

RATES OF PAY FOR SHOPPING TROLLEY CONTRACTOR EMPLOYEES*

SUMMARY TABLE OF HOURLY RATES - APPLICABLE FROM THE FIRST FULL WEEKLY PAY PERIOD AFTER 1 JULY 2021

2021-2022

Permanent FULL TIME (38 hours per week over any 5 days) HOURLY RATES

Junior Rates of Pay are adult rate multiplied by the relevant percentage	% of Adult Rate	Week Day Rate	Work Done before 6pm when shift finishes after 6pm	Any Shift where work finishes or starts after 6pm	Saturday Rate	Sunday Rate	Public Holidays
Age							
15 or less	45.00%	\$9.77	\$11.24	\$11.24	\$14.66	\$19.54	\$24.43
16 years	50.00%	\$10.86	\$12.49	\$12.49	\$16.29	\$21.72	\$27.15
17 years	60.00%	\$13.03	\$14.98	\$14.98	\$19.55	\$26.06	\$32.58
18 years	70.00%	\$15.20	\$17.48	\$17.48	\$22.80	\$30.40	\$38.00
19 years	80.00%	\$17.37	\$19.98	\$19.98	\$26.06	\$34.74	\$43.43
20 years	90.00%	\$19.54	\$22.47	\$22.47	\$29.31	\$39.08	\$48.85
21- Adult	100.00%	\$21.71	\$24.97	\$24.97	\$32.57	\$43.42	\$54.28
Overtime for 1st 2 hours	100% Adult Apply % to Juniors	\$32.57	\$32.57	\$32.57	\$32.57	\$43.42	\$54.28
Overtime for greater than 2hrs	100% Adult Apply % to Juniors	\$43.42	\$43.42	\$43.42	\$43.42	\$43.42	\$54.28

Permanent PART TIME (Less than 38 hours per week over 5 days) HOURLY RATES

Junior Rates of Pay are adult rate multiplied by the relevant percentage	% of Adult Rate	Week Day Rate	Work Done before 6pm when shift finishes after 6pm	Any Shift where work finishes or starts after 6pm	Saturday Rate	Sunday Rate	Public Holidays
Age							
15 or less	45.00%	\$11.24	\$12.70	\$12.70	\$16.12	\$21.01	\$25.89
16 years	50.00%	\$12.49	\$14.12	\$14.12	\$17.92	\$23.35	\$28.78
17 years	60.00%	\$14.98	\$16.94	\$16.94	\$21.50	\$28.01	\$34.53
18 years	70.00%	\$17.48	\$19.76	\$19.76	\$25.08	\$32.68	\$40.28
19 years	80.00%	\$19.98	\$22.58	\$22.58	\$28.66	\$37.35	\$46.03
20 years	90.00%	\$22.47	\$25.40	\$25.40	\$32.24	\$42.01	\$51.78
21- Adult	100.00%	\$24.97	\$28.22	\$28.22	\$35.82	\$46.68	\$57.53
Overtime for 1st 2 hours	100% Adult Apply % to Juniors	\$32.57	\$32.57	\$32.57	\$32.57	\$43.42	\$54.28
Overtime for greater than 2hrs	100% Adult Apply % to Juniors	\$43.42	\$43.42	\$43.42	\$43.42	\$43.42	\$54.28

CASUAL HOURLY RATES (<38 hours per week) AND NOT REGULAR ROSTER

Junior Rates of Pay are adult rate multiplied by the relevant percentage	% of Adult Rate	Week Day Rate	Work Done before 6pm when shift finishes after 6pm	Any Shift where work finishes or starts after 6pm	Saturday Rate	Sunday Rate	Public Holidays
Age	%						
15 or less	45.00%	\$12.21	\$13.68	\$13.68	\$17.10	\$21.98	\$26.87
16 years	50.00%	\$13.58	\$15.20	\$15.20	\$19.01	\$24.44	\$29.87
17 years	60.00%	\$16.29	\$18.24	\$18.24	\$22.80	\$29.32	\$35.83
18 years	70.00%	\$19.00	\$21.28	\$21.28	\$26.60	\$34.20	\$41.80
19 years	80.00%	\$21.71	\$24.32	\$24.32	\$30.40	\$39.08	\$47.77
20 years	90.00%	\$24.43	\$27.36	\$27.36	\$34.20	\$43.97	\$53.74
21- Adult	100.00%	\$27.14	\$30.39	\$30.39	\$37.99	\$48.85	\$59.70
Overtime for 1st 2 hours	100% Adult Apply % to Juniors	\$37.99	\$37.99	\$37.99	\$37.99	\$48.85	\$59.70
Overtime for greater than 2hrs	100% Adult Apply % to Juniors	\$48.85	\$48.85	\$48.85	\$48.85	\$48.85	\$59.70

* These rates do not apply to employees of unincorporated employers in Western Australia. Refer to WA Contract Cleaning Award.

NOTES ON THE CLEANING SERVICES AWARD 2021 REQUIREMENTS:

1. The CSA Award is based on a **permanent full time employee** working net 38 hours in a 5 day period and net 7.6 hours maximum on any day. **Any extra work hours than 7.6 on any day or any more than 5 days worked attracts OVERTIME.** For any **permanent part time employee** - overtime is only payable if extra hours above the normal roster exceed 7.6 hours per day or 38 hours and 5 days in any week. **All Permanent Employees (Full and Part Time) must be paid 4 weeks annual leave with 17.5% loading 10 paid sick days a year etc. The hourly rate looks lower than casual but it all adds up over the year.**

2. The whole of any **WEEKDAY** shift ending after 6pm must be paid at the **AFTERNOON SHIFT PENALTY RATE.** That is, all hours for that shift, including hours which may be worked before 6pm. **BE CAREFUL WHEN ROSTERING.**

3. Employees working NOT on afternoon shift (that is - on day shifts before 6pm) or at Weekends, are entitled to a minimum 30 minute (maximum 1 hr) **UNPAID** meal break during day shift **within the first 5 hours.** Meal breaks may be rostered for different lengths on different days providing they are between 30 and 60 minutes in length. **Meal Breaks must be shown on ROSTERS AND TIMESHEETS.**

4. A **PAID 20 minute** meal break applies for afternoon shift (any shift ending after 6pm) which is gross 5 or more hours.

5. If any casual employee who works regularly is entitled TO APPLY IN WRITING to be given PERMANENT FULL OR PART TIME STATUS AFTER 12 MONTHS OF EMPLOYMENT. The employer may refuse the request but must have some business reason for doing so. If accepted, the employees hourly rate reverts to F/T or P/T rates.

6. Under the award a full time employee is one **who works a regular 38 hours average roster over a 4 week period** and must be paid 38x \$21.71=\$825.02 per week. (excluding any afternoon shift, weekend or Public Holiday penalties)

7. Anyone working **LESS THAN 38 hours on a regular roster** is PERMANENT PART TIME **and is entitled to a 15% loading!!!** Part time workers are therefore something to avoid in your normal rostering if possible because when you take entitlements (Annual Leave, sick pay, pay for work not done on Public Holidays, etc) into account **they cost 10% more than a Casual Employee.**

8. **OVERTIME** - Any employee working in excess of 7.6 net hours in a day or 38 net hours a week or on more than 5 working days a week is entitled to overtime. Overtime rates are 150% for the **FIRST 2 HOURS** (normal Saturday rate) then 200% thereafter (normal Sunday rate). If overtime is worked on a Saturday, 200% only applies after the first 9.6 hours. For Sundays and Public Holidays **NO OVERTIME APPLIES.** So if you have an employee who has done 38 hours Monday to Friday, and you want to give him an extra shift on a Sunday - no overtime applies only normal Sunday rate. Same employee on a Saturday would get only normal Saturday rate for first 2 hours - then Sunday rate thereafter.

9. The Award requires you to record the status of any new employee (permanent, part time or casual) and make this clear to the employee on payslips. ITM requires that you have a **written letter of employment** which specifies the employee's status.

10. The Award has **FLEXIBILITY** arrangements that allow **existing** employees and their employer to negotiate the terms of the Award such as penalty rates, days worked, overtime and annual leave etc. Any such agreement and change from the Award conditions must not disadvantage the EMPLOYEE and must be **VOLUNTARY.** The employee must have worked a regular roster for 6-12 weeks before a "flexibility change" of roster can be considered. Some examples of flexibility arrangements. - 1. A 20 hour per week maximum visa holder may like to work 2X10 hour shifts instead of spreading the work over 3 or more days. 2. A full time employee may like to work more than 7.6 net hours on some days so that he/she can get an afternoon or extra day off in a week or fortnightly roster. ITM can provide samples - contact us to discuss - **ALL FLEXIBILITY AGREEMENTS MUST BE REVIEWED BY ITM.**

FLEXIBILITY AGREEMENTS MUST BE IN WRITING AND CANNOT BE FORCED UPON EMPLOYEES OR BE A CONDITION OF EMPLOYMENT.

11. The CSA requires minimum shift lengths of 2 to 4 hours depending on the day and the size of the centre. We recommend that you use minimum starts of 4 hours to be completely safe when rostering. Call if you need advice.

12. The CSA requires that every employee be provided with a **roster** so they can plan their upcoming week. The Fair Work Act requires that each employee should have a **timesheet** recording their working hours (and meal breaks) and be given **payslips** within 1 day of receiving their pay. ITM requires timesheets to be completed BY THE EMPLOYEE AND SIGNED BY THE EMPLOYEE. The employer must have Rosters, Timesheets and Payslips available for inspection or audit **FOR A PERIOD OF 7 YEARS! If you are being compliant with these laws you should be able to produce documents for audits on short notice.**

13. The Excel payslip provided by ITM contains THE MINIMUM INFORMATION REQUIRED BY THE FAIR WORK ACT. You may use a different format but **all the items must be included.**

Contact us if you need more information.

You should download **MA000022** from fwc.gov.au website for full Award details
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