

REGISTER OF  
ENTERPRISE AGREEMENTS

ENTERPRISE AGREEMENT NO: EA98/67

TITLE: Jobsupport Incorporated Clerical and Administration Employees  
Enterprise Agreement 1997

I.R.C. NO: 97/6634

DATE APPROVED/COMMENCEMENT: 18 December 1997

TERM: 36 months

NEW AGREEMENT OR  
VARIATION: New

GAZETTAL REFERENCE:

DATE TERMINATED:

NUMBER OF PAGES: 5

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** Employees of Jobsupport Incorporated engaged as Clerical and Administrative Employees at 201/1-5 Commercial Road, Kingsgrove, 78 Hampden Road, Artarmon, 102/1-5 Commercial Road, Kingsgrove and 5/115 Main Street, Blacktown

**PARTIES:** Jobsupport Inc -&- Sally Acton, Alison Patterson, Kerry-Anne Perry, Maria Salvia, Mary Samuels, Marilyn Slater



Registered  
Enterprise Agreement  
Industrial Registrar

**JOBSUPPORT INCORPORATED CLERICAL AND  
ADMINISTRATION EMPLOYEES  
ENTERPRISE AGREEMENT, 1997**



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## 2. TITLE AND DISPLAY OF AGREEMENT

- 2.1 This agreement shall be known as the Jobsupport Incorporated Clerical and Administration Employees Agreement, 1997.
- 2.2 It shall be fixed and maintained in a conspicuous place in all premises to which the Agreement applies so as to be easily read by all employees.

## 3. DEFINITIONS

For the purpose of this Agreement the following definitions shall be adopted:

**"Agreement"** shall mean the Jobsupport Incorporated Clerical and Administration Employees Enterprise Agreement, 1997 to which this document refers.

**"Employee"** shall mean any person who works under the direction of the employer and receives consideration (payment) in terms of this Agreement.

**"Employer"** shall mean the body directing the employees in this Agreement being known as Jobsupport Incorporated.

**"Enterprise"** shall mean the undertaking of Jobsupport Incorporated.

**"The Act"** shall mean the NSW Industrial Relations Act, 1996.

**"Parent Award"** shall mean the Clerical and Administrative Employees (State) Award.



#### 4. INTENTION

4.1 The purpose of this Agreement is to:

- (a) partially regulate the terms and conditions of employment of employees;
- (b) improve organisational effectiveness, productivity and efficiency;
- (c) develop a workforce that is competent, committed and flexible.

4.2 The Agreement has been developed through a voluntary process of consultation with all employees and reflects the ongoing concern of the employer and its employees to ensure the customer receives high quality service.

4.3 This Agreement was not entered into under duress by any party to it.

#### 5. DATE AND PERIOD OF OPERATION

This Agreement shall operate from the date of ratification and shall remain in force for a period of 3 years.

#### 6. PARTIES TO THE AGREEMENT

The terms of this Agreement shall cover the employees of Jobsupport Incorporated engaged as Clerical and Administrative Employees:

- 201/1-5 Commercial Road, Kingsgrove
- 78 Hampden Rd, Artarmon
- 102/1-5 Commercial Road, Kingsgrove
- 5/115 Main Street, Blacktown

#### 7. RELATIONSHIP WITH PARENT AWARD

This Agreement shall be read in conjunction with the Clerical and Administrative Employees (State) Award, however where there is any inconsistency this Agreement shall apply.

## 8. REMUNERATION BENEFITS

The employer and an employee may agree to have part of the employee's wages paid in the form of fringe benefits under the following conditions:

- (a) no more than 30% of the total entitlement may be paid in the form of benefits (excluding the value of a motor vehicle component);
- (b) any agreement must be reduced to writing and signed by both parties and a copy must be placed on the employee's personnel file;
- (c) the employer may determine the range of benefits which are offered to the employee, subject to any relevant Taxation Office guidelines;
- (d) the employee may determine within the benefits offered by the employer, the mix and level of benefits they elect to receive.
- (e) either the employer or the employee may cancel any agreement at any time by the giving of 4 weeks notice to the other party.
- (f) Change to the taxation legislation and/or Australian Tax Office rulings which validate salary - packaging arrangements, during the term of this agreement, may mean that an employee's salary will revert to PAYE arrangements.

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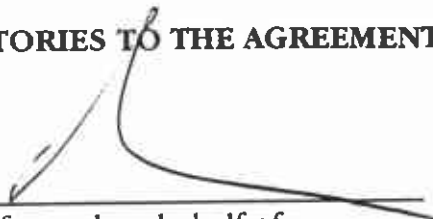
## 9. GRIEVANCE AND DISPUTE SETTLING PROCEDURE

In the event of a dispute arising out of disciplinary action or from any claim for any other reason, the following procedure will apply:

- (a) The matter shall first be discussed by the aggrieved employee(s) with the immediate supervisor.
- (b) In the event of failure to resolve the dispute the employee if they wish can confer with and involve the accredited Union Representative to confer with the appropriate Supervisor and/or Management representative of the employer.
- (c) In the event of failure to resolve the dispute the matter shall then be referred to a management representative(s) and an appropriate officer of the Union, who will confer and attempt to reach a settlement.
- (d) In the event of failure to resolve the dispute by means of amicable agreement between the parties, such parties to the award may notify the matter to the Industrial Registrar of New South Wales, pursuant to the provisions of the NSW Industrial Relations Act, 1996.

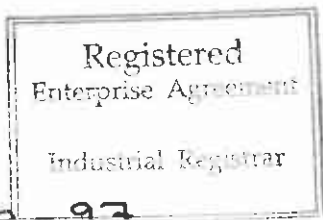
It is the purpose of this procedure that normal work continue while the above is being followed. No party shall be prejudiced as to final settlement by the continuance of work in accordance with the disputes procedure.

10. SIGNATORIES TO THE AGREEMENT

  
Signed for and on behalf of  
Jobsupport Inc

18/9/1997  
Date

Signed by the employees:




  
Sally Acton

19-9-97  
Date

  
Alison Patterson

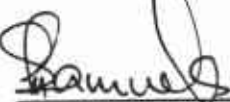
24-9-97  
Date

  
Kerrie-Anne Perry

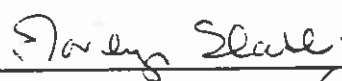
29-9-97  
Date

MARIA SALVIA  
Maria Salvia

19-9-97  
Date

  
May Samuels

19-09-97  
Date

  
Marilyn Slater

18/9/97  
Date