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**TASMANIAN INDUSTRIAL COMMISSION**

Industrial Relations Act 1984  
s23 application for award or variation of award

**The Federated Miscellaneous Workers Union of Australia  
Tasmanian Branch  
(T3243 of 1991)**

**LAUNDRY AND DRY CLEANING AWARD**

**ORDER - No. 4 of 1991  
(Consolidated)**

AMEND THE **LAUNDRY AND DRY CLEANING AWARD** BY DELETING ALL CLAUSES CONTAINED THEREIN AND INSERT IN LIEU THEREOF THE FOLLOWING:

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## **1. TITLE**

This award shall be known as the "Laundry and Dry Cleaning Award".

## **2. SCOPE**

This award is established in respect of the industry of laundering and dry cleaning.

## **3. ARRANGEMENT**

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#### **4. DATE OF OPERATION**

This award shall come into operation as from the beginning of the first full pay period commencing on or after 28 August 1991.

**PROVIDED** that it is a term of this award (arising from the decision of the Tasmanian Industrial Commission in the State Wage Case of 13 August 1991) that the union(s) undertake(s), until 30 November 1991, not to pursue any extra claims, award or overaward, except when consistent with those principles.

#### **5. SUPERSESION AND SAVINGS**

This award incorporates and supersedes No. 2 of 1991 (Consolidated) and No. 3 of 1991.

**PROVIDED** that no right, obligation or liability incurred or accrued under any of the abovementioned provisions shall be affected by the replacement and supersession.

#### **6. PARTIES AND PERSONS BOUND**

Unless otherwise specified, this award shall have application to and be binding upon

- (a) all employers (whether members of a Registered Organisation or not) who are engaged in the industry specified in Clause 2 - Scope;
- (b) all employees (whether members of a Registered Organisation or not) for whom classifications appear in this award and who are engaged in the industry specified in Clause 2 - Scope;
- (c) the following organisations of employees in respect of whom award interest has been determined:
  - (i) the Federated Clerks Union of Australia, Tasmanian Branch and the officers of that organisation and their members employed in the industry specified in Clause 2 - Scope;
  - (ii) The Federated Engine Drivers' and Firemen's Association of Australasia, Tasmanian Branch and the officers of that organisation and their members employed in the industry specified in Clause 2 - Scope;

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- (iii) the Federated Miscellaneous Workers Union of Australia, Tasmanian Branch and the officers of that organisation and their members employed in the industry specified in Clause 2 - Scope;
  - (iv) the Transport Workers' Union of Australia, Tasmanian Branch and the officers of that organisation and their members employed in the industry specified in Clause 2 - Scope.
- (d) the following organisation of employers in respect of whom award interest has been determined:

the Tasmanian Confederation of Industries.

## **7. DEFINITIONS**

**'Casual employee'** is one who is employed on a casual basis for a period not exceeding 5 days at any time, and shall not include an employee as defined in subclause (b) hereof.

**PROVIDED** that where a casual employee is required to relieve another employee who is either on annual leave or long service leave, the period of 5 days may be exceeded.

**'Grade I employee'** means an employee in the first 6 months of employment with no previous experience in the industry.

MUST POSSESS THE FOLLOWING SKILLS AND ABILITIES:

1. Be responsible for their own work subject to detailed instructions.
2. Work under routine supervision.
3. Carry out duties in a safe, responsible and efficient manner.
4. Possess basic communication and interpersonal skills.

the Tasmanian Confederation of Industries.

5. Must be able to perform basic tasks as a result of skill that should have been gained from basic education or gained in the course of everyday living or readily learn such basic tasks including, but not limited to, the following:
  - (a) be able to identify and classify items of linen/garments and associated simple tasks;
  - (b) be able to load and unload drying machines;
  - (c) be capable of basic keyboard operations and record keeping;
  - (d) hand and group clean garments and check for stains;

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(e) be able to perform basic and incidental housekeeping duties.

AND WILL BE TRAINED in one of the following brackets:

**BRACKET 1:**

Perform all ironing machine functions either manually or with the aid of semiautomatic or automatic feeding, folding and preparing equipment.

Perform all manual or machine folding/hanging operations on linen/garments.

Operation of a tunnel finisher.

Use a Heatseal or Heat Marking Machine or mark linen with any other type of machine or manually.

**BRACKET 2:**

Operation of any washing, drying and extracting equipment. Operation of towel unwinding equipment.

**BRACKET 3:**

Operation of any textile pressing machine.

**BRACKET 4:**

Manual or machine repairing of garments or linen.

**PROVIDED** that an employee with experience in the bracket he/she was employed for will advance to Grade 2 within 6 months upon demonstrating that he/she has attained and can perform at the desired level of efficiency in that bracket.

**'Grade 2 employee'** means an employee who has completed the required period at classification Grade 1 and who can competently perform the tasks required of them in the appropriate bracket as well as meeting the general requirements of the Grade 1 classification, even though they may not have completed training in all the tasks in their bracket.

Notwithstanding, in such case, the employee will be required to qualify in the tasks missed whilst in Grade 1.

IN ADDITION:

Must be able to operate with a minimum of supervision.

Must recognise and report obvious faults in the equipment they use.

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Must be responsible for the maintenance of the quality and quantity of their own output.

OR

A repairer who must at the point of entry be competent to repair linen and garments either manually or by machine or a combination of both and must meet the general requirements of a Grade 1 employee.

Tasks performed by a repairer at this level would include but not be limited to the following:

- patching
- stud and button replacement
- hemming
- darning
- seaming

OR

In addition to meeting the general requirements of a Grade 1 employee competently performs tasks within or indicative of the following:

Receiving and despatching and/or assembling of orders and packaging.

Assisting with basic record keeping.

Examining to ensure customers requirements are met and inspections.

Manual operation of finishing equipment.

Wet cleaning, spotting and pre-spotting.

Dry cleaning machine operator.

**'Grade 3 employee'** means:

1. Any employee who meets the requirements of a classification Grade 2.

AND IN ADDITION

2. Can efficiently carry out two Grade 1 Brackets and has been designated as a stand-by worker in those Brackets.

OR

3. Operates washing and ancillary equipment and is responsible for work flow and control of all washing supplies for such equipment and can carry out these tasks with minimal supervision.

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OR

4. Holds a Boiler Ticket and is ready and willing to use that ticket in the performance of his/her duties.

OR

5. A repairer who is competent to perform all facets of repair functions and either performs work at this level or is designated as a stand-by worker.

Tasks performed by a repairer at this level would include but not be limited to the following:

zip replacement  
pocket replacement  
alterations  
making of monograms

AND/OR

6. Maintains necessary records and performs related tasks.

Mechanical distribution or collection.

Capable of training others engaged in lower Grades.

**'Grade 4 employee'** means an employee who holds a Boiler Ticket and is ready and available to use that ticket and meets the requirements of 1 and any of 2, 3, 5 and/or 6 of the requirements for Grade 3.

OR

Any Grade 2 or 3 employee who is appointed for the purpose of directing and controlling a section of the production operation.

**'Part-time employee'** is one engaged to regularly work for less hours per day or week than those prescribed for full-time employees.

**'Show day'** means not more than one local show day observed on an employee's ordinary working day, other than a Saturday or a Sunday, in the city, town or district in which the employee is employed; or such other day which, in the absence of such a local show day, is agreed on by the employee and the employer, therefore making a total of 11 paid public holidays per year.

**'Trainee clerk'** means a person employed by the employer under the terms of the Australian Traineeship System and any agreements attached thereto.

**'Training agreement'** shall mean an agreement registered under the provisions of the Industrial and Commercial Training Act 1985.

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'Union' means The Federated Miscellaneous Workers Union of Australia.

## **8. WAGE RATES**

### **DIVISION A - LAUNDRY DRY CLEANING EMPLOYEES - ADULTS**

Adult employees of a classification hereinafter mentioned shall be paid the wage rates assigned to that classification.

	Base Rate \$	Supplementary Payment \$	Weekly Rate \$
Grade 1	333.80	0.00	333.80
Grade 2	339.60	3.80	343.40
Grade 3	339.60	10.00	349.60
Grade 4	364.00	8.10	372.10

#### **Leading Hands**

- (a) If in charge of not less than 3 and not more than 10 employees - \$15.90 per week extra.
- (b) If in charge of more than 10 and not more than 20 employees - \$23.60 per week extra.
- (c) If in charge of more than 20 employees - \$30.30 per week extra.

### **DIVISION B - LAUNDRY & DRY CLEANING EMPLOYEES - JUNIORS**

- (a) The minimum rates of wages that may be paid to juniors shall be the undermentioned percentages prescribed in Division A, for the classification Laundry and Dry Cleaning Employee Grade II:

	Percentage of Classification for Grade II
Under 17 years of age	50
17 years and under 18 years	65
18 years and under 19 years	75
19 years and under 20 years	90
20 years of age	100



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(b) The percentage of wages herein set out shall be calculated in multiples of 10 cents, amounts less than 5 cents being taken to the lower multiple and amounts of 5 cents or more being taken to the higher multiple.

(c) Juniors Employed in a Receiving Depot

Notwithstanding anything hereinbefore contained, any junior working on his/her own and responsible for cash transactions and/or in charge of a depot shall be paid not less than the rate prescribed for 19 years and under 20 years plus an amount per week of \$9.20.

### **DIVISION C - CARTS AND DRIVERS**

Adult employees of a classification hereunder shall be paid the wage rate opposite that classification:

	Amount per Week \$
(a) Employee driving motor vehicle having maker's capacity of -	
1.2 tonnes or less	355.20
over 1.2 tonnes but under 3 tonnes	359.20
over 3 tonnes but under 6 tonnes	364.00
(b) An additional amount for an employee driver collecting money per week:	
For any amount handled up to \$20	0.60
Over \$20 but not exceeding \$200	1.10
Over \$200 but not exceeding \$600	2.20
Over \$600 but not exceeding \$1000	3.20
Over \$1000	4.20

(c) Juniors

The minimum rate of wages which may be paid to junior drivers shall be the undermentioned percentages of the appropriate adult rate:

	%
18 years of age and under 19 years	70
19 years of age and under 20 years	80
20 years of age and thereafter	Adult Rate

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### **DIVISION D - CLERKS**

Except as prescribed in this Division in subclause B - Juniors, Proviso, adult employees of a classification hereunder mentioned shall be paid the wage rate assigned opposite that classification:

	Amount per Week \$
(a) 1st year's adult experience	310.00
2nd year's adult experience	331.70
3rd year's adult experience & thereafter	359.90
 (b) An accountant or chief clerk wholly responsible for the office work and who prepares the balance sheet and profit and loss account	 478.90
 (c) A clerk who is in charge of and responsible for the work of:	
5 or more employees	420.40
3 or 4 employees	404.00
2 employees	395.80

**'Employees'** in (c) above shall mean any male or female clerk, typist or stenographer and shall include the clerk-in-charge.

### JUNIORS

The minimum rate of wages that may be paid to juniors shall be the undermentioned percentage of subclause A - Wage Rates - 2nd year's adult experience, of this division adjusted to the nearest 10 cents.

	%	Amount per Week \$
Under 16 years of age	40	132.70
16 to 17 years of age	45	149.30
17 to 18 years of age	55	182.40
18 to 19 years of age	70	232.20
19 to 20 years of age	80	265.40
20 to 21 years of age	90	298.50

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**Proviso**

When determining the rate payable to an employee attaining the age of 21 years who has been employed as a junior clerk in the trades or groups of trades in respect of which awards of the Tasmanian Industrial Commission are established, experience obtained after reaching the age of 18 years shall be counted as adult experience.

C. TRAINEE CLERK (AS DEFINED)

The minimum weekly wage rate payable to a trainee clerk (as defined) shall be determined by the following method of calculation:

By taking the appropriate wage rate for a junior clerk as prescribed in subclause 2 of this division then multiplying it by 39 and dividing it by 52.  
(39 being the actual number of weeks spent on the job)

**PROVIDED** that the wage determined by this calculation shall in no case be less than the minimum rate (as varied from time to time) prescribed by the Australian Traineeships System Guidelines.

**PROVIDED ALWAYS** that trainee clerk (as defined) wage rate shall be calculated in multiples of 10 cents with any result of 5 cents or more being taken to the next 10 cents.

D. ADDITIONAL PAYMENTS

In addition to the weekly rates prescribed herein the following additional amounts per week shall be paid to stenographers, audio-typists, teletypists, accounting machine, computer, data processing, tabulating machine, card punch and verifier operators:

	Amount per Week
	\$
Under 16 years of age	1.00
16 to 17 years of age	1.20
17 to 18 years of age	1.30
18 to 19 years of age	1.50
19 to 20 years of age	1.90
20 to 21 years of age	2.20
21 years of age and over	2.80

**DIVISION E - SUPPLEMENTARY PAYMENTS**

The amount shown as a supplementary payment for a classification rate shall be fully absorbed into any overaward payments provided that at all times the total amount listed for that classification shall be the minimum weekly amount payable.

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## **9. ANNUAL LEAVE**

### (a) Period of Leave

A period of 28 consecutive days' leave shall be allowed annually to an employee after 12 months' continuous service (less the period of annual leave).

### (b) Annual Leave Exclusive of Public Holidays

(i) Subject to this subclause, the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by Clause 17 - Holidays with Pay of this award, and if any such holiday falls within an employee's period of annual leave and is observed on a day which, in the case of that employee, would have been an ordinary working day, there shall be added to the period of annual leave, time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

(ii) Where an employee without reasonable excuse, proof whereof shall lie upon him, is absent from his employment on the working day or part of the working day prior to the commencement of his annual leave, or fails to resume work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave, the employee shall not be entitled to payment for the public holidays which fall within his period of annual leave. In the event of a dispute as to a 'reasonable excuse' the matter shall be determined by the Tasmanian Industrial Commission.

### (c) Broken Leave

Annual leave shall be given and taken in a continuous period, or if the employee and employer so agree, in any combination of periods, provided one period shall be not less than 14 consecutive days, i.e. ten working days.

### (d) Calculation of Continuous Service

For the purpose of this clause, service shall be deemed to be continuous notwithstanding -

- (i) any interruption or termination of the employment by the employer if such interruption or termination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) any absence from work on account of personal sickness or accident or on account of leave granted by the employer; or
- (iii) any absence with reasonable cause, proof whereof shall be upon the employee.

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In cases of personal sickness or accident or absence with reasonable cause, the employee to become entitled to the benefit of this subclause shall inform the employer, in writing if practicable, within 48 hours of the commencement of such absence of his inability to attend for duty and as far as practicable state the nature of the illness, injury, or cause, and the estimated duration of his absence.

Any absence from work by reason of any cause not being a cause specified in this subclause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer, during the absence or within 14 days of the termination of the absence, notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

In cases of individual absenteeism, such notice shall be given in writing to the employee concerned but in cases of concerted or collective absenteeism, notice may be given to employees by the posting up of a notification in the factory in the manner in which general notifications to employees are usually made in that factory and by posting to each union whose members have participated in such concerted or collective absenteeism a copy thereof not later than the day it is posted up in the factory.

A notice to an individual employee may be given by delivering it to him personally or by posting it by registered or certified mail to his last recorded address, in which case it will be deemed to have reached him in due course of post.

In calculating the period of 12 months' continuous service, any such absence as aforesaid shall not, except to the extent of not more than 91 days in a 12 monthly period in the case of sickness or accident, be taken into account in calculating the period of 12 months' continuous service.

(e) Payment in Lieu Prohibited

Except as provided in subclause (i) of this clause, payment shall not be made or accepted in lieu of annual leave.

(f) Time of Taking Leave

(i) Annual leave shall be taken at a time mutually agreed on by the employer and the employee. In the absence of such agreement, it shall be taken within 6 months of the date it became due, at a time fixed by the employer, and after at least one month's notice to the employee.

(ii) No entitlement shall be permitted to accrue beyond 12 months after becoming due.

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(g) Leave Allowed Before Due Date

- (i) An employer may allow annual leave to an employee before the right thereto has accrued due, but where it is taken in such a case a further period of annual leave shall not commence to accrue until after expiration of the 12 months in respect of which annual leave has been taken before it accrued.
- (ii) Where leave has been granted to an employee pursuant to this subclause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the 12 months continuous service in respect of which the leave was granted, the employer may deduct from whatever remuneration is payable upon the termination of the employment any excess amount already paid to the employee on account of continuous service not given to the employer.

(h) Payment for Period of Leave

Each employee before going on leave shall be paid the amount of wage he would have received in respect of the ordinary time which he would have worked had he not been on leave during the relevant period, plus a loading equal to 17.5 per cent on all annual leave, provided that such annual leave loading shall not be paid on termination of employment.

(i) Proportionate Leave on Termination of Service

Should an employee not complete 12 months' service in any qualifying 12 monthly period, he or she shall on termination of employment, provided he or she has been employed continuously for one month or more, be entitled to be paid at his or her ordinary rate of wages on a pro rata basis for each completed month of continuous service, as follows:

12 2/3 hours for each completed month of continuous service.

## **10. BLOOD DONORS**

A weekly employee who is absent during ordinary working hours for the purpose of donating blood shall not suffer any deduction of pay up to a maximum of 2 hours on each occasion, and subject to a maximum of 4 separate absences for the purposes of donating blood each calendar year.

**PROVIDED** that such employee shall arrange for his absence to be on a day suitable to the employer and be as close as possible to the beginning or ending of his ordinary working hours. Proof of the attendance of the employee at a recognised place for the purpose of donating blood and the duration of such attendance shall first be furnished to the satisfaction of the employer.

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Further, the employee shall notify his employer as soon as possible of the time and date upon which he is requested by the blood bank to be absent for the purpose of donating blood.

## **11. CASUAL EMPLOYEES**

A casual employee shall be paid per hour pro rata the rate of one thirty-eighth the rates prescribed in Clause 8 - Wage Rates, plus 20 per cent.

## **12. COMPASSIONATE LEAVE**

An employee shall on the death of a wife, husband, father, mother, child, stepchild, brother, sister, mother-in-law, father-in-law, stepmother, stepfather, grandfather, grandmother, be entitled upon application being made to and approved by the employer, to leave up to and including the day of the funeral of such relative and such leave will be without deduction of pay not exceeding the number of ordinary hours worked by the employee in 3 ordinary days, provided that no payment shall be made in respect of an employee's rostered days off.

Proof of such death, in the form of a death notice or other written evidence, shall be furnished by the employee to the satisfaction of the employer, provided furthermore that this clause shall have no operation while the period of entitlement to leave under it coincides with any other period of entitlement to leave.

For the purpose of this clause the words 'wife' and 'husband' shall not include a wife or husband from whom the employee is separated, but shall include a person who lives with the employee as a de facto wife or husband.

## **13. CONSULTATIVE PROCEDURES**

- (a) The parties to this award are committed to co-operating positively to increase the efficiency, productivity and competitiveness of the industries and those establishments covered by Clause 2 - Scope, and to enhance the career opportunities and job security of employees in these industries and establishments.
- (b) At each enterprise or establishment, the employer, the employees and the relevant union or unions, shall establish a consultative mechanism and procedures appropriate to the size, structure and needs of that enterprise or establishment. Measures raised by the employer, employees or union or unions for consideration consistent with the objectives of subclause (a) herein shall be processed through that consultative mechanism and procedures.

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#### **14. CONTRACT OF EMPLOYMENT**

- (a) Casual employees shall be engaged by the hour and employment may be terminated by the giving of one hour's notice by either party or by the payment or forfeiture of one hour's pay as the case may be.
- (b) All other employees shall be engaged by the week and employment may be terminated only by the giving of one week's notice by either party, or by the payment or forfeiture of one week's wages as the case may be.

**PROVIDED** that during the first two weeks of employment the employment may be terminated by the giving of one hour's notice by' either party or by the payment or forfeiture of one hour's pay as the case may be.

- (c) Nothing in this clause shall limit the right of the employer to instantly dismiss an employee for wilful misconduct or gross neglect of duty, provided that such misconduct or neglect warrants instant dismissal, in which case wages shall be paid up to the time of dismissal only.
- (d)
  - (i) An employer may direct an employee to carry out such duties as are within the limit of the employee's skill, competence and training consistent with the classification structure of this award provided that such duties are not designed to promote de-skilling.
  - (ii) An employer may direct an employee to carry out such duties and use tools and equipment as may be required provided that the employee has been properly trained in the use of such tools and equipment.
  - (iii) Any direction issued by an employer pursuant to paragraphs (i) and (ii) shall be consistent with the employer's responsibilities to provide a safe and healthy working environment.

#### **15. ENTERPRISE FLEXIBILITY**

- (a) Notwithstanding anything contained in this award, but subject to the provisions of this clause, an agreement may be negotiated between the parties.
- (b) An agreement shall be subject to the following requirements:
  - (i) The majority of employees affected by the change must genuinely agree to the change.
  - (ii) The agreement taken as a whole shall not confer a lesser benefit to any employee than is available under the award.
  - (iii) The relevant union or unions shall be advised by the employer of his or her intention to commence discussions with employees on an agreement under this clause.



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- (iv) The relevant union or unions must be a party to the agreement.
- (c) Any enterprise agreement shall be signed by the parties, being the employer and the union or unions, and contain the following:
  - (i) The term of the agreement.
  - (ii) The parties covered by the agreement.
  - (iii) The classes of employees covered by the agreement.
  - (iv) The means by which a party may retire from the agreement.
  - (v) the means by which the agreement may be varied.
  - (vi) Where appropriate, the means by which any dispute arising in respect to the agreement may be resolved.
- (d) An agreement shall be referred to the Tasmanian Industrial Commission.

## **16. EXISTING WAGE RATES**

Nothing in this award shall be taken as entitling an employer to reduce the wages of any employee at present in receipt of a wage rate in excess of that herein prescribed.

## **17. HOLIDAYS WITH PAY**

- (a) All employees shall be allowed the following days as paid holidays:

New Year's Day, Australia Day, Hobart Regatta Day (south of Oatlands), Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Show Day (as defined), the first Monday in November (where Hobart Regatta Day is not observed), Christmas Day and Boxing Day.
- (b) Payment for the holidays mentioned in subclause (a) above which are taken and not worked, shall be at the normal rate of pay which would have applied to the employee concerned, when, if it were not for such holiday, he had been at work.
- (c) Payment to an employee for work performed on holidays mentioned in subclause (a) above shall be at the rates prescribed elsewhere in this award.
- (d) Subject to agreement being reached between the employer and the employee/s concerned, any of the holidays mentioned in subclause (a) hereof may be worked at ordinary time and another working day substituted for the holiday concerned:

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- (e) Subject to agreement being reached between the employer and the employee/s concerned, time off may be allowed in lieu of payment of penalties. The amount of time off shall be calculated on the basis of the appropriate penalty rate.

## **18. HOURS**

- (a) The ordinary hours of work shall be a maximum of 38 per week to be worked in not more than 8 hours in any one day Monday to Friday inclusive. Subject to Clause 28 - Shift Workers, the spread of such ordinary hours shall extend from 6.30am to 6.00pm.
- (b) A meal interval of not less than 30 minutes or more than one hour shall be allowed within five hours of the commencement of the shift.
- (c) Except as provided in subclause (f), (g) and (h) of this clause the method of implementation of the 38 hour week may be agreed to be any of the following:
  - (i) by employees working less than 8 ordinary hours each day; or
  - (ii) by employees working less than 8 ordinary hours on one or more days each week; or
  - (iii) by fixing one week day on which all employees will be off during a particular work cycle; or
  - (iv) by rostering employees off on various days of the week during a particular work cycle so that each employee has one week day off during that cycle.
- (d) On each site, an assessment should be made as to which method of implementation best suits the business and the proposal shall be discussed with the employees concerned, the objective being to reach agreement on the method of implementation.
- (e) The employer and the majority of employees in the plant, business, section or sections concerned, may agree that the ordinary working hours are to exceed 8 hours on any day within the spread of ordinary hours as prescribed by this clause, thus enabling a week day off to be taken more frequently than would otherwise apply.
- (f) Circumstances may arise where different methods of implementation of a 38-hour week apply to various groups or sections of employees in the plant or establishment concerned.
- (g) Agreements reached on the method of implementation of the 38-hour working week shall be recorded in writing and shall be signed by the employer and the employees concerned. The agreement document shall be kept as part of the employment records and available for inspection in accordance with the provisions of the Industrial Relations Act 1984.

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(h) In the absence of agreement on the implementation of the 38-hour week the procedure in Clause 27 - Settlement of Disputes shall apply.

(i) Substitute Days

(i) An employer, with the agreement of the majority of employees concerned, may substitute a day an employee is to take off in accordance with subclause (c)(iii) and (iv) of this clause, for another day in the case of a breakdown in machinery or a failure or shortage of electric power or to meet the requirements of the business in the event of rush orders or some other emergency situation.

(ii) Any individual employee, with the agreement of his employer, may substitute the day the employee is to take off for another day.

(j) Accumulation of Rostered Days Off

Where an employer and employees agree rostered days off may accumulate to a maximum of 7 days which shall be taken at a mutually agreed time.

(k) Sickness on Day Off

Where an employee is sick or injured on the week day he is to take off in accordance with subclause (c)(iii) or (iv) of this clause, the employee shall not be entitled to sick pay nor will the sick pay entitlement be reduced as a result of the employee's sickness or injury that day.

(l) Averaging of Payment

Where the method of implementation adopted is in accordance with subclause (c)(iii) or (iv) of this clause, the wages paid each week for ordinary hours shall be paid so that in each week when 40 hours is worked 2 hours pay shall be kept in hand and paid to the employee in the pay week that the rostered day off occurs to enable an averaging of payments for ordinary time to occur.

(m) Work on RDO

Where an employee works on a day off arising under subclause (c) (iii) or (iv) of this clause not being a day the subject of agreement pursuant to subclause (1) of this clause, that day shall be deemed to be overtime and paid in accordance with Clause 21 - Overtime.

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## **19. MATERNITY LEAVE**

### (a) Eligibility for Maternity Leave

An employee who becomes pregnant, shall upon production to her employer of a certificate from a duly qualified medical practitioner stating the presumed date of her confinement, be entitled to maternity leave provided that she has had not less than 12 months' continuous service with that employer immediately preceding the date upon which she proceeds upon such leave.

For the purposes of this clause:

- (i) an employee shall include a part-time employee but shall not include an employee engaged upon casual or seasonal work;
- (ii) maternity leave shall mean unpaid maternity leave.

### (b) Period of Leave and Commencement of Leave

- (i) Subject to subclauses (c) and (f) of this clause, the period of maternity leave shall be for an unbroken period of from 6 to 52 weeks and shall include a period of 6 weeks compulsory leave to be taken immediately following confinement.
- (ii) An employee shall, not less than 10 weeks prior to the presumed date of confinement, give notice in writing to her employer stating the presumed date of confinement.
- (iii) An employee shall give not less than 4 weeks' notice in writing to her employer of the date upon which she proposes to commence maternity leave stating the period of leave to be taken.
- (iv) An employer by not less than 14 days' notice in writing to the employee may require her to commence maternity leave at any time within 6 weeks immediately prior to her presumed date of confinement.
- (v) An employee shall not be in breach of this clause as a consequence of failure to give the stipulated period of notice in accordance with paragraph (iii) above, if such failure is occasioned by the confinement occurring earlier than the presumed date.

### (c) Transfer to a Safe Job

Where in the opinion of a duly qualified medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to continue at her present work, the employee shall, if the employer deems it practicable, be transferred to a safe job at the rate and on the conditions attaching to that job until the commencement of maternity leave.

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If the transfer to a safe job is not practicable, the employee may, or the employer may require the employee to, take leave for such period as is certified necessary by a duly qualified medical practitioner. Such leave shall be treated as maternity leave for the purposes of subclauses (g), (h), (i) and (j) of this clause.

(d) Variation of Period of Maternity Leave

- (i) Provided the addition does not extend the maternity leave beyond 52 weeks, the period may be lengthened once only, save with the agreement of the employer, by the employee giving not less than 14 days' notice in writing stating the period by which the leave is to be lengthened.
- (ii) The period of leave may, with the consent of the employer, be shortened by the employee giving not less than 14 days' notice in writing stating the period by which the leave is to be shortened.

(e) Cancellation of Maternity Leave

- (i) Maternity leave, applied for but not commenced, shall be cancelled when the pregnancy of an employee terminates other than by the birth of a living child.
- (ii) Where the pregnancy of an employee then on maternity leave terminates other than by the birth of a living child, it shall be the right of the employee to resume work at a time nominated by the employer which shall not exceed 4 weeks from the date of notice in writing by the employee to the employer that she desires to resume work.

(f) Special Maternity Leave and Sick Leave

- (i) Where the pregnancy of an employee not then on maternity leave terminates after 28 weeks other than by the birth of a living child then
  - (a) she shall be entitled to such period of unpaid leave (to be known as special maternity leave) as a duly qualified medical practitioner certifies as necessary before her return to work; or
  - (b) for illness other than the normal consequences of confinement she shall be entitled, either in lieu of or in addition to special maternity leave, to such paid sick leave as to which she is then entitled and which a duly qualified medical practitioner certifies as necessary before her return to work.
- (ii) Where an employee not then on maternity leave suffers illness related to her pregnancy, she may take such paid sick leave as to which she is then entitled and such further unpaid leave (to be known as special maternity leave) as a duly qualified medical practitioner certifies as necessary before her return to work, provided that the aggregate of paid sick leave, special maternity leave and maternity leave shall not exceed 52 weeks.

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- (iii) For the purposes of subclauses (g), (h) and (i) of this clause maternity leave shall include special maternity leave.
- (iv) An employee returning to work after the completion of a period of leave taken pursuant to this subclause shall be entitled to the position which she held immediately before proceeding on such leave or, in the case of an employee who was transferred to a safe job pursuant to subclause (c) of this clause to the position she held immediately before such transfer.

Where such position no longer exists but there are other positions available, for which the employee is qualified and the duties of which she is capable of performing, she shall be entitled to a position as nearly comparable in status and salary or wage to that of her former position.

(g) Maternity Leave and Other Leave Entitlements

Provided the aggregate of leave including leave taken pursuant to subclauses (c) and (f) of this clause does not exceed 52 weeks.

- (i) an employee may, in lieu of or in conjunction with maternity leave, take any annual leave or any part thereof to which she is then entitled.
- (ii) paid sick leave or other paid authorised award absences (excluding annual leave), shall not be available to an employee during her absence on maternity leave.

(h) Effect of Maternity Leave on Employment

Notwithstanding any award or other provision to the contrary, absence on maternity leave shall not break the continuity of service of an employee but shall not be taken into account in calculating the period of service for any purpose of an award.

(i) Termination of Employment

- (i) An employee on maternity leave may terminate her employment at any time during the period of leave by notice given in accordance with this award.
- (ii) An employer shall not terminate the employment of an employee on the ground of her pregnancy or of her absence on maternity leave, but otherwise the rights of an employer in relation to termination of employment are not hereby affected.

(j) Return to Work After Maternity Leave

- (i) An employee shall confirm her intention of returning to her work by notice in writing to the employer given not less than 4 weeks prior to the expiration of her period of maternity leave.

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- (ii) An employee, upon expiration of the notice required by paragraph (i) above, shall be entitled to the position which she held immediately before proceeding on maternity leave or, in the case of an employee who was transferred to a safe job pursuant to subclause (c) of this clause, to the position which she held immediately before such transfer. Where such position no longer exists but there are other positions available for which the employee is qualified and the duties of which she is capable of performing, she shall be entitled to a position as nearly comparable in status and salary or wage to that of her former position.
- (k) Replacement Employees
  - (i) A replacement employee is an employee specifically engaged as a result of an employee proceeding on maternity leave.
  - (ii) Before an employer engages a replacement employee under this subclause, the employer shall inform that person of the temporary nature of the employment and of the rights of the employee who is being replaced.
  - (iii) Before an employer engages a person to replace an employee temporarily promoted or transferred in order to replace an employee exercising her rights under this clause, the employer shall inform that person of the temporary nature of the promotion or transfer and of the rights of the employee who is being replaced.
  - (iv) Provided that nothing in this subclause shall be construed as requiring an employer to engage a replacement employee.
  - (v) A replacement employee shall not be entitled to any of the rights conferred by this clause except where her employment continues beyond the 12 months' qualifying period.

## **20. MINIMUM ENGAGEMENT FOR PART-TIME AND CASUAL EMPLOYEES**

Part-time or casual employees shall be engaged for a minimum of 3 hours per day. Provided that where agreed in writing between the Union, the employer and the employee a lesser minimum engagement may occur.

## **21. OVERTIME**

- (a) For all time worked in excess of the hours prescribed in Clause 15 - Hours of this award, payment shall be made at the rate of time and a half for the first 2 hours and double time thereafter.
- (b) Where overtime exceeds 90 minutes on any day, employees shall be paid a meal allowance of \$4.90 in addition to the overtime rate prescribed.

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- (c) The method by which the hourly rate shall be calculated for the purpose of this clause shall be by division of the weekly rate of pay for the employee concerned by 38.
- (d) Subject to agreement being reached between the employee and the employer, time off may be allowed in lieu of payment for overtime worked. The amount of time off shall be calculated on the basis of the appropriate overtime rate.

## **22. PART-TIME EMPLOYEES**

Employees may be engaged to work regularly per week for less hours than those prescribed in Clause 18 - Hours of this award and shall be paid pro rata at a rate of 1/38th of the rates prescribed in Clause 8 - Wage Rates.

## **23. PAYMENT OF WAGES**

- (a) The employer shall specify a time and place at which wages and other moneys are to be paid to the employees other than employees engaged for less than one week. The time so specified shall not be more than 48 hours from the time when such wages become due and shall not be later than Thursday in the week. Any employee who is not paid at the time so specified shall be deemed to be working during the time he is kept waiting. Casual employees shall be paid within one hour of the termination of employment.
- (b) Payment may be made weekly or fortnightly and shall be in cash or by cheque or by direct bank deposit in an account nominated by the employee. The frequency and method of payment shall be the result of agreement being reached between the employer and majority of employees concerned.
- (c) Where a cheque is not met upon presentation or a bank deposit is not made at the time specified, otherwise than in circumstances beyond the control of the employer, waiting time shall be paid.

## **24. PREFERENCE OF EMPLOYMENT**

- (a) Preference in engagement and retention of employees shall be given equally to persons in the following categories who are available and suitable:
  - (i) members of the Tasmanian Branch of the Federated Miscellaneous Workers' Union of Australia;
  - (ii) persons who are prepared to give forthwith a written undertaking to apply to join the Tasmanian Branch of the Federated Miscellaneous Workers' Union of Australia within fourteen days;



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(iii) conscientious objectors.

If there is more than one person applying for employment within any or all of these categories, the employer shall have freedom to select any one or more of such persons in his or its discretion.

- (b) An employer shall dismiss an employee who fails to honor a written undertaking to apply to join the Tasmanian Branch of the Federated Miscellaneous Workers' Union of Australia.
- (c) Conscientious objectors shall pay a sum equivalent to the subscription to the Tasmanian Branch of the Federated Miscellaneous Workers' Union of Australia to a charity to be agreed upon between the person concerned and the Union and in default of agreement to Consolidated Revenue. The payment shall be made at the same time and on the same conditions as apply to payment of subscriptions to the Union.
- (d) This clause shall not apply in respect of engagement of employees in the following categories:
  - (i) employees sought for confidential or managerial positions;
  - (ii) owners of businesses or their spouses.

## **25. PROTECTIVE CLOTHING**

- (a) Where an employee is required to work under wet or dirty conditions, suitable protective clothing including footwear, shall be supplied free of charge by the employer to the employees concerned and any such clothing shall be maintained by and remain the property of the employer.
- (b) Any dispute as to the necessity or suitability of such clothing shall be resolved by consultation between management, shop stewards and/or union representative. Where agreement cannot be achieved the matter shall be referred to the Secretary for Labour for adjudication whose decision shall be final.
- (c) An issue of 2 pairs of suitable overalls or coveralls shall be supplied by the employer to employees and any such clothing shall be maintained by and remain the property of the employer. Any dispute as to the suitability of such clothing shall be resolved in accordance with subclause (b) of this clause.

## **26. RIGHT OF ENTRY**

For the purpose of interviewing employees on legitimate Union business, an officer of the Federated Miscellaneous Workers' Union of Australia shall be permitted to enter the employer's premises subject to the following:

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- (a) that he produces his authority to the employer;
- (b) that if the employer alleges that the officer is unduly interfering with the employer's work operations, or that the officer is offensive, the employer may then refuse right of entry, subject to the Union's right to bring such refusal before the Secretary for Labour for determination.

## **27. SETTLEMENT OF DISPUTES**

Any dispute concerning this award shall be settled in the following manner:

- (a) negotiation between the employer and the union shop steward;
- (b) where there is no shop steward available or where the dispute is not settled within the provisions of subclause (a) above, by negotiation between the union and employer representatives;
- (c) failing agreement being reached within the provisions of subclause (b) above, the union or the employer may refer the matter to the Tasmanian Industrial Commission for decision;
- (d) whilst this disputes procedure is being followed the status quo prevailing before the dispute arose shall be maintained.

## **28. SHIFT WORKERS**

- (a) Shifts may be worked by employees at such hours as may be agreed upon by the employer and employees concerned.
- (b) For working shift work on any day, Monday to Friday (excluding Public Holidays) an employee shall be paid an allowance in addition to the rate prescribed in Clause 8 - Wage Rates as follows:
  - (i) Early Morning Shift                      15%
  - (ii) Afternoon Shift                              15%
  - (iii) Night Shift                                    15%
  - (iv) Permanent Night Shift                    30%
- (c) For the purpose of this clause:-
  - (i) **'Early Morning Shift'** means a shift commencing prior to 6.30 a.m.
  - (ii) **'Afternoon Shift'** means a shift finishing after 6.00 p.m.
  - (iii) **'Night Shift'** means a shift finishing after midnight and at or before 8.00 a.m.

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- (iv) **'Permanent Night Shift'** means a night shift which does not alternate with another shift so as to give the employee at least one third of his/her working time off night shift.

## **29. SICK LEAVE**

- (a) An employee, who is absent from work on account of personal illness or on account of injury by accident shall be entitled after one month's service to leave of absence without deduction of pay, subject to the following conditions and limitations -
  - (i) he shall not be entitled to such leave of absence for any period in respect of which he is entitled to workers' compensation;
  - (ii) the employee shall, prior to the commencement of such absence, inform the employer of the inability to attend for work, and as far as may be practicable, state the nature of the illness or injury and the estimated duration of the absence. Where such notification is not given, the employer shall be entitled to require as proof in accordance with subclause (iii) of this clause a certificate of a medical practitioner.

**PROVIDED** that where the employee genuinely is unable to give notification prior to the commencement of the shift the requirements of subclause (iii) of this shall apply;
  - (iii) the employee shall provide proof that the employee was unable on account of such illness or injury, to attend for work on the day for which the sick leave is claimed in the form of a sworn statutory declaration or a medical certificate provided by a qualified medical practitioner. In the case of absences of more than a single day an employer may request, prior to the employee's return to work, as proof a medical certificate.
  - (iv) he shall not be entitled in any year (whether in the employment of one employer or of more) to sick leave credit in excess of 2 weeks of ordinary working time;
  - (v) for the purpose of administering paragraph (iv) above an employer may within 2 weeks of the employee entering his employment require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year, and upon such statement the employer shall be entitled to rely and act.
- (b) Sick leave shall accumulate from year to year so that any balance of the period specified in subclause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave shall be credited to the employee and, subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year.

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- (c) An employer shall not be required to make any payment in respect of accumulated sick leave credits to an employee who is discharged or leaves his employment, or for any time an employee is absent from work without producing satisfactory evidence of personal illness.

### **30. STEWARD**

An employee appointed Union Steward upon notification to the employer that he or she is an accredited representative of the Union shall be allowed reasonable time during working hours to attend to matters affecting the relationship between the employees, employer and the Union.

### **31. SUNDAY, SATURDAY AND HOLIDAY WORK**

- (a) An employee who is employed on a Saturday shall be paid at the rate of time and one half for the first 2 hours and double time thereafter.
- (b) An employee required to work on a Sunday shall be paid at the rate of double time.
- (c) An employee required to work on any of the holidays prescribed in Clause 17 - Holidays with Pay of this award shall be paid at the rate of double time and one half.
- (d) The method by which the hourly rate shall be calculated for the purpose of this clause shall be by division of the weekly rate of pay for the employee concerned by 38.
- (e) Subject to agreement being reached between the employee and the employer, time off may be allowed in lieu of payment of penalties. The amount of time off shall be calculated on the basis of the appropriate penalty rate.

### **32. TIME AND WAGES BOOK**

Each employer shall keep a time and wages book showing the name of each employee, his or her classification, the hours worked each day and wages and allowances paid each week, and details of sick leave and annual leave entitlements.

The time and wages book shall be made available for inspection to a duly accredited representative of the Federated Miscellaneous Workers Union of Australia.

### **33. TRAINEE CLERK (AS DEFINED)**

- (a) Trainee Clerk (as defined) shall be engaged for a period of twelve (12) months as a full time employee, provided that a trainee shall be subject to a satisfactory probation period of up to one (1) month.

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- (b) Where possible traineeship positions should be additional to normal staff numbers provided that no existing weekly employees shall be displaced by a trainee.
- (c) A trainee clerk (as defined) will receive on-the-job training by the employer as specified in the training agreement (as defined) and off-the-job training will be provided by a training institution/organisation approved by the Training Authority of Tasmania.
- (d) The employer agrees that the overall training program will be monitored by officers of the Training Authority of Tasmania and training record books may be used as part of this monitoring process.
- (e) Time spent off-the-job training shall be allowed without loss of continuity of employment.
- (f) Where an employer continues the employment of a trainee clerk (as defined) after completion of the "traineeship period", such "traineeship period" shall be counted as service for the purpose of the award.
- (g) Under normal circumstances overtime shall not be worked by trainees. However, when during a training period in a particular section, overtime is involved in the operation of that section, overtime may be worked by the trainees. Where overtime is worked the normal allowances and penalty rates shall apply.
- (h) The union shall be afforded reasonable access to trainees for the purpose of explaining the role and functions of the union.
- (i) Trainees shall not perform higher duties unless in the course of their traineeship.
- (j) Trainees shall be exempt from action in respect of industrial disputes. However the employer shall observe the provisions determined by the Training Authority of Tasmania in respect of the use of trainee clerks (as defined) in the time of industrial disputes.

R.K. Gozzi  
**COMMISSIONER**

1 October 1991

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## **APPENDIX TO LAUNDRYMENS AWARD**

### **SUPERANNUATION**

#### **1. ARRANGEMENT**

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#### **2. DEFINITIONS**

- (a) **'Tasplan'** means the Tasplan Fund established by Trust Deed and Articles on 24 March 1987.
- (b) **'Approved Fund'** means a superannuation fund which is established in accordance with the Operational Standards for Occupational Superannuation Schemes and has received preliminary listing from the office of the Occupational Superannuation Commissioner Interim Group.
- (c) **'Union'** means the Federated Miscellaneous Workers Union of Australia, Tasmanian Branch; the Federated Clerks Union of Australia, Tasmanian Branch; the Federated Engine Driver's and Firemen's Association of Australasia, Tasmanian Branch; and the Transport Workers' Union of Australia, Tasmanian Branch.
- (d) **'Eligible Employee'** means a full-time, part-time or casual employee who is employed under a classification of the Laundrymens Award and who has completed six calendar weeks service with the employer.
- (e) **'Employer'** means an employer bound by the terms of the Laundrymens Award.
- (f) **'Ordinary Time Earnings'** means the award classification rate, overaward payments and shift loadings (where relevant).

#### **3. FUND**

- (a) For the purpose of this award contributions made by the employer in accordance with the provisions of Clause 5 - Employer Contributions, shall be paid to the Treasurer of Tasplan.

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- (b) An employer bound by this Appendix shall become party to Tasplan upon the acceptance of the Trustees of that scheme, of an application to become a participating employer of Tasplan, duly signed and executed by that employer.

#### **4. ELIGIBILITY FOR MEMBERSHIP**

- (a) An employee shall become eligible for membership of the approved Superannuation Fund on the first entry date which occurs after the employee has completed six calendar weeks continuous service with the employer. The employee having completed the six weeks waiting period shall be eligible to have contributions paid to the Fund subject to Clause 5 - Employer Contributions, from the date of engagement with the employer.
- (b) An employee shall be enrolled in the approved Superannuation Fund upon the acceptance of the Administrator of the Fund of a membership application form and shall be deemed to be a member of the scheme from his or her entry date as prescribed in subclause (a) herein.
- (c) Notwithstanding the provisions contained in subclause (a) and (b) herein, an employee who is a member of an Approved Fund and was having contributions paid in accordance with this Appendix at his or her previous place of employment shall continue to have contributions paid on his or her behalf from the date of commencing employment with the current employer.

#### **5. EMPLOYER CONTRIBUTIONS**

- (a) Subject to the rules of the Fund, and subclause (c) herein, an employer shall contribute to the Fund in respect of each employee who is a member of the Fund an amount at the rate of three per cent of ordinary time earnings for each complete week employed. This calculation shall be based on the ordinary time worked by an employee in any week and shall exclude work performed and paid as overtime.
- (b) Subject to subclause (a) herein an eligible employee shall have a minimum contribution per week paid into the Fund of \$1.30.
- (c) Contributions shall be made for each calendar month an employee is a member of the scheme.
- (d) An employer shall not be required to contribute during any periods of unpaid leave. Furthermore, an employer shall not be required to make additional contributions in respect of annual leave paid out on termination.
- (e) Pro rata deduction shall be made from the weekly contribution payable for any unauthorised absence of at least one day's duration.

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## **6. EMPLOYEE CONTRIBUTIONS**

Subject to the rules of the Fund, employees who may wish to make contributions to the Fund additional to those being paid pursuant to Clause 5 - Employer contributions - herein, shall be so entitled. Such employees may either forward their own contribution directly to the Fund Administrators or, where it is practicable to do so, authorise the employer to pay into the Fund from the employees' wages, amounts specified by the employer subject to the amount of contribution being expressed in whole dollars and any adjustment to the level of contribution being subject to 3 months notice in writing from the employee to the employer or such lesser period as they may both otherwise agree.

## **7. CESSATION OF CONTRIBUTIONS**

An employee's eligibility for contributions to the Fund will cease on the last day of employment with the employer and the employer shall not make any contributions to the Fund in respect of any period beyond that last day of employment.

## **8. EXEMPTIONS**

For the purpose of this award the following company has been determined to be exempted from the use of Tasplan and shall contribute to the "Approved Fund" so nominated:

Lukes Coastal Laundry - Australian Retirement Fund.