

Workplace Relations Information Update

Wages Updates

The Australian Fair Pay Commission recently awarded the following increases to the weekly wages of employees as follows: \$10.25 to all adult pay scales up to \$700 per week, and \$5.30 increase to all adult pay scales above \$700 per week.

These increases will be effective from the first pay period after October 1 2007.

Fact Sheet Reminder

Members are reminded that they are required to distribute the Australian Government Fact Sheet to all employees in the Federal system. If you have a new employee, then you must give the employee the 'Fact Sheet' within seven days of employment. Members should ensure that they give the 'Fact Sheet' to all current employees by October 20 2007.

The Fact Sheet is available on our website.

MGA Designed Policies

In response to a number of member enquiries MGA has recently developed two important policies and they are now available to members. One is called 'Honesty is the Best Policy' which provides employees with guidance in relation to your store policy on the handling/removing of money and goods whilst at work.

The second policy is on 'Sexual harassment in the Workplace'. Both policies are available to members and they can be downloaded from our website or just call a Workplace Adviser for a faxed copy.

New Employees and Probation

When employing new employees it is always a sound business practice to put the employee on a probationary period. In order to make it clear that the employee is fully aware of the probationary period, which is usually three months, you should give the employee a statement in writing advising of the probationary period. You should then monitor the employees performance during that time and let the employee know if you have any concerns.

WorkChoices and the Fairness Test

The Fairness test will continue to apply to all agreements that are made in the Federal system. If there are any modifications to protected conditions of employment that are currently contained in an Award then the employee should be compensated in an agreement. However, when the agreement is lodged the Workplace Authority can be advised if there are any extenuating circumstances that should be taken into consideration, such as an employee request for flexible working hours.

Record Keeping

Check out the MGA website on record keeping and payslips to ensure that you comply with all your legal requirements. It is essential you provide employees with correct information about wages, superannuation and their entitlements.

Our Workplace Advisers are available to discuss any of the above or any other issues. Please call us on (03) 9824 4111.

NATIONAL SUPERMARKET SAFETY

Protecting your BUSINESS and your STAFF

Occupational Health & Safety laws in all States, impose a legal and moral responsibility on Owners and Managers of Supermarkets.

Owners and Managers need to prove that they have provided safety INFORMATION, INSTRUCTION, TRAINING and have adequate SUPERVISION to meet their duty of care.

IGNORANCE IS NOT A DEFENCE

Every Supermarket throughout Australia should have this CD on Occupational Health & Safety. It contains information that is applicable to ALL Australian States and Territories' OH&S laws.

- It is customised exclusively for members of MGA
- It covers everything Owners and Store Managers need to know to maintain a safe Supermarket
- It will save thousands on time, effort and potential fines for a small investment of \$100
- It is written in Supermarket language with icons and images to enhance understanding
- It is a fantastic tool for inducting and training staff

**ORDER
YOUR COPY
TODAY!
(03) 9824 4111**

It has a simple and easy to use format, with procedures grouped into key headings making them easier to find.



Wage Increase Reminder

The next wage increase for the Master Grocers Association of Victoria and Shop, Distributive and Allied Employees Association Enterprise Agreement 2005 takes effect from 1 October 2007. This wage increase will apply to all stores who are respondent to this Agreement. Wage tables incorporating the wage increase are now available on the MGA website at www.mga.asn.au. If you have any queries, please contact the MGA Employment Law Team on (03) 9824 4111.