

RTBU Tram and Bus Division Log of Claims 2023 for an enterprise agreement to replace the Yarra Trams Enterprise Agreement - Operations 2019

1. A limit of 8-hour duty shifts with a paid meal break of 30 minutes with an addition of walking times to and from meal location for all operational staff.
2. 8-hour guarantee for shifts for all operational staff.
3. Any hours in excess of 8 hours will be calculated and credited for the day the shift occurs.
4. All Operational Staff working at foreign depots will be entitled to be paid a meal allowance and travel allowance per day.
5. Authorised Officers, Customer Service Employees and **Operations Officers** will have the cost of their licences reimbursed by Yarra Trams.
6. Tram Drivers and Customer Service Employees will be paid the full applicable rate after completion of training.
7. Tram Drivers will have an off-tram break of at least 15 minutes after 3 hours of tram driving on all tables.
8. A time increase allocated for turnarounds at termini to afford a personal needs break.
 - a. Minimum safe journey times.
9. All tram preparation will be increased to 15 minutes for all classes of trams with an allocation for walking times for each preparation site.
10. Simplified payslips so members are able to understand all entries on the payslip. This will include some instructional time from Yarra Trams to members upon their request.
 - a. Physical payslips
 - b. Simplified swapping of shifts with enforceable procedure to include multiple day swaps for all operational staff
 - c. Simplified application for leave
 - d. Compensation for introduction of tablets
11. Replace the current electrical device to a smartphone to enable Customer Service Employees to carry out their duties more efficiently.

12. Working committees to be established for introduction of new trams. Selection of working committee members will be by application from the membership. Members will have input for Tram Drivers regarding dual controls, cab access and egress and other driver related issues.
 - a. Working committees will be included in negotiations for special events /major events/reconstruction events, tram network and infrastructure, uniform, health and safety, NGT and Tram modification and roster review.
13. Establishment of a working committee for introduction of new rosters. There will be consultation and agreement for the introduction of rosters.
14. Depots that are affected by roster changes must vote to approve the rosters before implementation.
 - a. Five weeks' notice given if agreed on all rosters including special, major and reconstruction events.
15. Removal of graduating rosters and return to rosters that restore work life balance for members.
 - a. Rostering rules.
 - b. Rostering day off to remain for main, special and reconstruction events.
 - c. Relief rosters
16. Removal of sign on points for Revenue Protection Officers.
 - a. Volunteers to be able to sign on and off point.
 - b. Flexibility allowance to increase to \$112 per day and allowance to increase in line with pay increases.
17. Tram Driver ability to transfer between depots will be able to submit an application for another depot if vacancies come available it will be filled from the waiting list.
18. All hours worked on a Saturday, Sunday and Public Holiday irrespective of start time will be paid the applicable penalty.
19. Penalty rates will be paid at double time for Saturday, Sunday, Public Holidays and all overtime hours worked.
20. All Public Holidays worked will attract an 8-hour Public Holiday credit. **If the employee does not work they will have an 8 hour credit.**

21. Transition to retirement to be rostered to work a 3 day week until retirement and introduction to job share for operational staff that may choose to reduce their work load to transition to retirement or for family/work life balance issues.
22. After 20 years of service all operational staff will be entitled to a retirement travel pass for Employee, spouse and dependents. All time worked regardless of broken service will be calculated with recognition of retrospective service.
23. Swaps
 - a. Operational staff will be entitled to swap tables and this will be an enforceable procedure within Yarra Trams.
 - b. Inter-depot swaps will be reinstated for all operational members.
24. Increase the time for a take driver car. Transport of Tram Drivers to accommodate peak hour traffic.
25. Part time drivers will only be rostered to work Monday to Friday.
26. Part timers contracted to work Monday to Friday will work Monday to Friday.
 - a. More part time flexibility,
 - b. Removal of part time equivalent,
 - c. Equal percentage per depot or non-driver classification specific department,
 - d. Existing P45 weekend Part Time workers to be grandfathered.
27. Part timers can select 5 days of 4.5 hours or 3 days of 8 hours.
28. Tram drivers will complete reports to Yarra Trams in paid time.
29. Introduction of menstrual leave.
30. Maternity leave/paternity leave conditions will increase to 40 days for Paternity leave, Maternity leave will increase to 16 weeks.
31. Fatigue:
 - a. After completion of a shift Operational staff who are fatigued will be entitled to a taxi home.
 - b. Operational staff will be entitled to Fatigue leave of 5 days.

32. Yarra Trams to put \$2 for every 50 cents members put for amenities.
33. Instructional pay for those that deliver training in the Customer Service Employee and Authorised Officers area.
34. 11-hour intervals between Tram driving shifts.
35. All operational staff can apply for leave without pay provision with a capped period of 12 months.
36. Shift allowances will be paid for all hours worked on penalty days including overtime.
37. At Clause 31.3 (b) - All operational staff will have the 38 hour divisor formula applied. All other entitlements are pro rata inclusive of part time staff.
38. Employees may bank annual leave up to 10 weeks for shift workers and 8 weeks for non-shift workers.
39. Annual leave can be taken at half pay.
 - a. Annual leave will be rostered for Tram Drivers for the next 5 years with the **capacity to swap**.
40. Equalization of overtime and Day off Cancelled (DOC) will be governed by these rules:
 - a. At any depot, DOC's will be offered for all operational staff from top to bottom,
 - b. Should a driver decline to work the DOC, the next available driver will be offered the table,
 - c. When a DOC is allocated to a driver who subsequently reports sick that table will be allocated to the next available driver in equalizing DOC's to all staff.
41. Secure positions will be offered to employees that have suffered injuries at work and are unable to continue in their role.
 - a. Accident makeup pay to have superannuation payments include
42. Disciplinary counselling procedure with the reinstatement of the disciplinary panel that provide for an independent chair. Decisions made by this panel will be binding on all parties.
43. The parties will convene to developed position descriptions for all positions. Once establish amendments to position descriptions will only be altered by agreement between the parties.

44. Removal of fortnightly pay to weekly pay.
45. Improvement of consultation provision to include by agreement of RTBU.
46. Operational staff at the tram hub that start Monday to Friday prior to 0630 or finishes after 2330, Sat – Sun start before 0730 and finish after 2300, will be provided with secure car parking.
47. Customer Service Employees to work in pairs.
48. Increased safety provisions:
 - a. Improvements to officers to respond to incidents on their own,
 - b. drivers picking up trams at risky times and areas, and
 - c. staff travelling back to their home depot on their own.
49. Accredited training for all operational staff.
 - a. Training for drivers to be 6-7 weeks instead of 5 weeks.
 - b. A number of training modules from the Nationally accredited Cert IV in Tram/Light Rail control.
50. Tram Fault Protocol
 - a. A joint working party to identify faults that will require trams to come out of service or not enter into service and
 - b. Working party to establish a list of faults that will have a 24 hour period to remedy.
51. Event Allowance – Incorporate all existing allowances and be paid to all employees that are rostered to work.
52. Prescription sun glasses to be provided where applicable.
53. 10 weeks written notice for periodical medical assessments.
 - a. Remove Category 1 for drivers
 - b. Improve triggered health and fitness for duty policies by agreement with the RTBU

- c. Recognition of health issues for shift workers with inclusion of penalty increases on all leave

54. Personal leave:

- a. The employer must accept a statutory declaration in place of Medical certificate,
- b. Will be available on supply of a medical certificate / statutory declaration when taken on Programmed Leisure Days and Long Service Leave.
- c. Employees may opt to have personal leave paid out or transfer personal leave credits.

55. All facilities to include:

- a. ability to dry and store uniform,
- b. hot and cold filtered water,
- c. hand washing facilities,
- d. heating and cooling,
- e. microwave,
- f. refrigerator,
- g. work equipment charging,
- h. storage facilities,
- i. male and female toilets,
- j. noticeboard

56. Meal allowance and plain clothes allowance to include July 2023, July 2024 and July 2025 at Melbourne CPI.

57. Union Office Bearer:

- a. Will apply for leave without pay for the term the office bearer holds, they will be able to return to their original position at Yarra Trams after the completion of their term.

- b. All Union officials and delegates to be afforded the same rights as an operational delegate.

- 58. Establishment of novated leases and salary sacrifice. Salary sacrifice to include phone, laptops and tablets.

- 59. Reintroduction of B class trams at Preston depot (15/B class trams)

- 60. **All Depots that employ yard spares**— drivers rostered on as yard spares will only work as yard spares performing tram movements in the depot yard, change overs and short runs i.e During days of extreme heat short runs bundoorra and back/ west Preston and back.

- 61. Supplementary Labour – Yarra Trams must exhaust all operational employees for DOC allocations; once all operational employees exhausted have declined to work on DOC's Yarra Trams may use external labour firms for customer service roles.

- 62. **Depot Starter / Traffic Officer progression**—
 - a. **Depot Starter to Officer Production grade 2 level 2**

 - b. **Traffic Officer to Officer Production grade 1 level 3.**