



POLICY

Policy Title: Supported Wages Employees

Policy Owner: Director Human Resources Service Centre

Keywords: 1) Remuneration 2) Disability

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1. INTENT

To outline the evaluation process for those applying for a supported wage and the rates of pay as determined by their level of disability or incapacity, and outline the wages and conditions that apply to employees who, due to the effects of a disability, are eligible for a supported wage.

2. ORGANISATIONAL SCOPE

All Edith Cowan University Professional Staff who are eligible for a supported wage but does not apply to any existing employee who has a claim against the University for worker's compensation.

3. DEFINITIONS

TERM	DEFINITION
Approved Assessor	A person accredited by the management unit established by the Commonwealth under the Supported Wage System to perform assessments of an individual's productive capacity within the Supported Wage System.

Assessment Instrument	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.
Disability Support Pension	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.
Employee Representative	A person or organisation nominated by an employee, or group of employees if they so choose, to act on their behalf and who may be a union representative or not an employee of the University. An employee representative cannot be a person who is currently a practicing solicitor or barrister except for those employed by a registered employer association.
Fair Work Commission	Means the agency or any successor appointed by the Commonwealth Government under the Supported Wages System.
Relevant Minimum Weekly Wage	The minimum amount payable to an employee per week under the Supported Wage System.
SWS Wage Assessment Agreement	The document established by the Commonwealth under the Supported Wage System, which is required by the Department of Education, Employment and Workplace Relations that records the staff member's productive capacity and agreed wage rate.
Supported Wage System (SWS)	The Commonwealth Government system to promote employment for people who cannot work at full Award wages because of a disability as documented in Supported Wage System: Guidelines and Assessment Process as amended from time to time.

4. POLICY CONTENT

4.1 Supported Wage Employees

- a) Eligible employees are those employees who are unable to perform the range of duties to the competence level required with the class of work for which the employee is engaged because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a Disability Support Pension.

- b) Employees shall be paid the applicable percentage of the rate of pay, provided that it is not less than the relevant minimum weekly wage, or as provided in the relevant industrial agreement for the class of work which the person is performing according the following schedule.

Assessed Capacity	% of Prescribed Rate
10%	10%
20%	20%
30%	30%
40%	40%
50%	50%
60%	60%
70%	70%
80%	80%
90%	90%

- c) The productive capacity of the employee will be assessed in accordance with the Supported Wage System (SWS) by an approved assessor, after consulting with the University and the employee and where relevant an employee representative.
- d) All assessments must use the assessment instrument, and be documented in an SWS wage assessment agreement. The SWS wage assessment agreement including the appropriate percentage of rate of pay to be paid to the employee, must be signed and agreed to by the parties to the assessment and then lodged by the University with the Fair Work Commission.
- e) Where a union which has an interest in the SWS wage assessment agreement and was not a party to the assessment, the assessment will be referred by the Fair Work Commission to the union by certified mail and the agreement will take effect unless an objection is notified to Fair Work Commission within ten (10) working days.
- f) 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 shall be in accordance with the procedures for assessing capacity under the Supported Wage System.
- g) Where an assessment has been made, the applicable percentage shall apply to the wage rate only. Employees covered by the provisions of this Policy and the relevant industrial agreement will be entitled to the same terms and conditions of employment as all other University employees on a pro-rata basis.
- h) In order for an adequate assessment of the prospective employee's productive capacity to be made, the University may employ a person under the provisions of this Policy for a trial period not exceeding twelve (12) weeks except that, in some cases, additional time may be needed.
- i) During the trial period, the assessment of capacity will be undertaken and the proposed percentage of the wage rate for a continuing employment relationship shall be determined.
- j) During the trial period the employee shall receive no less than the applicable relevant minimum weekly wage rate.
- k) Work trials should include induction or training as appropriate to the job being trialled.

- l) Where the University and prospective employee wish to establish a continuing employment relationship following the completion of the trial period, an assessment will be appropriately documented and recorded in accordance of the requirements of 4.1 c) and d) of this Policy, and will come into effect after the requirements of 4.1 e) of this Policy are met.
- m) An area wishing to employ a person under the Supported Wage System may need to consider making reasonable workplace changes to enhance an employee's capacity to do the job. Changes may involve working time arrangements, re-designing job duties, and the organisation of work in consultation with other employees in the area.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy Director Human Resources Service Centre is the policy owner and has overall responsibility for the content of this policy and its operation in ECU.

The Director, Human Resources Service Centre is responsible for the proper application of the requirements within this policy.

Staff are required to comply with the content of this policy and seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- [ECU Academic and Professional Staff Union Collective Agreement 2013](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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