

PRIVATE MEDICAL PRACTICE BULLETIN

JUNE 2015 // ISSUE #1

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

On 2 June 2015 the Fair Work Commission Minimum Wage Panel handed down its Annual Wage Review, awarding an increase of **2.5%** to the minimum salary rates contained in all Modern Awards.

The new minimum rates of pay must be applied as of the first full pay period commencing (1st PPC) on or after 1 July 2015.

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. This means that you do not have to automatically apply an increase to your current rates of pay, but should only do so where they no longer meet the new minima.

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.

Other increases to allowances in the Award will be published in due course. A complete copy of the current award can be found at

https://www.fwc.gov.au/documents/documents/modern_awards/award/MA000027/default.htm

We recommend that you download a current version after 1 July 2015, containing all amendments.

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.

PRIVATE MEDICAL PRACTICE BULLETIN

Health Professionals and Support Services Award 2010 Amended Salary Schedule for Support Services Employees Effective 1st PPC 1 July 2015

Classification	Weekly Rate	Hourly Rate	Casual Rate
Level 1 Entry Level Employee <3 months experience	\$698.40	\$18.38	\$22.97
Level 2 Employee with more than 3 months but less than 12 months experience	\$727.30	\$19.14	\$23.92
Level 3 Receptionist, General Clerk/Typist	\$756.00	\$19.89	\$24.87
Level 4 Receptionist (Senior)*, Clerk (Senior)*	\$764.90	\$20.13	\$25.16
Level 5 Receptionist (Senior)* , Medical Secretary	\$790.70	\$20.81	\$26.01
Level 6 Receptionist/Pay Clerk (Senior)*	\$833.30	\$21.93	\$27.41
Level 7 Assistant Practice Manager*, General Clerical Supervisor*	\$848.30	\$22.32	\$27.90
Level 8 Assistant Practice Manager*			
Pay Point 1	\$877.10	\$23.08	\$28.85
Pay Point 2	\$900.20	\$23.69	\$29.61
Pay Point 3	\$963.50	\$25.36	\$31.69
Level 9 Practice Manager			
Pay Point 1	\$980.70	\$25.81	\$32.26
Pay Point 2	\$1,015.50	\$26.72	\$33.40
Pay Point 3	\$1,023.50	\$26.93	\$33.67

***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.