

CONDITIONS OF EMPLOYMENT POLICY

<u>Policy number</u>	3030	<u>Version</u>	2
<u>Drafted by</u>	Secretary	<u>Approved by Branch Executive on</u>	2 May 2019
<u>Responsible person</u>	Secretary	<u>Scheduled review date</u>	March 2021
<u>Affects</u>	Employees and EOs	<u>Subject Area/Chapter</u>	Employer

INTRODUCTION

The Union greatly values its employees and seeks to provide appropriate and fair industrial arrangements for all its employees.

The conditions of employment of employees of the Union and the elected officers are established when an individual commences employment with the union. These can be re-negotiated from time to time where changes in duties are identified as desirable.

Conditions of employment are approved by the Branch Executive.

It is the case that terms, and conditions of employees are consistent, with salary levels varied by level of responsibility. This policy reflects long standing practices of this Branch.

PURPOSE

The purpose of this policy is to set out the framework within which conditions of employment are negotiated and established.

POLICY

The Branch Executive will continue to approve the conditions of employment for all employees and the elected officers as arises.

Permanent and fixed period employees will fall into 2 categories:

- A. Teachers becoming elected officers or appointed as Organisers – These will have Northern Territory Public Sector (NTPS) grading, pay rates and conditions that follow the “NTPS Teachers and Assistant Teachers Enterprise Agreement” arrangements and its successor Agreements.
- B. Non-Teachers appointed to Administrative or Professional roles – These will have Northern Territory Public Sector (NTPS) grading, pay rates and conditions that follow the “Northern Territory Public Sector Enterprise Agreement” (commonly referred to as the NTPS General EA) arrangements and its successor Agreements.

Note that the Union is a signatory to both above Enterprise Agreements.

All Employees will be issued with a “Contract of Employment” by the Secretary.

The Secretary and President will jointly agree recommendations on personnel related issues and Employee Classification and Terms & Conditions to be put to the Branch Executive. The

President and Secretary may involve other Branch Officers in that process, as they deem necessary.

NB: There are no same titled Procedures connected with this Policy.

AUTHORISATION

Secretary
AEU NT Branch