

PRIVATE MEDICAL PRACTICE BULLETIN

HEALTH PROFESSIONALS AND SUPPORT SERVICES AWARD 2010

AMENDED SALARY SCHEDULE

“Clerical/Support Staff”

Issue No. 2 of 2016 - June

On 31 May 2016 the Fair Work Commission Minimum Wage Panel handed down its Annual Wage Review, awarding an increase of **2.4%** 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 2016.

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 2016, 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.

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Health Professionals and Support Services Award 2010

Amended Salary Schedule for Support Services Employees Effective 1st PPC 1 July 2016

Classification	Weekly Rate	Hourly Rate	Casual Rate
	\$	\$	\$
Level 1 Entry Level Employee <3 months experience	715.20	18.82	23.53
Level 2 Employee with more than 3 months but less than 12 months experience	744.80	19.60	24.50
Level 3 Receptionist, General Clerk/Typist	774.10	20.37	25.46
Level 4 Receptionist (Senior)*, Clerk (Senior)*	783.30	20.61	25.77
Level 5 Receptionist (Senior)*, Medical Secretary	809.70	21.31	26.63
Level 6 Receptionist/Pay Clerk (Senior)*	853.30	22.46	28.07
Level 7 Assistant Practice Manager*, General Clerical Supervisor*	868.70	22.86	28.58
Level 8 Assistant Practice Manager*			
Pay Point 1	898.20	23.64	29.55
Pay Point 2	921.80	24.26	30.32
Pay Point 3	986.60	25.96	32.45
Level 9 Practice Manager			
Pay Point 1	1,004.20	26.43	33.03
Pay Point 2	1,039.90	27.37	34.21
Pay Point 3	1,048.10	27.58	34.48

*NOTE: Please refer to the Schedule **B.2 Health Professional Employees – Definitions** of the *Health Professionals and Support Services Award 2010*, to determine the applicable classification level.