



## Notes to assist with completing Annualised Wage Arrangement

1. Do not attach these notes to the Annualised Wage Agreement
2. Agreements can only be used for Full Time employees
3. Enter in relevant details to sections in square brackets highlighted in yellow.
4. To calculate the minimum annual salary, add the following amounts:
  - (a) Minimum weekly rate for classification contained in clause 15.1(a) of the Award. Multiply this rate by 52. Plus;
  - (b) If employees work permanently on afternoon shift/night shift multiply figure in (a) by 1.15. Plus;
  - (c) If employees only work afternoon/night shifts some of the time, use this formula:  
$$((a^* \times 1.15) - a^*) \times 52$$
where  $a^*$  equals the number of hours worked on shifts during the week x minimum hourly rate. Plus;
  - (d) (Number of overtime hours per four week period x minimum hourly rate x 1.5) x 13. Plus;
  - (e) Value of annual leave loading (4 x minimum weekly rate x 17.5%)  
Plus;
  - (f) Number of any public holiday hours to be worked x 1.5 x Number of public holidays to be worked.
5. Ignore any of the above that is not applicable (i.e if employees do not work afternoon/night shifts or public holidays etc)

ANNUALISED WAGE ARRANGEMENT

6. In clause 4, insert number of hours worked out in note 4(c) and 4(d) per four weekly period.
7. Delete any comments prior to saving/printing agreement.
8. Ask employee to sign agreement.
9. Give a signed copy to the employee and keep one for records