

FACT SHEET: ONE-OFF PAYMENT¹

South Australian Public Sector Enterprise Agreement: Salaried 2021

CLAUSE 8. ONE-OFF PAYMENT

- 8.1 *Subject to this clause, an employee (other than a casual employee) will be paid a “one-off payment” of \$1,000- as soon as practicable after approval of the SAET of this enterprise agreement.*
- 8.2. *The one-off payment will:*
- 8.2.1 *Be adjusted on a pro rata basis for part time employees on the following basis:*
- (a) *for a part-time employee who commences employment on or before 11 November 2021 the FTE fraction is to be determined on the part-time employee’s contracted hours and any additional hours worked in the first pay period ending after 11 November 2021; or*
- (b) *for a part-time employee who commences employment after 11 November 2021 but on or before the date of approval by the SAET, the FTE fraction is to be determined on the employee’s contracted hours as at the commencement date of their employment; and*
- 8.2.2 *Not count for any other purpose whatsoever despite any other term of this enterprise agreement, or any applicable award, unregistered agreement, contract of employment, formal or informal local workplace or agency practice, or otherwise; nor will it operate as a precedent for any future or other agreement.*
- 8.3 *A part time employee who is employed in more than one capacity or agency may receive more than one pro rata payment provided that in no circumstances whatsoever will any part time employee be entitled to be paid in aggregate more than a total of \$1,000-.*
- 8.4 *This clause will only apply to an employee who is both bound by this enterprise agreement and employed as at the date of approval by the SAET of this enterprise agreement; and will cease to have any further effect in relation to an employee following payment pursuant to this clause.*
- 8.5 *The detail about methodology and eligibility applicable to this “one-off payment” is included in the ‘Fact Sheet: One-off Payment’ as referred to in the ‘Agreement Explained’, which is to be read and applied in giving effect to this clause.*

1 METHODOLOGY FOR ELIGIBLE² EMPLOYEES

1.1 Maximum Payable

No eligible employee can receive more than the one-off payment (\$1,000), nor can a part-time employee receive, in aggregate, more than the full-time entitlement of the one-off payment (\$1,000).

1.2 Full-Time Employees

A full-time employee will receive the full entitlement of the one-off payment (\$1,000).

1.3 Pro rata Adjustments³

The pro-rata adjustment is to be applied as follows:

- (a) For a part-time employee who commences employment on or before 11 November 2021 the FTE fraction is to be determined on the part-time employee’s contracted hours and any additional hours worked in the first pay period ending after 11 November 2021; or

¹ This Fact Sheet is part of the ‘The Agreement Explained’ and is to be read as a whole because more than one of the explanatory elements may be applicable.

² See para 2 below (‘Eligibility’)

³ All pro rata or other calculations in relation to a ‘one-off payment’ will be rounded (up or down) to the nearest dollar.

- (b) For a part-time employee who commences employment after 11 November 2021 but on or before the date of approval by the SAET, the FTE fraction is to be determined on the employee's contracted hours as at the commencement date of their employment.

1.4 Pro rata for Part-Time Employees who commenced employment ON OR BEFORE 11 November 2021

A part-time employee who commences employment **on or before** 11 November 2021 will receive a pro rata amount calculated using the employee's hours worked in the first pay period ending after 11 November 2021 and any additional hours worked in the first pay period ending after 11 November 2021.

Example: Part-time employee commenced employment on or before 11 November 2021 with contracted hours of 37.5 hours per fortnight, i.e. 0.5 FTE employee, but actual hours worked in the pay period ending after 11 November 2021 were contracted hours of 37.5 per fortnight plus 15 additional hours in the fortnight, i.e. 52.5 hours in the fortnight = i.e. 0.7 FTE. The pro rata calculation will be determined based on $0.7 \times \$1000 = \700 .

The contracted hours worked includes both paid and unpaid leave taken in the pay period but excludes any overtime worked.

1.5 Pro rata for Part-Time Employees who commenced employment AFTER 11 November 2021

A part-time employee who commences employment **after** 11 November 2021 but on or before the date of approval by the South Australian Employment Tribunal (SAET) of the enterprise agreement will receive a pro rata amount calculated using the employee's contracted hours worked at the commencement date of their employment.

Example: Part-time employee commenced employment 6 December 2021 with contracted hours on commencement of 37.5 hours per fortnight, i.e. 0.5 FTE. The pro rata calculation will be determined based on $0.5 \times \$1000 = \500 .

1.6 Part-Time Employees Working at Multiple Agencies

Employees who are employed on a part-time basis at multiple agencies that are covered by the South Australian Public Sector Enterprise Agreement: Salaried 2021 will have a pro rata amount calculated and paid by each employing agency. The total paid to one employee cannot be more than the full-time one-off payment.

1.7 Other

1.7.1 Temporary Transfer Out of Agency to Another Govt Agency

Eligible employees who are temporarily transferred out to another government agency will have the one-off payment paid by the agency that they were being paid by as at the date of approval.

1.7.2 Taxation

The one-off payment is taxable as per Australian Taxation Office (**ATO**) requirements. That is, tax will be applied in accordance with guidelines set out by the ATO for one-off payments.

1.7.3 Salary Sacrifice

Salary sacrifice will not be applicable to the one-off payment. Clause 8.2.2 states that the payment is not to be counted for any other purpose.

2 ELIGIBILITY

2.1 Employee

To be eligible, an employee must both be bound by and employed under the South Australian Public Sector Enterprise Agreement: Salaried 2021 as at the date of approval; and not be either a casual employee or labour hire personnel (cl. 8.1 & 8.4).

2.2 Casual Employees

Employees who were casual on the date of approval are not eligible.
Temporary 'labour hire' personnel are not employees of the agency.

2.3 Executives

Executive level employees do not come within the enterprise agreement and are not eligible.

2.4 Classification in Other Enterprise Agreement

If the employee is bound by another enterprise agreement as at the date of approval, then he/she is not eligible.

2.5 Workers Compensation

Employees on workers compensation are eligible. Where an employee is absent from work, or working reduced hours under the terms of a "recovery/return to work plan" the entitlement to the one-off payment will be based on the "pre-injury employment status".

If a person is in receipt of workers compensation but is not employed on the date of approval, then he/she is not eligible.

Any queries relating to the entitlement of the one-off payment (\$1,000) for employees in receipt of workers compensation payments are to be referred to the Human Resources section in the relevant agency.

2.6 LWOP

An eligible employee who was on LWOP on the date of approval remains eligible.

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