

PRIVATE MEDICAL PRACTICE BULLETIN

JUNE 2014 // ISSUE #1

HEALTH PROFESSIONALS AND SUPPORT SERVICES AWARD 2010 AMENDED SALARY SCHEDULE “Clerical/Support Staff”

On 4 June 2014 the Fair Work Commission Minimum Wage Panel handed down its Annual Wage Review, awarding an increase to the minimum salary rates contained in all Modern awards by 3%.

The new minimum rates of pay must be applied as of the first full pay period commencing (1st PPC) on or after 1 July 2014.

Practices are advised that where an employee is in receipt of a salary which is in excess (over award) of the Minimum Award Rate as set out in the Award then this increase as determined by the *Fair Work Australia Minimum Wage Review Panel* can be absorbed into that over award payment.

Attached for your information and use is an updated Salary Schedule applicable to **Clerical and Support Staff** employed under the *Health Professionals and Support Services Award 2010*.

Please note that the attached rates apply only to federal system employers, not sole traders, partnerships of individuals or other unincorporated entities.

An up-to-date copy of the complete *Health Professionals and Support Services Award 2010*, containing all variations made to date, will be forwarded to Practices shortly as soon as it is published.

Should you have any queries regarding this bulletin please do not hesitate to contact Josephine Auerbach, email Josephine.auerbach@amawa.com.au or telephone 9273 3000.

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Health Professionals and Support Services Award 2010 Amended Salary Schedule for Support Services Employees Effective 1st PPC 1 July 2014

Classification	Weekly Rate	Hourly Rate	Casual Rate
Level 1 Entry Level Employee <3 months experience	\$681.40	\$17.93	\$22.42
Level 2 Employee with more than 3 months but less than 12 months experience	\$709.60	\$18.67	\$23.34
Level 3 Receptionist, General Clerk/Typist	\$737.60	\$19.41	\$24.26
Level 4 Receptionist (Senior)*, Clerk (Senior)*	\$746.20	\$19.64	\$24.55
Level 5 Receptionist (Senior)* , Medical Secretary	\$771.40	\$20.30	\$25.37
Level 6 Receptionist/Pay Clerk (Senior)*	\$813.00	\$21.39	\$26.74
Level 7 Assistant Practice Manager*, General Clerical Supervisor*	\$827.60	\$21.78	\$27.22
Level 8 Assistant Practice Manager*			
Pay Point 1	\$855.70	\$22.52	\$28.15
Pay Point 2	\$878.20	\$23.11	\$28.89
Pay Point 3	\$940.00	\$24.74	\$30.92
Level 9 Practice Manager			
Pay Point 1	\$956.80	\$25.18	\$31.47
Pay Point 2	\$990.70	\$26.07	\$32.59
Pay Point 3	\$998.50	\$26.28	\$32.84

***Classification is dependent upon:**

1. Size of Practice
2. The Role of the Employee
3. The Responsibility of the Employee
4. The Complexity of the Position

Note

Practices should review the work of the employee in accordance with the classification definitions found in Schedule B (Page 40) to ensure that the Employee is appropriately classified.