

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Supported Wage Rate for a Staff Member with a Disability

Establishment: Council, ECA 2000 - 2003

Last Amended: 17 June 2020

Nature of Amendment: Update to reflect current position titles and gender-neutral language

Date Last Reviewed:

Responsible Officer: Director, People and Culture

This policy and procedures provide additional detail to give practical effect to [clause 21.3 SUPPORTED WAGE RATE FOR A STAFF MEMBER WITH A DISABILITY](#) of the Enterprise Agreement 2019.

Policy and Procedures

1. Eligibility Criteria

A staff member may be employed in accordance with these provisions if they

1.1 are unable to perform the range of duties to the competence level required within the class of work for which the staff member is engaged, as defined by the Professional Staff Classification Criteria for professional staff or Academic Profiles for academic staff, because of the effects of a disability on their productive capacity; and

1.2 meet the impairment criteria for receipt of a Disability Support Pension.

2. Restriction

These provisions do not apply to:

2.1 an existing staff member who has a claim against the University which is subject to the provision of worker's compensation legislation; or

2.2 a provision relating to the rehabilitation of staff members who are injured in the course of their current employment.

3. Definitions

3.1 'Supported Wage System' means the Commonwealth Government System to promote employment for people who cannot work at full award wages because of a disability

3.2 'Accredited Assessor' means a person accredited by the managing unit established by the Commonwealth under the Supported Wage System to perform assessments of an individual's productive capacity within the Supported Wage System.

3.3 'Disability Support Pension' means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the Social Security Act 1991, as amended from time to time, or any successor to that scheme.

3.4 'Assessment instrument' means the form provided for under the Supported Wage System that records the assessment of the productive capacity of the person to be employed under the Supported Wage System.

4. Wages

4.1 Rates

A staff member to whom these provisions apply will be paid the applicable percentage of the minimum rate of pay for the class of work which the person is performing according to the following schedule, provided that the minimum payment shall not be less than 10 per cent of the prescribed salary rate:

Assessed Capacity	Percentage of prescribed award rate
10%*	10%
20%	20%
30%	30%
40%	40%
50%	50%
50%	50%
60%	60%
70%	70%

80%	80%
90%	90%

4.2 High level of assistance

Where a person's assessed capacity is 10 per cent, they shall receive a high degree of assistance and support.

5. Assessment of Capacity

For the purpose of establishing the percentage of the salary rate to be paid to the staff member, the productivity capacity of the employee will be assessed in accordance with the Supported Wage System and documented in an assessment instrument.

6. Agreement

An assessment instrument will be agreed and signed by the parties to the assessment.

7. Lodgement of Assessment Instrument

The assessment instrument, including the percentage of the salary rate to be paid to the staff member, will be lodged by the University with the appropriate agency.

8. Review of Assessment

The assessment of the applicable percentage should be subject to annual review or earlier on the basis of a reasonable request for such a review. The process of review will be in accordance with the procedures for assessment capacity under the Supported Wage System.

9. Other terms and conditions of employment

Where an assessment has been made, the applicable percentage will apply to the salary rate only. A staff member covered by these provisions shall be entitled, on a pro-rata basis, to the same terms and conditions of employment as all other staff members.

10. Workplace Adjustment

The University, when wishing to employ a person under these provisions, will take reasonable steps to make changes to the workplace to enhance the staff member's capacity to do the job. Changes may involve a re-design of job duties, working time arrangements and work organisation in consultation with other staff in the area.

11. Trial Period

In order for an adequate assessment of the staff member's capacity to be made, the University may employ a person under these provisions for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding 4 weeks) may be needed. During the trial period the assessment of capacity shall be undertaken and the proposed salary rate for a continuing employment relationship shall be determined.

The minimum amount payable to the staff member during the trial period shall be no less than 10 percent of the prescribed salary rate.