the purposes of long service leave recognition of prior service is to include service with a controlled entity of UNE.
 21. a commitment that professional staff that are on leave for more than one week have their positions backfilled.
 22. the transfer or placement of professional staff by mutual agreement only.
 23. improvements to the provisions for managing organisational change, including:
 - no professional staff will be disadvantaged in severance payments received due to accessing a temporary part-time work arrangement if they are made redundant while working part time
 - for the purpose of retrenchment pay, continuous service is to include any service as a casual at UNE
 - payment of all reasonable costs and charges associated with a program of retraining or other agreed measure to mitigate the effects of a position being made redundant
 - job search assistance scheme of up to \$5000 each, for professional staff made redundant.
 23. an outsourcing clause that provides that UNE can only outsource the work performed by existing professional staff:

- where in particular circumstances specialised equipment or specialised services that are not readily or cost effectively available within the University are required
 - where there is demonstrated inefficiency and where empirical evidence is presented to support this, such evidence being available to the CPSU and staff and capable of independent verification or refutation
 - where there is a requirement to meet peak or above normal demands which cannot reasonably and cost effectively be met through any other method
 - where there is a requirement for independence in the provision of services
 - after all alternatives to replacing existing staff with contract labour have been explored. This will include that the CPSU has been given the opportunity to assess any evidence that is presented to support the case for outsourcing and an opportunity to present the UNE with alternatives to outsourcing.
24. a decision to outsource work will not be justified primarily on the basis that an outside provider has lower rates of pay than for UNE professional staff; neither will UNE use controlled entities to undermine the pay and conditions of University staff
25. professional staff are to be provided with career paths through ongoing training and career development opportunities, creating the opportunity to progress to the highest classification level. This will create a trained, multi skilled workforce with consequent increased job satisfaction. Training and career development measures may include:
- payment of course fees, including HECS
 - 10 days paid career development leave per year
 - improved study leave provisions

- broad banding across the classification structure
 - accelerated salary progression
 - provision of opportunities to undertake higher duties
 - staff interchanges or secondments within and outside the UNE
 - attending conferences
 - study visits interstate and overseas
 - inter-university visits
 - reimbursement of membership fees of professional organisations like ATEM
 - the establishment of a performance development fund (up to \$2000 per annum for each employee) for approved training and development activities that enhance the ability of professional staff to develop beyond their current role
 - the establishment of a University scholarship program, which will recognise potential and reward outstanding performance of professional staff. The scholarship program will include at least two fully funded scholarships per year to undertake approved courses of study with the University or TAFE NSW.
26. training of managers and supervisors in the full range of their responsibilities, including workload management, staff feedback techniques, performance management and review; dealing with employees with special needs or returning to work after injury or illness, and cultural awareness.
27. a prohibition on suspension without pay.
28. a quality service recognition allowance of 5% of an employee's annual salary for all professional staff that have been in receipt of the maximum salary applicable to the position for more than five years.
29. working hours will always take account of caring responsibilities and work life balance and proposed changes to an employee's working hours must give primacy these considerations.

30. professional staff elected as Health and Safety Representatives (HSR) will be provided with an allowance comparable to the first aid allowance.
31. measures which reflect the commitment of UNE, employees and the CPSU to generate productivity through a sustainable environment and meet the challenges of climate change, including:
 - consultative mechanisms to allow for consideration of the ways to reduce the carbon footprint and increase energy and resource efficiency of UNE
 - provision of appropriate facilities for employees to encourage working from home/telecommuting, walking, car pooling, cycling to and from work, and the use of public transport
 - voluntary flexible working arrangements that could reduce the number of attendance days at UNE without loss of pay or other entitlements
32. the CPSU reserves the right to raise other matters throughout negotiations that are to the benefit of professional staff.