

Salary Guide

Charles Darwin University and Union Enterprise Agreement 2022

Contents

Part A – Introduction	3
1. Definitions	3
2. Pay Rates	4
3. Incremental Progression.....	4
4. Superannuation	4
5. Span of Hours	4
6. Casual Employment	5
Part B – HE Academic Provisions	6
7. HE Academic – Rates of Pay.....	6
8. HE Academic – Casual Employment	7
9. Rates of Pay- Casual HE Academics – Teaching	9
10. Rates of Pay- Casual HE Academics – Research	10
Part C – VET Academic Provisions.....	11
11. VET Academic – Rates of Pay.....	11
12. Rates of Pay – Casual VET Academics	12
Part H – Professional Employee Provisions.....	13
13. Professional Employee – Rates of Pay	13
14. Professional Employee – Casual Employment	14
Part G – Miscellaneous Rates	15
15. Centre for Youth Music – Casual Employment	15
16. First Nations Tutorial Assistance Scheme	15

Part A – Introduction

This document is designed to support the conditions of the *Charles Darwin University and Union Enterprise Agreement 2022 (the Agreement)* and should be read in conjunction with the Agreement.

1. Definitions

In the Agreement, the following terms have the following meanings:

Term	Meaning
Agreement	Charles Darwin University and Union Enterprise Agreement 2022.
Employee	All persons who are employed by the University and are covered by this Agreement.
Full-Time	Is an average of 36.75 hours per week.
HE	Higher Education Teaching within a course that is self-accredited as a Higher Education course and /or the undertaking of research and research training.
Incremental progression	The movement from one (1) salary point to another salary point (such as Professional Level 5.1 to Level 5.2) and does not incorporate crossing a qualification or knowledge/skills barrier or movement between the major components of a given employment category (such as Professional Level 3 to 4).
Part-Time	Employment for less than Full-Time. The Employee shall receive pay and conditions on a pro-rata basis equivalent to the hours/fraction they work in proportion to a Full-Time Employee.
Professional Employee	Employees not employed as Academics, and who are engaged by the University in professional, managerial, administrative including research assistance, cleaning, maintenance and other non-teaching and non-research roles.
Supervisor	The immediate day to day manager of an Employee or a group of Employees.
The University	Charles Darwin University. Where an action is required; the University means the relevant delegate.
VET	Teaching, training and assessment in Vocational Education and Training within an Australian Skills Quality Authority (ASQA) approved course.

2. Pay Rates

The Agreement provides for the following salary increases, which will be paid in the first full available pay period on or after the following;

SALARY OFFER	On successful vote <i>applied Dec 2022</i>	October 2023	October 2024
Increase	4%	2%	2%

3. Incremental Progression

At the end of each twelve (12) months continuous employment, an Employee shall be eligible for progression from one (1) pay point to the next within a level.

Accelerated increments may be approved where it can be demonstrated that an Employee has performed in an exceptional manner.

Incremental progression may be deferred if the Employee is undergoing a performance improvement process.

4. Superannuation

The University shall make employer superannuation contributions as follows:

Contribution Rate	Type of Employee
17 %	Employees, other than casual employees
Superannuation Guarantee Legislation (Currently 10.5%)	Casual Employees

5. Span of Hours

The Ordinary Hours of Work for Full-Time Employees shall be 73.5 hours per fortnight (e.g. 36.75 hours per week, 7.35hrs per day).

An Employee with dual or more contracts, or on contract and casual hours, or on contract, fractional hours and casual hours **may not work more than 73.5 hours per fortnight**.

Classification	Span of Hours
Professional Employees	7.00 am to 6.00 pm, Monday to Friday
Student Support Areas, including Accommodation Services and Library Support Employees and ITMS Employees involved in on-campus and external student academic support and counselling	7.00 am to 10:00 pm, Monday to Friday. Work after 6:00 pm shall be by written agreement.
Academics*	7.30 am to 10.00 pm any five (5) of seven (7) days

* HE Academics will not be required to teach more than three (3) evenings per week unless otherwise agreed; and will not be required to teach on weekends without prior consultation.

VET Academic may work an average of 147 hours over any four (4) week period.

6. Casual Employment

A person is a casual Employee if they accept an offer for a job from an employer knowing that there is no firm advance commitment to ongoing work with an agreed pattern of work.

Casual employment is appropriate in limited circumstances and is paid by the hour with a loading of 25% of the hourly base salary rate in lieu of Annual Leave, Personal Leave and other applicable paid leave under the Agreement.

Therefore, casual Employees will only be engaged where they meet one of the following circumstances:

- a casual **Professional** Employee is engaged and paid by the hours for **work that is irregular, intermittent and unpredictable**.
- a casual **Academic** Employee employed by the study period or semester, who is given a casual employment contract(s) that contains all work requirements to be undertaken during the study period or semester.

Casual Academics are engaged according to the activity they are performing and the rates can include associated working time. Payments are made in accordance with Clause 75. HE Rates of Pay for HE Academics or Clause 80. VET Rates of Pay for VET Academics. See Section 8 for a breakdown of these rates.

Casuals must be provided with a reasonable on-campus workstation accommodation and equipment to perform their duties.

The University can not use casual employment to fill positions of work that could reasonably be filled on an ongoing or fixed-term basis.

It is essential that we engage casuals in accordance with the provisions of the Agreement. Please be aware of the following rules attached to engaging casuals and managers are responsible for making sure these are followed:

- Do not engage Professional casuals or less than 3 hours per day
- Do not engage Academic casuals for less than 2 hours per day
- Do not engage a casual for more than 7 hours and 21 minutes a day
- Do not engage Professionals to work on Saturday or Sunday or Public Holidays or beyond the Span of Hours
- Do not engage Academics to mark beyond 10 pm or before 7.30 am
- Advise all Academics that they are not to work beyond 10 pm
- Ensure casuals have a break of a minimum of 30 minutes after 5 hours of work
- Work in excess of 73.5 hours per fortnight or outside the Ordinary Span of Hours attracts Overtime payments
- Overtime must be agreed and approved in advance by a supervisor
- Paying overtime at casual rates is costly to the University and should be avoided wherever possible

Casual Minimum Period of Engagement

Casual Employees will have a minimum period of engagement as follows:

Minimum Period	Minimum Period of Engagement
One (1) Hour	Casual Professional Employees who are students and who are expected to attend the University on that day in their capacity as a student or have a primary occupation elsewhere within the University on that day.
Two (2) Hours	For Casual Academics
Three (3) Hours	For all other Casual Professional Employees

Part B – HE Academic Provisions

7. HE Academic – Rates of Pay

Full-Time salaries are given in the table below.

Part-Time Employees are paid on a pro-rata basis determined by the fraction of Full-Time work undertaken.

Level	Step	December 2022	October 2023	October 2024
Level A	St 1	\$71,277	\$72,702	\$74,157
	St 2	\$75,228	\$76,732	\$78,267
	St 3	\$79,181	\$80,765	\$82,380
	St 4	\$83,507	\$85,177	\$86,881
	St 5	\$86,349	\$88,076	\$89,838
	St 6	\$89,684	\$91,477	\$93,307
	St 7	\$93,635	\$95,508	\$97,418
	*St 8	\$96,974	\$98,914	\$100,892
	St 9	\$101,298	\$103,324	\$105,390
	St 10	\$106,933	\$109,071	\$111,253
Level B	St 1	\$108,333	\$110,500	\$112,710
	St 2	\$112,639	\$114,892	\$117,190
	St 3	\$116,645	\$118,978	\$121,357
	St 4	\$119,456	\$121,845	\$124,282
	St 5	\$123,164	\$125,628	\$128,140
	St 6	\$128,087	\$130,649	\$133,262
Level C	St 1	\$128,920	\$131,498	\$134,128
	St 2	\$132,578	\$135,230	\$137,934
	St 3	\$137,203	\$139,947	\$142,746
	St 4	\$139,899	\$142,697	\$145,551
	St 5	\$145,995	\$148,915	\$151,894
	St 6	\$150,872	\$153,889	\$156,967
Level D	St 1	\$151,048	\$154,069	\$157,150
	St 2	\$155,779	\$158,895	\$162,073
	St 3	\$160,510	\$163,721	\$166,995
	St 4	\$165,239	\$168,544	\$171,915
Level E		\$181,805	\$185,441	\$189,150

*A8 PhD rate

8. HE Academic – Casual Employment

The base hourly rates for Casual High Education Adacemics are detailed in the table below. These rates do not factor in associated working time which is required dependant on the activity being performed.

The calculation of casual rates for HE Academic Employees undertaking activities in research or teaching is based on three (3) base rates:

- Lecturing rate and higher-level marking rate, for marking requiring independent evaluation associated with the Unit is based on Level B2.
- Other duties involving full subject coordination or possession of a relevant doctoral qualification (Tutoring PhD, Music Accompanying PhD and Undergraduate Clinical Nurse Education PhD Rate) based on Level A8.
- All other duties (Tutoring, Music Accompanying and Undergraduate Clinical Nurse Education Rate and Marking) based on Level A2.

Level	December 2022	October 2023	October 2024
A_St 2	\$49.05	\$50.03	\$51.03
A_St 8	\$63.23	\$64.49	\$65.78
B_St 2	\$73.44	\$74.91	\$76.41

Rates listed are based on the *fortnightly salary hourly rate* plus 25% casual loading.

Lecturing

A casual Employee required to deliver a of a specified duration and relatedly provide directly associated non-contact duties in the nature of preparation, marking performed in the lecture and student consultation shall be paid at the Lecturing rate, according to the following table.

The hourly rate in a repeat lecture applies to a second or subsequent delivery of substantially the same lecture in the same subject matter within a period of seven (7) days, any marking performed in the lecture and student consultation.

For the purposes of this document lecture means any education delivery described as a lecture in a course or unit outline, or in an official timetable issued by the employer.

Tutoring

A casual Employee required to deliver or present a tutorial (or equivalent delivery through other than face to face teaching mode) of a specified duration and relatedly provide directly associated non-contact duties in the nature of preparation, marking performed in the tutorial and student consultation, shall be paid at the Tutoring Rate or the Tutoring PhD Rate according to the following table.

The hourly rate in a repeat tutorial applies to a second or subsequent delivery of substantially the same tutorial in the same subject matter within a period of seven (7) days, any marking performed in the tutorial and student consultation.

For the purposes of this document, tutorial means any education delivery described as a tutorial in a course or unit outline, or in an official timetable issued by the employer.

Clinical Educators

A casual Academic Employee required to provide undergraduate clinical nurse education, including directly associated non-contact duties in the nature of preparation, marking performed in the clinic and student consultation, shall be paid at the Undergraduate Clinical Nurse Education rate or the Undergraduate Clinical Nurse Education PhD rate according to the following table.

For the purposes of this document Undergraduate Clinical Nurse Education means the conduct of undergraduate nurse education in a clinical setting.

Musical Accompanying with Special Educational Service

For musical accompanying, the casual Employee shall be paid for each hour of accompanying, as well as for one (1) hour of preparation time for each hour of accompanying delivered at the Musical Accompanying or Music Accompanying PhD rate.

For the purposes of this document musical accompanying with special education service means the provision of musical accompaniment to one (1) or more students or Employees in the course of teaching by another Academic Employee in circumstances where the accompanist deploys educational expertise in repertoire development or expression for student concert or examination purposes, but does not include concert accompanying, vocal coaching or musical directing.

Marking

Marking other than marking under Lecturing and Tutoring shall be paid at the marking rate as defined in subclause 75.3.3 All other duties.

Other Required Academic Activity

A casual Employee required to perform any other required academic activity shall be paid at the Tutoring Rate or Tutoring PhD Rate if they hold a relevant doctoral qualification or is required to perform full subject coordination duties, for each hour of such activity delivered as required and demonstrated to have been performed.

For the purposes of this document other required academic activity will include but not be limited to work of the following nature:

- the conduct of practical classes, demonstrations, workshops, student field excursions;
- the conduct of clinical supervision sessions other than clinical education;
- the conduct of performance and visual art studio session;
- musical coaching, repititeurship, and musical accompanying other than with special educational service;
- development of teaching and subject materials such as the preparation of subject guides and reading lists and basic activities associated with subject coordination;
- consultation with students;
- supervision; and
- attendance at required meetings and mandated training as required.

Casual Demonstrator Rate

In situations where a single demonstrator attends to classes (without a tutor or lecturer being present) the demonstrator shall be paid at the higher demonstrator rate which is designated as “rate applicable to performance of other duties involving full subject coordination or possession of a relevant doctoral qualification”.

The higher rate will also apply for the main demonstrator where a group of demonstrators are attending to a class (without a tutor or lecturer being present). All other demonstrators shall be paid the normal rate.

9. Rates of Pay- Casual HE Academics – Teaching

Activity		Rates inc Associated Working Time		
		December 2022	October 2023	October 2024
Lecturing	Basic Lecture 1hr delivery, 2hr associated working time	\$220.32	\$224.73	\$229.23
	Developed lecture 1hr delivery, 3hr associated working time	\$293.77	\$299.64	\$305.64
	Specialised lecture 1hr delivery, 4hr associated working time	\$367.21	\$374.56	\$382.05
	Repeat lecture 1hr delivery, 1hr associated working time	\$146.89	\$149.83	\$152.82
Tutoring	Tutorial 1hr delivery, 2hr associated working time	\$147.15	\$150.09	\$153.09
	Repeat tutorial 1hr delivery, 1hr associated working time	\$98.10	\$100.07	\$102.07
	Tutorial PhD 1hr delivery, 2hr associated working time	\$189.69	\$193.48	\$197.35
	Repeat tutorial PhD 1hr delivery, 1hr associated working time	\$126.45	\$128.98	\$131.56
Musical Accompanying	Musical Accompanying 1hr delivery, 1hr preparation time	\$98.10	\$100.07	\$102.07
	Musical Accompanying PhD 1hr delivery, 1hr preparation time	\$126.45	\$128.98	\$131.56
Clinical Educators	Little preparation required 1hr delivery, 0.5hr associated working time	\$73.58	\$75.05	\$76.55
	Normal prep time 1hr delivery, 1hr associated working time	\$98.10	\$100.07	\$102.07
	Little prep required where PhD held 1hr delivery, 0.5hr associated working time	\$94.85	\$96.75	\$98.68
	Normal prep time where PhD held 1hr delivery, 1hr associated working time	\$126.45	\$128.98	\$131.56
Marking	Standard Marking	\$49.05	\$50.03	\$51.03
	Standard Marking PHD	\$63.23	\$64.50	\$65.79
	Higher level marking Inc marking requiring independent evaluation	\$73.44	\$74.91	\$76.41
Other	Other Required Academic Activity	\$49.05	\$50.03	\$51.03
	Other Required Academic Activity PhD or full subject coordination	\$63.23	\$64.50	\$65.79

10. Rates of Pay- Casual HE Academics – Research

Level	Step	December 2022	October 2023	October 2024
Level A	St 2	\$49.05	\$50.03	\$51.03
	St 3	\$51.63	\$52.66	\$53.71
	St 4	\$54.45	\$55.54	\$56.65
	St 5	\$56.30	\$57.43	\$58.58
	St 6	\$58.48	\$59.65	\$60.84
	St 7	\$61.05	\$62.27	\$63.52
	*St 8	\$63.23	\$64.49	\$65.78
	St 9	\$66.05	\$67.37	\$68.72
	St 10	\$69.72	\$71.12	\$72.54
Level B	St 1	\$70.64	\$72.05	\$73.49
	St 2	\$73.44	\$74.91	\$76.41
	St 3	\$76.05	\$77.58	\$79.13
	St 4	\$77.89	\$79.45	\$81.03
	St 5	\$80.31	\$81.91	\$83.55
	St 6	\$83.52	\$85.19	\$86.89
Level C	St 1	\$84.06	\$85.74	\$87.45
	St 2	\$86.44	\$88.17	\$89.94
	St 3	\$89.46	\$91.25	\$93.07
	St 4	\$91.22	\$93.04	\$94.90
	St 5	\$95.19	\$97.10	\$99.04
	St 6	\$98.37	\$100.34	\$102.35
Level D	St 1	\$98.49	\$100.46	\$102.47
	St 2	\$101.57	\$103.60	\$105.67
	St 3	\$104.66	\$106.75	\$108.88
	St 4	\$107.74	\$109.89	\$112.09
Level E		\$118.54	\$120.91	\$123.33

Rates listed are per hour and include 25% casual loading.

Part C – VET Academic Provisions

11. VET Academic – Rates of Pay

Full-Time salaries are given in the table below.

Part-Time Employees are paid on a pro-rata basis determined by the fraction of Full-Time work undertaken.

Level	Step	December 2022	October 2023	October 2024
Level A	St 1	\$71,277	\$72,702	\$74,157
	St 2	\$75,228	\$76,732	\$78,267
	St 3	\$79,181	\$80,765	\$82,380
	St 4	\$83,507	\$85,177	\$86,881
	St 5	\$86,349	\$88,076	\$89,838
	St 6	\$89,684	\$91,477	\$93,307
	St 7	\$93,635	\$95,508	\$97,418
	St 8	\$96,974	\$98,914	\$100,892
	St 9	\$101,298	\$103,324	\$105,390
	St 10	\$106,933	\$109,071	\$111,253
Level B	St 1	\$108,333	\$110,500	\$112,710
	St 2	\$112,639	\$114,892	\$117,190
	St 3	\$116,645	\$118,978	\$121,357
	St 4	\$119,456	\$121,845	\$124,282
	St 5	\$123,164	\$125,628	\$128,140
	St 6	\$128,087	\$130,649	\$133,262
Level C	St 1	\$128,920	\$131,498	\$134,128
	St 2	\$132,578	\$135,230	\$137,934
	St 3	\$137,203	\$139,947	\$142,746
	St 4	\$139,899	\$142,697	\$145,551
	St 5	\$145,995	\$148,915	\$151,894
	St 6	\$150,872	\$153,889	\$156,967
Level D	St 1	\$151,048	\$154,069	\$157,150
	St 2	\$155,779	\$158,895	\$162,073
	St 3	\$160,510	\$163,721	\$166,995
	St 4	\$165,239	\$168,544	\$171,915
Level E		\$181,805	\$185,441	\$189,150

12. Rates of Pay – Casual VET Academics

The casual hourly rate of pay for **VET course lecturing** is based on Level A4. **Lecturers delivering courses shall be paid for one (1) hour of preparation time for every hour of lecturing time.** There is an expectation that lecturers will prepare adequately so as to provide a quality outcome.

The casual hourly rate of pay for **VET non-award** course lecturing is based on Level A3. **Lecturers delivering non-award courses shall be paid for 30 minutes of preparation time for every hour of lecturing time.** There is an expectation that lecturers will prepare adequately so as to provide a quality outcome. Non-award courses include courses that do don't result in a qualification or competency.

A casual hourly rate of pay for **other non-teaching academic activities**, not covered in the above rates, that do not require preparation is based on Level A3. Academics performing other non-teaching academic activities shall be paid for **one (1) hour for each hour worked.**

VET Academic Scale	December 2022	October 2023	October 2024
A_St 3	\$51.63	\$52.66	\$53.71
A_St 4	\$54.45	\$55.54	\$56.65

Activity	Rates		
	December 2022	October 2023	October 2024
Award lecture 1hr delivery, 1hr associated working time	\$108.90	\$111.08	\$113.30
Non-award lecture 1hr delivery, 0.5hr associated working time	\$77.45	\$78.99	\$80.57
Other non-teaching academic activity	\$51.63	\$52.66	\$53.71

Part H – Professional Employee Provisions

13. Professional Employee – Rates of Pay

Full-Time salaries are given in the table below. Part-Time Employees are paid on a pro-rata basis determined by the fraction of Full-Time work undertaken.

Level	December 2022	October 2023	October 2024
1.1*	\$47,056	\$47,997	\$48,957
1.3	\$52,932	\$53,991	\$55,071
2.3	\$55,976	\$57,095	\$58,237
3.5	\$64,617	\$65,909	\$67,227
4.1	\$65,168	\$66,471	\$67,800
4.2	\$66,536	\$67,867	\$69,224
4.3	\$67,905	\$69,264	\$70,649
4.4	\$69,279	\$70,665	\$72,078
5.1	\$70,648	\$72,061	\$73,502
5.2	\$73,390	\$74,858	\$76,355
5.3	\$76,132	\$77,655	\$79,208
5.4	\$78,871	\$80,449	\$82,058
5.5	\$81,617	\$83,249	\$84,914
6.1	\$83,265	\$84,931	\$86,629
6.2	\$84,631	\$86,323	\$88,050
6.3	\$86,004	\$87,724	\$89,478
6.4	\$87,379	\$89,127	\$90,909
6.5	\$88,743	\$90,518	\$92,329
7.1	\$89,845	\$91,642	\$93,475
7.2	\$92,034	\$93,875	\$95,752
7.3	\$94,229	\$96,113	\$98,036
7.4	\$96,425	\$98,354	\$100,321
7.5	\$98,622	\$100,594	\$102,606
8.1	\$100,815	\$102,831	\$104,888
8.2	\$104,100	\$106,182	\$108,306
8.3	\$107,392	\$109,540	\$111,731
8.4	\$110,687	\$112,901	\$115,159
8.5	\$113,973	\$116,253	\$118,578
9.1	\$117,264	\$119,610	\$122,002
9.2	\$118,907	\$121,285	\$123,711
9.3	\$120,556	\$122,967	\$125,427
9.4	\$122,194	\$124,638	\$127,131
9.5	\$123,847	\$126,324	\$128,851
10.1	\$123,898	\$126,376	\$128,903
10.2	\$127,301	\$129,847	\$132,444
10.3	\$130,702	\$133,316	\$135,982
10.4	\$134,104	\$136,786	\$139,522
10.5	\$137,506	\$140,256	\$143,061

*Level 1 Step 1 is for Trainees only

14. Professional Employee – Casual Employment

Hourly Rates

Level	December 2022	October 2023	October 2024
1.3	\$34.51	\$35.20	\$35.91
2.3	\$36.50	\$37.23	\$37.97
3.5	\$42.13	\$42.97	\$43.83
4.1	\$42.49	\$43.34	\$44.21
4.2	\$43.38	\$44.25	\$45.14
4.3	\$44.28	\$45.16	\$46.06
4.4	\$45.17	\$46.07	\$47.00
5.1	\$46.06	\$46.99	\$47.92
5.2	\$47.85	\$48.81	\$49.78
5.3	\$49.64	\$50.63	\$51.65
5.4	\$51.43	\$52.45	\$53.50
5.5	\$53.22	\$54.28	\$55.37
6.1	\$54.29	\$55.38	\$56.48
6.2	\$55.18	\$56.28	\$57.41
6.3	\$56.08	\$57.20	\$58.34
6.4	\$56.97	\$58.11	\$59.27
6.5	\$57.86	\$59.02	\$60.20
7.1	\$58.58	\$59.75	\$60.95
7.2	\$60.01	\$61.21	\$62.43
7.3	\$61.44	\$62.67	\$63.92
7.4	\$62.87	\$64.13	\$65.41
7.5	\$64.30	\$65.59	\$66.90
8.1	\$65.73	\$67.05	\$68.39
8.2	\$67.88	\$69.23	\$70.62
8.3	\$70.02	\$71.42	\$72.85
8.4	\$72.17	\$73.61	\$75.09
8.5	\$74.31	\$75.80	\$77.32
9.1	\$76.46	\$77.99	\$79.55
9.2	\$77.53	\$79.08	\$80.66
9.3	\$78.60	\$80.18	\$81.78
9.4	\$79.67	\$81.27	\$82.89
9.5	\$80.75	\$82.37	\$84.01
10.1	\$80.78	\$82.40	\$84.05
10.2	\$83.00	\$84.66	\$86.36
10.3	\$85.22	\$86.92	\$88.66
10.4	\$87.44	\$89.19	\$90.97
10.5	\$89.66	\$91.45	\$93.28

Rates listed are per hour and include 25% casual loading.

Part G – Miscellaneous Rates

These rates are externally designated.

15. Centre for Youth Music – Casual Employment

Casual Academic Employees engaged to perform other required academic activities of musical coaching, repititeurship, and musical accompanying other than with special educational service in the Centre for Youth Music.

Type	Rate per hour
Individual Teaching	\$50.00
Ensemble or Group Teaching	\$55.00
Piano Accompaniment and Concerts	\$60.00

16. First Nations Tutorial Assistance Scheme

Casual Employees engaged in tutoring First Nations students for the Tutorial Support Program will be paid in accordance with the below rates as negotiated with the Commonwealth. Tutors are paid at this rate to cover the costs directly associated to non-contact duties in the nature of tutorial preparation (up to one hour).

Type	Rate per hour
Higher Education – Rate 1	\$60.00
Higher Education – Rate 2	\$65.00
VET – Rate 1	\$51.63
VET – Rate 2	\$55.00