

## 1. MARKET RELATED EMPLOYMENT

- 1.1 Where an officer who would otherwise be classified at CSOF Level 5.1 or above, [or a CSIRO Early Research Career \(CERC\) Postdoctoral Fellow classified at CSOF Level 4](#), possesses skills or capabilities that are in high market demand, CSIRO may, at its discretion, offer supplementary remuneration for a specified period.
- 1.2 Where a market related employment arrangement concludes and an officer is to continue in employment, they will revert to the standard conditions applicable to their classification.
- 1.3 Disputes concerning the application of an agreed market related employment arrangement will be resolved in accordance with clause 84 of this Agreement.
- 1.4 Market related employment arrangements made prior to the commencement of this Agreement will, unless terminated beforehand, continue to operate until the nominated expiry date in the arrangement.

## 2. SUPERANNUATION

- 2.1 Eligible officers may elect to join the PSS accumulation plan (PSSap). The PSSap is also the default superannuation scheme for eligible officers who make no election. In respect of officers who are members of the PSSap, CSIRO will pay an employer contribution to the scheme at the rate prescribed under the *Superannuation Act 2005* (as varied from time to time). At the time of approval of this Agreement the contribution rate is 15.4% of an officer's "fortnightly contribution salary" (as defined in the Public Sector Superannuation Scheme).
- 2.2 Where an officer is not eligible to join, or remain, a member of the PSSap, CSIRO will make an employer contribution [to an eligible choice fund \(or default scheme if they make no election\)](#), ~~to a CSIRO approved superannuation fund~~, at the contribution rate equivalent to the employer contribution for PSSap for that officer, until such time as eligibility to join PSSap is established, provided that the officer:
  - is not eligible to join or remain a contributor to the CSS or PSSdb;
  - does not have a deferred or preserved CSS or PSSdb benefit;
  - is not receiving a CSS or PSSdb invalidity pension.
- 2.3 The default superannuation scheme for officers who are ineligible to join the PSSap, if they make no election, is AustralianSuper.
- 2.4 Except where clause 22.2 applies, if an officer does not join a Commonwealth scheme, CSIRO will, as required by law, pay each pay period to [an eligible choice fund \(or to AustralianSuper if an officer makes no election\)](#), ~~(or to another approved scheme)~~ the required amount, being an amount calculated at the rate of 9.5% (or such other percentage as may be prescribed by legislation from time to time) in relation to ordinary time earnings or the maximum superannuation contribution base, whichever is the lower.

### 2.5 Choice of Fund

[If an officer chooses an alternative fund under the choice of fund superannuation funds legislation, that fund must be an eligible choice fund and meet the administrative requirements of CSIRO.](#)

- Superannuation funds are approved at CSIRO's discretion. The factors taken into account are:
- The number of employees likely to use the superannuation fund. (Preference is given to funds with expected larger coverage).
- The requirement to be a complying superannuation fund and registered with APRA.
- The fund must make satisfactory arrangements to accept payments from CSIRO and for information transfer between the payroll and the fund.
- The fund must accept contributions fortnightly via electronic funds transfer and not impose a minimum contribution likely to cause administrative difficulty for CSIRO.

Note: Clause 6669 covers superannuation during periods of Maternity and Parental leave.

### 3. NON-CASH RECOGNITION REWARDS

- 3.1 These rewards may be given to individuals or teams to mark praiseworthy effort or long service where other rewards are not appropriate.
- 3.2 These rewards are separate from normal salary and allowance payments made to officers for their work and are not a substitute for such payments.
- 3.3 Officers may be nominated for a Recognition Reward by colleagues, Line Managers or Senior Managers, at any time.
- 3.4 Any tax in relation to a Non-cash Recognition Reward will be paid by CSIRO.

3.5 A Non-cash Recognition Reward cannot be converted to cash.

### 4. ASSISTANCE WITH STUDIES

- 4.1 Study leave and other forms of assistance may be granted to assist an officer with studies towards Certificates, Diplomas, Advanced Diplomas, Degrees or higher degrees, as well as relevant short courses where the course of study is in the interests of both CSIRO and the individual officer.
- 4.2 Assistance with studies and the level of assistance approved is at the discretion of the Delegate and may include:
  - reimbursement or payment in advance, of part or all of the costs associated with the approved course of study, including but not limited to course costs, enrolment and administration fees, tuition and examination fees, books and materials;
  - study leave with pay, up to an average of five hours per week to attend formal classes and examinations;
  - up to three hours per week for travel.
- 4.3 Additional Study Leave with pay of up to three hours a week may be granted where attendance at formal classes exceeds five hours a week or where travel takes more than three hours a week during working hours.

- 4.4 Where the period of Study Leave granted is less than the average of five hours a week, the Delegate may approve the difference as a leave credit which may be used to meet the requirements of external studies/distance education courses, attendance at prescribed examinations and field trips and preparation of prescribed assignments and theses.
- 4.5 Study leave without pay may be also granted. This leave will count as service for all purposes, except recreation leave, provided that the officer resumes duty after the period of leave. However, whether this leave will count as service for long- service leave will be determined by the delegate in accordance with the requirements of the Long Service Leave (Commonwealth Employees) Act 1976.
- 4.6 Study leave for part-time officersstaff is granted on a pro-rata basis.

## 5. MANAGEMENT ACCOUNTABILITY

CSIRO is committed to creating an environment where innovation thrives and everyone is valued and treated fairly and with respect. CSIRO recognises that the quality of management decisions impacts upon the achievement of CSIRO's strategy and the work environment. CSIRO managers will support the principles of:

- Openness – a free flow of information relevant to the well-being of staff;
- Transparency – encouraging staff input, providing clear, reasoned justification for decisions to affected officers and providing feedback on how views are taken into account;
- Fairness – treating staff equitably and with respect; and
- Consistency – showing no favouritism in decision making.

## 6. LONG SERVICE LEAVE

6.1 CSIRO will provide long service leave in accordance with the Long Service Leave (Commonwealth Employees) Act 1976.

6.2 The minimum period for which long service leave can be taken is seven calendar days at full pay or 14 calendar days at half pay per occasion with the granting of such leave subject to operational requirements.

6.3 Long service leave cannot be broken with other periods of leave except as otherwise provided by legislation.

## 6.7. VOLUNTARY EMERGENCY MANAGEMENT ACTIVITIES

In addition to mMiscellaneous leave, paid and unpaid leave is available for officers participating in voluntary emergency management activities including leave for regular training, all emergency services responses, reasonable recovery time and ceremonial duties.

## 8. SICK AND CARER'S LEAVE

6.18.1 Sick Leave

- (a) An officer may use their available sick leave for the purposes of personal illness or injury or unforeseen personal emergencies.

- (b) On appointment, CSIRO officers (except casual officers and former CSIRO officers with a break in service not exceeding 2 calendar months) will receive a credit of 2 days (14.7 hours) paid sick leave.
- ~~(b)~~(c) In addition to any credit granted in accordance with clause 7468.1(b), CSIRO officers (except casual officers) accrue sick leave at the rate of 1.25 days (9.19 hours) per month for standard hours of duty subject to a maximum of 15 days (110.25) per annum. Sick and carer's leave accrues progressively daily and is credited on the first day of the month following the accrual. With the exception of clause 6874.1(b), sick and carer's leave for part-time officers is accrued on a pro-rata basis.
- ~~(e)~~(d) Paid sick leave is cumulative but will not be paid out to the officer on termination of employment. Paid sick leave counts as service for all purposes.
- ~~(d)~~(e) An officer who has received an annual credit of sick leave on 1 January or on appointment during the 12 months prior to the commencement date of this Agreement, will transition to a monthly accrual from 1 January 2018.
- ~~(e)~~(f) An officer will not be entitled to paid sick leave for any period during which they are entitled to, or are receiving workers' compensation payments.
- ~~(f)~~(g) An officer in receipt of workers' compensation for more than 45 weeks will accrue sick leave on the basis of hours actually worked.
- ~~(g)~~(h) Where paid sick leave credits are exhausted, sick leave without pay may be granted on provision of satisfactory medical evidence. In any continuous sick leave absence period, any periods of sick leave without pay in excess of an aggregate of 26 weeks will not count as service for any purpose except long service leave in accordance with the Long Service Leave (Commonwealth Employees) Act 1976.
- ~~(h)~~(i) An officer will not be entitled to paid sick leave or carer's leave while also entitled to paid maternity leave under the *Maternity Leave (Commonwealth Employment) Act 1973*, as amended, or whilst absent on paid parental leave.
- ~~(i)~~(j) Sick leave cannot be taken at half-pay or converted to half-pay.
- (k) Prior government service, as defined in the *Long Service Leave (Commonwealth Employees) Act 1976* and Long Service Leave (Commonwealth Employees) Regulations 2016, is recognised for the purpose of establishing a sick leave credit on commencement with CSIRO, provided that any breaks in such service do not exceed two calendar months.

## 6-28.2 Carer's Leave

- (a) Officers are entitled to use their available sick leave for the purposes of providing care or support to a member of the officer's immediate family or household who requires care or support because of a personal illness or injury of the member or an unexpected emergency affecting the member:
- ~~Personal illness, or injury of the member; or~~
  - ~~An unexpected emergency affecting the member.~~
- Definition of immediate family:
- ~~A partner, child, parent, grandparent, grandchild or sibling of the officer;~~
  - ~~A child, parent, grandparent, grandchild or sibling of a partner of the officer.~~
- Note: A partner includes former partner and a child includes adopted, step, ex-nuptial and adult child.
- (b) An officer will not be entitled to paid carer's leave while on maternity or parental leave.

### 6-38.3 Unpaid carer's leave

- (a) An officer (including a casual officer) is entitled to two days of unpaid leave on each occasion that the officer is required to provide care or support to a member of the officer's immediate family or household.
- (b) Unpaid carer's leave is only available where an officer has exhausted their entitlement to paid carer's leave. There is no limit on the number of occasions for which the officer can take unpaid carer's leave.
- (c) Unpaid carer's leave will not count as service.

### 6-48.4 Medical evidence

- (a) Sick leave or carer's leave with pay shall be granted subject to available credits:
  - on production of satisfactory medical evidence (or if not reasonably practicable, a statutory declaration);
  - without production of medical certificate, to the extent of five days for sick leave and five days for carer's leave in any calendar year. In both cases, no more than three consecutive days may be taken without a medical certificate.
- (b) Where practicable, an officer must give notice prior to the absence of the intention to take sick/carer's leave or otherwise notify of such absence at the first opportunity on the day of absence.
- (c) Sick/carer's leave will not be deducted in respect to a public holiday that the officer would otherwise have observed.
- (d) An officer who is medically unfit for duty or is required to provide care or support to a member of their family or household ~~for one day or longer~~ while on recreation leave, or long service leave and who applies for sick/carer's leave, shall be granted leave subject to satisfactory medical evidence being provided as soon as reasonably practicable. Recreation leave or long service leave will be re-credited to the extent of any sick/carer's leave granted.

### 8.5 Effect of leave without pay

Absences on leave without pay, which do not count for service, ~~do not reduce the amount accrued~~ of sick leave ~~accrual~~.

### 8.6 National Employment Standards

Sick and carer's leave must not be used for purposes other than what is provided by the National Employment Standards if it would be detrimental to an officer in any respect, when compared to the National Employment Standards under the Fair Work Act 2009.