

Enhanced Responsibilities Allowance

KNOW YOUR RIGHTS

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA), specifically Clause 24.

1) Under what circumstances should Enhanced Responsibility Allowance (ERA) be paid?

An officer may be directed by CSIRO to temporarily perform duties additional to, or in substitution for, those usually associated with the officer's role (clause 24.1).

The minimum period for which ERA can be paid is five working days (24.2) where:

- an officer is directed to, and temporarily performs, management responsibilities which are additional to, or in substitution for, the officer's normal responsibilities - clause 24.2(a) - and
- the extra responsibilities require capability at a level in the classification structure higher than the level of the officer and CSIRO determines the changed responsibilities add significantly to the value to CSIRO of the officer's work and are the result of:
 - The temporary absence of the position's occupant; or
 - The position becoming vacant; or
 - A temporary requirement for additional assistance, as per clause 24.2(b).

2) How is the amount of ERA payment determined and for how long shall it be paid?

The payment shall be equal to the difference between the officer's salary and a relevant higher salary, as determined by CSIRO. It will be paid for the period the officer performs the additional or substituted management responsibilities (24.3).

3) What happens if I'm in receipt of ERA for 12 months or more?

Then you may have your rate of pay varied by CSIRO to take account of performance related salary movements (24.4).

4) What if I take paid leave while I am in receipt of ERA?

Then the allowance shall continue to be paid where CSIRO agrees that the allowance would have been paid but for the grant of leave. Where an officer takes leave at less than full pay the payment of ERA shall be at a pro-rata basis (24.5).

Important points

- Enhanced Responsibilities Allowance (ERA) is a payment made to CSIRO staff who temporarily perform duties in addition or in substitution to those usually associated with their role.
- The minimum period for which ERA can be paid is five (5) working days.
- ERA payments shall be equal to the difference between the officer's usual salary and the relevant higher salary for the duties performed.
- Staff receiving ERA for 12 months or more may have their rate of pay varied by CSIRO to account for performance related salary movements.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email csstaff@cspu.org.au or visit www.cpsu-csiro.org.au



**CSIRO STAFF
ASSOCIATION**



CSIRO STAFF ASSOCIATION

APPLICATION FOR MEMBERSHIP

I apply for membership of the CSIRO Staff Association (a section of the CPSU) and declare that the information provided is true and correct and agree that if admitted, I will abide by the Constitution and Rules of the Union.

CSIRO IDENT: _____ **DR/MR/MRS/MS/MISS/Other** (Circle one) **FIRST NAME:** _____

SURNAME: _____ **D.O.B:** _____ **M/F/Unspecified** (Circle One)

FLAGSHIP/BUSINESS UNIT: _____

SITE NAME: _____ **BUILDING:** _____ **CSOF LVL & STEP:** _____

TENURE (Indefinite or Specified): _____ **FULL or PART TIME** (Circle one) **ATSI origin YES/NO**(Circle one)

HOME ADDRESS: _____

POSTAL ADDRESS: _____

WORK EMAIL: _____

HOME EMAIL: _____

PH (Mob): _____ **(Work):** _____ **(Home):** _____

SIGNATURE: _____ **DATE:** _____

Please complete the next section of the form, then hand to your delegate or organiser, or email to csstaff@cpsu.org.au

FOR YOUR INFORMATION

To be financial, a member must have paid all subscriptions and all other amounts owed within 30 days of becoming due. In order to resign from the union, a member must give 2 weeks notice, in writing, to the union.

Privacy Statement: The CPSU uses members' personal information for membership management and services. Any personal information collected will only be used for this or a directly related purpose. In that context, we may contact you at a later date. Your personal information will not be disclosed to anyone or any organisation outside of the CPSU unless you consent or we are required to do so by law. You can access our privacy policy and any information we hold about you by calling 1300 137 636 8am to 8pm (AEST) Monday to Friday.

AUTHORISATION FOR PAYROLL DEDUCTION

TO: THE CSIRO PAY OFFICER

Please credit 0.60% of my salary to MEMBERS AND EDUCATION CREDIT UNION (MECU)/LABORATORY CREDIT UNION (LCU) from the first available pay period after receipt of this authority. This is in addition to previous authorities for deductions to MECU/LCU and should remain in force until further notice.

The amount to be deducted and credited to MECU/LCU may be varied from time to time and the amount of variation shall be as certified and advised to you by the CSIRO Staff Association office.

CSIRO IDENT: _____ **FIRST NAME:** _____ **SURNAME:** _____

D.O.B: _____ **CSOF LVL/STEP:** _____ **LOCATION:** _____

SIGNATURE: _____ **DATE:** _____