



## Bakers' (Metropolitan) State Award Summary

### THINGS TO CHECK as an employee or employer include:

- ✓ Pay rates
- ✓ Employment of children
- ✓ Allowances
- ✓ Overtime rates
- ✓ Public holidays
- ✓ Meal breaks
- ✓ Leave entitlements
- ✓ Dismissal laws and entitlements due on termination
- ✓ Time and wages record keeping
- ✓ Laws relating to [taxation](#), [superannuation](#), [workers compensation](#), [discrimination](#) and [occupational health and safety](#)

This award summary outlines only the MOST COMMON ENTITLEMENTS within the Western Australian STATE SYSTEM of industrial relations under the Bakers' (Metropolitan) Award No. 13 of 1987.

It applies only to sole traders and partnerships. If the business is a Pty Ltd company, it does not apply. If you are unsure contact **Wageline** on **1300 655 266**.

To access a full copy of the award, which details all entitlements and obligations, please visit [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

### Adult wages – apply as of the first pay period on or after 1 July 2011

CLASSIFICATION	WEEKLY	HOURLY	CASUAL 20% Loading
Doughmaker	\$691.90	\$18.21	\$21.85
Single Hand Baker	\$691.90	\$18.21	\$21.85
Baker	\$685.70	\$18.04	\$21.65
Baker's Assistant	\$613.20	\$16.14	\$19.36
Jobbers		\$21.65	

### Apprentice wages – apply as of the first pay period on or after 1 July 2011

4 YEAR TERM	3.5 YEAR TERM	3 YEAR TERM	% of Baker	WEEKLY	HOURLY
1st Year	0-6 months		42%	\$287.99	\$7.58
2nd Year	7-18 months	1st year	55%	\$377.14	\$9.92
3rd Year	19-30 months	2nd year	75%	\$514.28	\$13.53
4th Year	31-42 months	3rd year	88%	\$603.42	\$15.88

## Adult apprentices

Apprentices aged 21 and above receive the minimum adult wage of **\$525.70** per week or the prescribed apprenticeship rate, **WHICHEVER IS THE HIGHER**, for ordinary hours of work.

## Junior wages – apply as of the first pay period on or after 1 July 2011

Junior employees are paid a percentage of the adult rate applicable to their classification.

AGE	% of ADULT
Under 16 years of age	45%
Between 16 and 17 years	60%
Between 17 and 18 years	70%
Between 18 and 19 years	80%
Between 19 and 20 years	90%

The table below shows the wages for a junior BAKERS ASSISTANT ONLY. Please call **Wageline** on **1300 655 266** for any other junior wages.

BAKER'S ASSISTANT	% of ADULT	WEEKLY	HOURLY	CASUAL 20% Loading
Under 16 years of age	45%	\$275.94	\$7.26	\$8.71
Between 16 and 17 years	60%	\$367.92	\$9.68	\$11.62
Between 17 and 18 years	70%	\$429.24	\$11.30	\$13.55
Between 18 and 19 years	80%	\$490.56	\$12.91	\$15.49
Between 19 and 20 years	90%	\$551.88	\$14.52	\$17.43

## Employment of children

Under the *Children and Community Services Act 2004*, **it is illegal to employ children under the age of 13 in this industry.**

Children aged between 13 and 15 may only be employed in a business considered to be a restaurant, shop or retail outlet.

A child between the ages of 13 and 15 may not work after 10:00pm or before 6:00am. School aged children must not be employed during school hours, unless they are participating in a school program or have received an exemption from the Department of Education.

Children under 18 must not be employed in a job where their wellbeing is likely to be jeopardised.

Please contact **Wageline** on **1300 655 266** or view [Employment of Children Laws fact sheet](#) on our website for more information.

## Allowances

### Additional allowances

In addition to the wage applicable to a doughmaker, a **foreperson** must be paid the following:

If in charge of less than 4 employees	\$13.95
If in charge of 4 or more employees but less than 10	\$22.25
If in charge of 10 or more employees but less than 20	\$34.15
If in charge of 20 or more employees	\$43.95

In addition to the applicable wage, a doughmaker or single hand baker must be paid a **disability allowance of \$5.85 per week**.

### Meal allowance

If an employee is required to work two or more hours of overtime, they must be provided with a meal or paid **\$9.05**. If an employee works such overtime that a second meal is required, they must be provided with a meal or paid **\$6.15**.

### Location allowance

An employee working in a specified regional area is entitled to a weekly location allowance. Please contact **Wageline** on **1300 655 266** or see the full copy of the award at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.

## Hours and overtime

### Hours

The ordinary hours for an employee under this award must be:

- An average of 38 hours over a maximum cycle of four weeks (for rostering options, please access a [full copy](#) of the award at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) or call **Wageline** on **1300 665 266**);
- Worked between 6:00pm on Sunday and midnight on Friday;
- No more than ten hours (exclusive of meal breaks) per day; and
- No more than five consecutive shifts per week.

Rosters must be posted seven working days before the commencement of each working week.

### Overtime

All time, except any that stands alone, worked in excess of the ordinary hours prescribed as a week's work shall be paid for at the rate of time and a half for the first two hours and double time after that.

All time worked in excess of ten hours on any shift shall stand alone and be paid for at the rate of double time.

If a full time or part time employee works so much overtime that they do not have ten consecutive hours off work in between shifts, they must be released from duty without loss of pay until they have had ten consecutive hours off work. If they are not released from duty, they must be paid double time for these hours.

Please contact **Wageline** on **1300 655 266** to ensure that correct overtime rates are paid.

### Early start allowance and Sunday penalty rates

These percentages are in addition to the ordinary rate for all hours worked on that shift.

Shift	Applicable rate
Shift which commences after 3:00am and before 6:00am	Additional 25%
Shift which commences between 6:00pm and 3:00am	Additional 36%
Hours worked on Sunday after 6:00pm	Double time

### Public holidays

Full-time employees are entitled to public holidays (or days substituted for public holidays) without deduction of pay. Part-time employees are entitled to public holidays (or days substituted for public holidays) without deduction of pay if they would ordinarily be required to work on that day if it was not a public holiday.

If Christmas Day or New Year's Day falls on a Saturday or Sunday, such holiday the following Monday will be considered to be the public holiday, and when Boxing Day falls on a Sunday or Monday, the following Tuesday will be considered to be the public holiday. When a public holiday is substituted with another day, the public holiday itself is no longer considered a public holiday for the purposes of the award.

For public holiday rates of pay please call **Wageline** on **1300 655 266**.

To view public holiday dates visit our website [www.commerce.wa.gov.au/labourrelations](http://www.commerce.wa.gov.au/labourrelations).

### Meal breaks

An employee must receive a meal break of between 20 and 40 minutes after not less than two and half hours and not more than five hours work.

In addition, an employee must receive a paid ten minute break if they work for four or more hours.

### Leave entitlements

The table below outlines the basic leave entitlements for employees covered by this award. For more information relating to leave entitlements, please contact **Wageline** on **1300 655 266** or access the full copy of the award at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

Type of leave	Entitlement
Annual leave	Full-time employees accrue 2.923 hours weekly; this amounts to four weeks per year (pro rata for part-time) which is allowed annually after a period of 12 months' continuous service. Leave accumulates year to year. In addition, a loading of 17.5% applies. Please be aware certain employees may be entitled to a higher loading, please call <b>Wageline</b> on <b>1300 655 266</b> for details. For the annual leave calculation sheet visit <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .
Personal leave	Full-time employees accrue 1.461 hours weekly; this amounts to 10 days a year (pro rata for part-time). This can be used for sick leave or carer's leave and accumulates from year to year. For the personal leave calculation sheet visit <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .
Bereavement leave	Two days per occasion for any employee (including casuals), applies on the death of a partner, parent, step-parent, grandparent, child, step-child, grandchild, sibling or any other member of the employee's household.
Parental leave	Please contact <b>Wageline</b> on <b>1300 655 266</b> for details or see the parental leave factsheet at <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .
Long service leave	In accordance with the <i>Long Service Leave Act 1958</i> , 8.667 weeks after 10 years' continuous employment for any employee (including casuals), and a further 4.333 weeks every subsequent 5 years, with pro-rata payments due on termination any time after 7 years' continuous employment. For the long service leave calculation sheet please visit <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .

### Time and wages recordkeeping

Employers must keep time and wages records which demonstrate that employees have been paid all entitlements under the relevant award or legislation.

For more information about time and wages record keeping, contact **Wageline** on **1300 655 266** or see the Time and Wages Record Keeping factsheet at [www.commerce.wa.gov.au/labourrelations](http://www.commerce.wa.gov.au/labourrelations).

### Termination

It is recommended that an employer contact **Wageline** on **1300 655 266** before any termination, to receive information about dismissal laws.

### Notice by an employer

Full-time and part-time employees, except in the case of misconduct justifying instant dismissal, may be terminated by the following period of notice (or payment in lieu):

Period of continuous service	Period of notice
During the first month	1 week*
More than one month but less than 1 year	1 week
1 year or more but less than 3 years	2 weeks
3 years or more but less than 5 years	3 weeks
5 years or more	4 weeks

Employees over 45 years of age with two or more years of continuous service at the time of termination receive an additional week's notice. **\*For employers** the notice provisions of the award must be read in conjunction with the *Fair Work Act 2009*, as a greater period of notice may be required.

### Notice by an employee

Full-time or part-time employees may terminate their employment, by giving the following period of notice:

Period of continuous service	Period of notice
During the first month	1 day
More than one month but less than 1 year	1 week
1 year or more but less than 3 years	2 weeks
3 years or more but less than 5 years	3 weeks
5 years or more	4 weeks

### Termination of a casual employee

A casual employee may terminate or be terminated by one hour's notice.

Employees who do not provide the required notice as prescribed above, may be liable to forfeit certain entitlements. Please contact **Wageline** on **1300 655 266** for more information.

### Redundancy

Please contact **Wageline** on **1300 655 266** for information relating to redundancy.

**This award summary has only included the MOST COMMON EMPLOYEE ENTITLEMENTS.**

**To minimise the risk of non-compliance with State employment laws, please contact Wageline on 1300 655 266 to clarify your understanding of this award summary.**

**Wageline offers advice and publications to assist employees and employers better understand their rights and obligations in the workplace.**

**To keep informed and receive practical information on employment issues, please subscribe to Wageline's email newsletters at [www.commerce.wa.gov.au/labourrelations](http://www.commerce.wa.gov.au/labourrelations).**

**DISCLAIMER:** *The Department of Commerce has prepared this state award summary to provide information on pay rates and major award provisions. It is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The Department of Commerce does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.*