



## **Australian Government**

### **Department of Finance**

#### **Key Points**

- *The Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019 commences on 19 April 2017.*
- *Salary and allowance increases are expected to be paid on 4 May 2017.*

#### **Circular No 2017/03**

**All Senators and Members  
All MOP(S) Act employees**

#### **COMMENCEMENT OF NEW MOP(S) ACT ENTERPRISE AGREEMENT**

The *Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019* has been approved by the Fair Work Commission and will commence operation on 19 April 2017.

The enterprise agreement is available on the M&PS website. Guidelines to the enterprise agreement continue to operate, to the extent that they are not inconsistent with the enterprise agreement, and will be reviewed in consultation with the Employee Consultative Group.

Salary and allowance increases apply from 19 April 2017. It is expected that employees will receive the increases in their pay on 4 May 2017.

#### *Hours of work*

Full-time ordinary hours of work will increase from 37.5 hours to 38 hours per week (a standard day of 7 hours and 36 minutes) from 19 April 2017.

For *full-time employees*, this increase will occur regardless of whether the employment is against an established position or partly or wholly against the electorate support budget.

For *part-time employees*, hours of work will continue in line with their current employment agreement and will not be automatically adjusted. For example, if an employee currently works 20 hours per week, they will continue to work 20 hours per week under the new enterprise agreement. Should an employer or employee wish to alter a part-time employee's hours, perhaps in proportion to the increase in full-time hours, an employment agreement variation (Form 102) must be submitted.

Part-time employees should note that, in order to receive the full effect of the first two per cent salary increase, their weekly hours would need to increase in proportion to the increase in full-time weekly hours.

#### *Leave*

Existing annual and personal leave credits will be increased by a factor of 38/37.5 in order to maintain the value of those credits. The adjustments to leave credits will be made in the coming weeks. Where leave is taken on and from 19 April 2017, the debit will be based on revised working hours. Previously submitted leave applications will be recalculated where applicable.

The M&PS Helpdesk is available to assist part-time employees with any queries on increasing hours of work or the effect of the new agreement.

#### *Electorate Support Budget*

The electorate support budget will be adjusted with effect from 19 April 2017 on a pro rata basis for the increase in salary.

Queries on these arrangements may be directed to the M&PS Helpdesk on 02 6215 3333 or [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au).



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