

StarTrack Enterprise Agreement NSW/ACT 2015

Coverage of the new Agreement

1. Who will be covered by the StarTrack Enterprise Agreement NSW/ACT 2015 (“the new Agreement”)?

The new Agreement will cover all operational employees in NSW/ACT who were previously covered by the *StarTrack Express Pty Limited - Transport Workers’ Union Enterprise Agreement NSW/ACT 2015* (the old Agreement), the *On Airport Business Development Agreement (AaE/TWU) 2010* and the *Off Airport NSW Agreement (AaE/TWU) 2011* (the old AaE Agreements). The classifications are contained in Appendix A of the new Agreement.

The full Agreement and all reference materials can be downloaded at www.startrack.com.au/myeba from 20 October 2015. You can also request a copy from your manager or email questions to myeba@startrack.com.au.

2. Are casual employees eligible to vote for the new Agreement?

Casual employees, in the classifications in Appendix A of the new Agreement, who are employed at the time the ballot is conducted, are eligible to vote on the new Agreement.

3. Are fixed term employees eligible to vote for the new Agreement?

Fixed term employees, in the classifications in Appendix A of the new Agreement, who are employed at the time a ballot is conducted, are eligible to vote on the new Agreement.

Access to the new Agreement

4. Where can I find a full copy of the Agreement and/or documents that are referred to in the new Agreement?

A full copy of the new Agreement and a summary guide can be viewed at www.startrack.com.au/myeba. If you require a hard copy it can be obtained from your manager, viewed in your workplace, or downloaded at www.startrack.com.au/myeba.

5. English is my second language. How can I be sure I understand the new Agreement and how it will affect me?

We are able to arrange for an interpreter for you if you would rather speak with us directly.

6. Why is the new Agreement so long?

The new Agreement deals extensively with your terms, conditions and benefits of employment so that you only have to look in one place to determine the terms and conditions which apply to you.

7. Why do we only have seven days to make up our mind?

It is a legal requirement that employees have reasonable access to the relevant materials, including the proposed new agreement, for seven days prior to the voting period for a new agreement opening. Given that the voting period opens on 28 October 2015 and closes on 4 November 2015 you will actually have approximately 14 days to make up your mind. That is, the seven days prior to the voting period opening and the seven days of the voting period, while keeping in mind the ballot closes at 5pm on 4 November 2015.

Voting

8. **Is this the offer we will be voting on or is this just another proposal?**

This is the offer, which will become the new Agreement if the majority of you vote “YES” and the Fair Work Commission approves the Agreement.

9. **What’s the voting process?**

The vote will be conducted as a secret ballot and will take place at each site in NSW/ACT during the voting period. The vote will be anonymous and you will be asked to submit your vote by dropping your completed ballot form in a designated locked box at your site. You will be given further instructions on the day about how to complete your ballot paper.

If you are away from work on the day that voting is conducted at your site (e.g. you are away sick), but return during the voting period, please see your manager so that you can be provided with a ballot paper.

For those employees who will be on leave for the duration of the voting period, a ballot form will be posted to your home with a reply paid envelope enclosed.

To ensure you receive your ballot paper if you are on leave, please notify your HR representative of any change of postal address ASAP.

10. **When does voting start?**

The ballot opens on 28 October 2015.

11. **How long do we have to vote?**

The ballot will close on 4 November 2015 at 5.00pm, so you’ll have seven days to vote.

12. **If I am on leave, what address will StarTrack send my ballot paper to?**

StarTrack will send your ballot paper to your home address. Please notify your HR representative of any change of postal address ASAP.

13. **Do I have to vote?**

No, voting is not compulsory. However, the new Agreement will cover the terms and conditions of your employment until 31 March 2018 so it’s important that you have your say on the new Agreement and we strongly encourage you to vote.

14. **I am not a union member – am I still eligible to vote?**

Yes. All employees who will be covered by one of the classifications listed in the new Agreement are eligible and encouraged to vote.

15. **How many people need to vote for the new Agreement to be approved?**

The new Agreement is approved if the majority of employees who lodge a valid ballot paper vote “YES” (50% of valid ballots received + 1 vote = “yes”).

16. **When will the new Agreement come into effect?**

If the majority of employees vote “YES” for the new Agreement (50% of valid ballots received + 1 vote = yes), the new Agreement will be lodged with the Fair Work Commission (FWC) for approval. The new Agreement will come into effect seven days after the FWC grants approval.

Unions and Fees

17. **Has the EBA involved both the Transport Workers Union (TWU) and the Communications, Electrical and Plumbing Union (CEPU)?**

Yes. StarTrack has held extensive enterprise agreement negotiations with both the TWU and the CEPU, prior to reaching the in principle enterprise agreement which is now being put to employees for a vote. The TWU and the CEPU have told StarTrack they support the new Agreement employees are being asked to vote on.

18. If I am not a union member, am I eligible to receive the sign on bonus?

Yes. The sign-on bonus will be paid to permanent full time, permanent part time and casual employees with more than six (6) months service at the time of voting, regardless of whether they are a union member or not.

19. I am not a union member – am I still eligible to vote?

Yes. All employees who will be covered by one of the classifications listed in the new Agreement are eligible to vote.

20. Can I have my Union Fees automatically deducted from my wages?

Neither the old Agreement nor the old AaE Agreements provided for payroll deductions. The new Agreement also does not provide for payroll deductions. You should speak with your Union about the ways you can pay your Union fees.

Pay Rise

21. Are there any service performance requirements for the pay rise?

No. Whilst we all need to continue to ensure service performance levels are achieved, StarTrack is committed to the salary increases.

22. Are managers on contract eligible to receive the pay increase?

No. The pay increases under the new Agreement only apply to employees covered by the classifications in the new Agreement.

23. Will StarTrack bring forward payment of the pay rise so we can access the money earlier?

No. However, employees covered by the new Agreement who are eligible to receive an increase will be back paid to 1 April 2015 for the first pay increase under the Agreement (or if you commenced employment after 1 April 2015, you will be back paid to your commencement date).

Sign On Bonus

24. Is the sign on bonus unconditional, i.e. not linked to whether or not an individual has had a warning etc?

The sign on bonus is being paid to permanent full time, permanent part time and casual employees with more than six (6) months service, who are employed at the time of voting and still employed at the time the sign-on bonus is paid by StarTrack, in recognition of your hard work and as a thank you for supporting StarTrack in getting the new Agreement approved. There are no other conditions which are imposed on the sign-on bonus.

25. Does being on probation effect my back pay / sign-on bonus?

No. You will receive the back-pay increase (from the date you commenced employment) and sign-on bonus (providing you are eligible as set out above).

26. As a part time worker I don't understand why the bonus offered is half of the full time employees when I work more than 50 per cent of the hours of a full time employee.

The bonus will be paid on the basis of whether an employee is classified as permanent full time or permanent part time (in accordance with the most recent employment records held by StarTrack) and irrespective of the number of hours that a part time employee may work. The bonus will not be paid on a pro-rata basis.

However, employees will receive the benefit of annual pay increases on the number of hours worked, irrespective of whether they are working full time or part time.

27. I am a part time employee however I am currently working in a role which is held against a full time employee. What type of sign on bonus will I receive?

The sign on bonus will be paid on the basis of whether an employee is classified as permanent full time or permanent part time in accordance with the most recent employment records held by StarTrack.

- 28. Do part time staff employees on full time hours get \$500 or \$250?**
- The sign-on bonus will be paid on the basis of whether an employee is classified as permanent full time or permanent part time in accordance with the most recent employment records held by StarTrack, regardless of the number of hours that the particular employee works. That is, a part time employee on full time hours would get \$250.
- 29. Are staff on fixed term contracts eligible for the sign on bonus if the majority of staff support the new Agreement?**
- No. Only permanent full time and permanent part time employees who are covered by the new Agreement are eligible for the bonus.
- 30. Are managers on contract eligible to receive the sign on bonus?**
- No. The sign on bonus is only payable to employees covered by the new Agreement.
- 31. Will the sign on bonus be subject to taxation?**
- Yes. The bonus will be treated as annual earnings as the amount paid is incorporated into an employee's annual salary figure.
- 32. One of my staff will be on maternity leave as of the time of the vote. She is a full time employee. Will this affect payment to her of the sign-on bonus?**
- Provided that the staff member is covered by the new Agreement, employed at the time of voting and at the time the sign-on bonus is paid by StarTrack, then she will be entitled to the sign on bonus.

- 33. Is a person who is employed at the time of the vote, but not at the time the new Agreement comes into effect, entitled to the sign-on bonus?**
- As the new Agreement will only cover those who are employed by StarTrack at the time that it comes into effect and thereafter, a person who is no longer employed by StarTrack will not be entitled to the sign-on bonus.
- 34. Can the bonus payment be paid into super?**
- No. However, once the sign on bonus has been paid employees can deposit the cash bonus into their superannuation fund as with any other cash amount.
- 35. If I am not a union member, am I eligible to receive the sign on bonus?**
- Yes. The sign-on bonus will be paid to permanent full time and permanent part time employees regardless of whether they are a union member or not.

Value of the Pay Rise and the Length of the new Agreement

- 36. What elements are backdated (i.e. just salary, not penalties etc)?**
- Only wages/salary and superannuation will be backdated to 1 April 2015 (or your commencement date if after 1 April 2015). Increases to allowances and penalty rates will take effect in the first full pay period after the new Agreement is approved by the FWC.
- 37. For how long will the new Agreement apply?**
- The new Agreement will come into operation seven days after it is approved by the FWC, and will continue to apply until it is replaced with another agreement. The nominal expiry date of the new Agreement is 31 March 2018, meaning that we will be looking to renegotiate the new Agreement at that time.

Union Support for the new Agreement?

38. Have the unions agreed to the new Agreement?

StarTrack has been in intensive negotiations with the TWU and CEPU, resulting in the parties reaching an in principle agreement which is now being put to you, our employees, for a vote. Both unions support the new Agreement.

You can also request access to the full new Agreement and Summary Guides by:

 **Contacting your manager or local HR manager**, or via

 **myeba@startrack.com.au**