



## CLASSIFYING YOUR EMPLOYEES UNDER THE CORRECT AWARD

### *Two general rules of thumb*

*Recently AAAA members received our updated pay scale summaries which include increases to the minimum wage rates under the 2 awards that cover the automotive aftermarket sector. Following a number of enquiries about award coverage we thought it may be timely to remind members of two general rules of thumb when considering which award covers your workplace.*

The majority of employees employed in the automotive aftermarket sector will fall under the *Vehicle Manufacturing, Repair, Services and Retail Award 2010 (VMRS&R)*. This is because Modern Awards cover industries and not trades or professions (like they used to be under the old system).

#### **Office staff**

Office staff undertaking administration duties are not covered by the VMRS&R Award. Many AAAA members will have staff who, while working in the automotive aftermarket sector will *solely perform office duties or other clerical tasks* such as taking vehicle bookings, responding to customer enquiries or doing the accounts. These employees will be covered by the *Clerks – Private Sector Award 2010 (Clerks Award)*. Their experience and types of duties will determine where they will be classified under the Clerks Award.

#### **Retail & automotive parts sales staff**

Another general rule can be applied to staff *involved in retail* under the VMRS&R Award. Any retail staff or automotive parts salespersons (with less than three years' experience) will be classified as a Level 4. Automotive parts salespersons with more than 3 years' experience will be classified as a Level 5 under the Award (*keep in mind this is only 'spare parts salespersons' and not general retail sales persons that may sell automotive componentry*). The only exception to this rule is an un-apprenticed junior salesperson with less than six months experience who will be classified as a Level 1 (and paid a percentage of the Level 1 adult rate depending on their age). Once they have at least six months experience, they move up to Level 4 and are paid a percentage of the Level 4 adult rate.

Of course, staff who combine their retail role with that of fitter (Level 3) or mechanic (Level 6), for example, will be paid at the level that applies to the more highly-skilled role.

*Please note that the General Retail Industry Award 2010 does not apply to the automotive aftermarket sector.*

AAAA members can contact the **AAAA Employer Assist** team on **1300 735 306** to discuss pay rates or classifications under the Awards.