

# Clerks – Private Sector Award 2020

## WAGES SHEET

### Effective from 1 July 2024

This information sheet reflects the provisions of the [Clerks – Private Sector Award 2020](#) (the Award).

All **weekly calculations** on this sheet are based on **38 ordinary hours per week** as outlined in **Clause 9** of the **Award**. The calculations are **rounded to the nearest cent**, following the guidelines by the Fair Work Commission.

<b>Schedule 1</b>	Types of Employment
<b>Schedule 2</b>	Adult Hourly minimum wage rates – 21 years & above
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## SCHEDULE 1 – TYPES OF EMPLOYMENT

### Full time

- A Full-time employee is engaged for 38 ordinary hours per week and whose notice of termination is outlined in the National Employment Standards (NES) and the table below.
- Full time employees receive all other permanent employment benefits including annual leave, personal leave and redundancy pay.

Period of Continuous Service	Period of Notice
Not more than 1 year	1 week
1 to 3 years	2 weeks
3 to 5 years	3 weeks
More than 5 years	4 weeks
If employee is over 45 years of age and service at least 2 years, the period increases by 1 week.	

### Part time

- A part time employee is engaged for fewer than 38 ordinary hours per week on a reasonably predictable basis.
- At the time of engaging a part-time employee, the employer and employee must agree in writing on all the following:
  - the number of hours to be worked each day; and
  - the days of the week on which the employee will work; and
  - the times at which the employee will start and finish work each day.
- A part time employee must be rostered for any shift for a minimum of 3 consecutive hours.

### Casual

- Casual employees work irregular hours of less than an average of 38 ordinary hours and an employer must pay a casual employee for a minimum of 3 hours' work on each engagement even if they are rostered to work fewer than 3 consecutive hours.
- A casual employee receives an additional loading on the hourly rate to compensate for annual leave, personal leave, redundancy, notice of termination and permanent benefits. This is called Casual Loading.
- Casual employees may be eligible for conversion to permanent employment under the conditions of the National Employment Standards.

**SCHEDULE 2 - 21 YEARS OF AGE & ABOVE  
100% OF ADULT MINIMUM RATE**

<b>Full time and Part time rates - Based on 38 hours</b>								
<b>Award classifications</b>	<b>Level 1 Year 1</b>	<b>Level 1 Year 2</b>	<b>Level 1 Year 3</b>	<b>Level 2 Year 1</b>	<b>Level 2 Year 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Weekly Award Wage</b>	\$945.10	\$989.80	\$1,020.30	\$1,032.30	\$1,051.40	\$1,090.30	\$1,145.00	\$1,191.50
<b>Hourly Award Wage</b>	\$24.87	\$26.05	\$26.85	\$27.17	\$27.67	\$28.69	\$30.13	\$31.36
<b>Time and a half (150%) hourly rate</b>	\$37.31	\$39.08	\$40.28	\$40.76	\$41.51	\$43.04	\$45.20	\$47.04
<b>Double time (200%) hourly rate</b>	\$49.74	\$52.10	\$53.70	\$54.34	\$55.34	\$57.38	\$60.26	\$62.72

<b>Casual hourly rates</b>								
<b>Award classifications</b>	<b>Level 1 Year 1</b>	<b>Level 1 Year 2</b>	<b>Level 1 Year 3</b>	<b>Level 2 Year 1</b>	<b>Level 2 Year 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Casual Hourly Award Wage</b>	\$31.09	\$32.56	\$33.56	\$33.96	\$34.59	\$35.86	\$37.66	\$39.20
<b>Casual Loading - included in above rate</b>	\$6.22	\$6.51	\$6.71	\$6.79	\$6.92	\$7.16	\$7.53	\$7.85
<b>Time and a half (150%) hourly rate</b>	\$43.52	\$45.59	\$46.99	\$47.55	\$48.42	\$50.21	\$52.73	\$54.88
<b>Double time (200%) hourly rate</b>	\$55.96	\$58.61	\$60.41	\$61.13	\$62.26	\$64.55	\$67.79	\$70.56

**SCHEDULE 3 - 20 YEARS OF AGE  
90% OF ADULT MINIMUM RATE**

Full time and Part time rates - Based on 38 hours								
Award classifications	Level 1 Year 1	Level 1 Year 2	Level 1 Year 3	Level 2 Year 1	Level 2 Year 2	Level 3	Level 4	Level 5
<b>Weekly Award Wage</b>	\$850.59	\$890.82	\$918.27	\$929.07	\$946.26	\$981.27	\$1,030.50	\$1,072.35
<b>Hourly Award Wage</b>	\$22.38	\$23.44	\$24.17	\$24.45	\$24.90	\$25.82	\$27.12	\$28.22
<b>Time and a half (150%) hourly rate</b>	\$33.57	\$35.16	\$36.26	\$36.68	\$37.35	\$38.73	\$40.68	\$42.33
<b>Double time (200%) hourly rate</b>	\$44.76	\$46.88	\$48.34	\$48.90	\$49.80	\$51.64	\$54.24	\$56.44

Casual hourly rates								
Award classifications	Level 1 Year 1	Level 1 Year 2	Level 1 Year 3	Level 2 Year 1	Level 2 Year 2	Level 3	Level 4	Level 5
<b>Casual Hourly Award Wage</b>	\$27.98	\$29.30	\$30.21	\$30.56	\$31.13	\$32.28	\$33.90	\$35.28
<b>Casual Loading - included in above rate</b>	\$5.60	\$5.86	\$6.03	\$6.11	\$6.23	\$6.46	\$6.78	\$7.06
<b>Time and a half (150%) hourly rate</b>	\$39.17	\$41.02	\$42.30	\$42.79	\$43.58	\$45.19	\$47.46	\$49.39
<b>Double time (200%) hourly rate</b>	\$50.36	\$52.74	\$54.38	\$55.01	\$56.03	\$58.10	\$61.02	\$63.50

**SCHEDULE 4 - 19 YEARS OF AGE  
80% OF ADULT MINIMUM RATE**

Full time and Part time rates - Based on 38 hours								
Award classifications	Level 1 Year 1	Level 1 Year 2	Level 1 Year 3	Level 2 Year 1	Level 2 Year 2	Level 3	Level 4	Level 5
<b>Weekly Award Wage</b>	\$756.08	\$791.84	\$816.24	\$825.84	\$841.12	\$872.24	\$916.00	\$953.20
<b>Hourly Award Wage</b>	\$19.90	\$20.84	\$21.48	\$21.73	\$22.13	\$22.95	\$24.11	\$25.08
<b>Time and a half (150%) hourly rate</b>	\$29.85	\$31.26	\$32.22	\$32.60	\$33.20	\$34.43	\$36.17	\$37.62
<b>Double time (200%) hourly rate</b>	\$39.80	\$41.68	\$42.96	\$43.46	\$44.26	\$45.90	\$48.22	\$50.16

Casual hourly rates								
Award classifications	Level 1 Year 1	Level 1 Year 2	Level 1 Year 3	Level 2 Year 1	Level 2 Year 2	Level 3	Level 4	Level 5
<b>Casual Hourly Award Wage</b>	\$24.88	\$26.05	\$26.85	\$27.16	\$27.66	\$28.69	\$30.14	\$31.35
<b>Casual Loading - included in above rate</b>	\$4.98	\$5.21	\$5.37	\$5.42	\$5.52	\$5.74	\$6.04	\$6.26
<b>Time and a half (150%) hourly rate</b>	\$34.83	\$36.47	\$37.59	\$38.03	\$38.73	\$40.16	\$42.19	\$43.89
<b>Double time (200%) hourly rate</b>	\$44.78	\$46.89	\$48.33	\$48.89	\$49.79	\$51.64	\$54.25	\$56.43

## SCHEDULE 5 - 18 YEARS OF AGE 70% OF ADULT MINIMUM RATE

Full time and Part time rates - Based on 38 hours								
Award classifications	Level 1 Year 1	Level 1 Year 2	Level 1 Year 3	Level 2 Year 1	Level 2 Year 2	Level 3	Level 4	Level 5
<b>Weekly Award Wage</b>	\$661.57	\$692.86	\$714.21	\$722.61	\$735.98	\$763.21	\$801.50	\$834.05
<b>Hourly Award Wage</b>	\$17.41	\$18.23	\$18.80	\$19.02	\$19.37	\$20.08	\$21.09	\$21.95
<b>Time and a half (150%) hourly rate</b>	\$26.12	\$27.35	\$28.20	\$28.53	\$29.06	\$30.12	\$31.64	\$32.93
<b>Double time (200%) hourly rate</b>	\$34.82	\$36.46	\$37.60	\$38.04	\$38.74	\$40.16	\$42.18	\$43.90

Casual hourly rates								
Award classifications	Level 1 Year 1	Level 1 Year 2	Level 1 Year 3	Level 2 Year 1	Level 2 Year 2	Level 3	Level 4	Level 5
<b>Casual Hourly Award Wage</b>	\$21.76	\$22.79	\$23.50	\$23.78	\$24.21	\$25.10	\$26.36	\$27.44
<b>Casual Loading - included in above rate</b>	\$4.35	\$4.56	\$4.69	\$4.76	\$4.84	\$5.01	\$5.26	\$5.49
<b>Time and a half (150%) hourly rate</b>	\$30.47	\$31.90	\$32.90	\$33.29	\$33.90	\$35.14	\$36.91	\$38.41
<b>Double time (200%) hourly rate</b>	\$39.17	\$41.02	\$42.30	\$42.80	\$43.58	\$45.18	\$47.45	\$49.39

**SCHEDULE 6 - 17 YEARS OF AGE  
60% OF ADULT MINIMUM RATE**

Full time and Part time rates - Based on 38 hours								
Award classifications	Level 1 Year 1	Level 1 Year 2	Level 1 Year 3	Level 2 Year 1	Level 2 Year 2	Level 3	Level 4	Level 5
<b>Weekly Award Wage</b>	\$567.06	\$593.88	\$612.18	\$619.38	\$630.84	\$654.18	\$687.00	\$714.90
<b>Hourly Award Wage</b>	\$14.92	\$15.63	\$16.11	\$16.30	\$16.60	\$17.22	\$18.08	\$18.81
<b>Time and a half (150%) hourly rate</b>	\$22.38	\$23.45	\$24.17	\$24.45	\$24.90	\$25.83	\$27.12	\$28.22
<b>Double time (200%) hourly rate</b>	\$29.84	\$31.26	\$32.22	\$32.60	\$33.20	\$34.44	\$36.16	\$37.62

Casual Hourly Rate								
Award classifications	Level 1 Year 1	Level 1 Year 2	Level 1 Year 3	Level 2 Year 1	Level 2 Year 2	Level 3	Level 4	Level 5
<b>Casual Hourly Award Wage</b>	\$18.65	\$19.54	\$20.14	\$20.38	\$20.75	\$21.53	\$22.60	\$23.51
<b>Casual Loading - included in above rate</b>	\$3.73	\$3.91	\$4.03	\$4.08	\$4.15	\$4.31	\$4.52	\$4.69
<b>Time and a half (150%) hourly rate</b>	\$26.11	\$27.35	\$28.19	\$28.53	\$29.05	\$30.14	\$31.64	\$32.92
<b>Double time (200%) hourly rate</b>	\$33.57	\$35.17	\$36.25	\$36.68	\$37.35	\$38.75	\$40.68	\$42.32

**SCHEDULE 7 - 16 YEARS OF AGE  
50% OF ADULT MINIMUM RATE**

<b>Full Time and Part Time Rates - Based on 38 hour week</b>								
<b>Award classifications</b>	<b>Level 1 Year 1</b>	<b>Level 1 Year 2</b>	<b>Level 1 Year 3</b>	<b>Level 2 Year 1</b>	<b>Level 2 Year 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Weekly Award Wage</b>	\$472.55	\$494.90	\$510.15	\$516.15	\$525.70	\$545.15	\$572.50	\$595.75
<b>Hourly Award Wage</b>	\$12.44	\$13.02	\$13.43	\$13.58	\$13.83	\$14.35	\$15.07	\$15.68
<b>Time and a half (150%) hourly rate</b>	\$18.66	\$19.53	\$20.15	\$20.37	\$20.75	\$21.53	\$22.61	\$23.52
<b>Double time (200%) hourly rate</b>	\$24.88	\$26.04	\$26.86	\$27.16	\$27.66	\$28.70	\$30.14	\$31.36

<b>Casual Hourly Rates</b>								
<b>Award classifications</b>	<b>Level 1 Year 1</b>	<b>Level 1 Year 2</b>	<b>Level 1 Year 3</b>	<b>Level 2 Year 1</b>	<b>Level 2 Year 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Casual Hourly Award Wage</b>	\$15.55	\$16.28	\$16.79	\$16.98	\$17.29	\$17.94	\$18.84	\$19.60
<b>Casual Loading - included in above rate</b>	\$3.12	\$3.26	\$3.36	\$3.40	\$3.46	\$3.60	\$3.78	\$3.92
<b>Time and a half (150%) hourly rate</b>	\$21.77	\$22.79	\$23.50	\$23.77	\$24.20	\$25.11	\$26.37	\$27.44
<b>Double time (200%) hourly rate</b>	\$27.99	\$29.30	\$30.22	\$30.56	\$31.12	\$32.29	\$33.91	\$35.28



**SCHEDULE 8 - UNDER 16 YEARS OF AGE  
45% OF ADULT MINIMUM RATE**

<b>Full Time and Part Time Rates - Based on 38 hour week</b>								
<b>Award classifications</b>	<b>Level 1 Year 1</b>	<b>Level 1 Year 2</b>	<b>Level 1 Year 3</b>	<b>Level 2 Year 1</b>	<b>Level 2 Year 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Weekly Award Wage</b>	\$425.29	\$445.41	\$459.13	\$464.54	\$473.13	\$490.63	\$515.25	\$536.17
<b>Hourly Award Wage</b>	\$11.19	\$11.72	\$12.08	\$12.22	\$12.45	\$12.91	\$13.56	\$14.11
<b>Time and a half (150%) hourly rate</b>	\$16.79	\$17.58	\$18.12	\$18.33	\$18.68	\$19.37	\$20.34	\$21.17
<b>Double time (200%) hourly rate</b>	\$22.38	\$23.44	\$24.16	\$24.44	\$24.90	\$25.82	\$27.12	\$28.22

<b>CASUAL HOURLY RATES</b>								
<b>Award classifications</b>	<b>Level 1 Year 1</b>	<b>Level 1 Year 2</b>	<b>Level 1 Year 3</b>	<b>Level 2 Year 1</b>	<b>Level 2 Year 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Casual Hourly Award Wage</b>	\$13.99	\$14.65	\$15.10	\$15.28	\$15.56	\$16.14	\$16.95	\$17.64
<b>Casual Loading - included in above rate</b>	\$2.80	\$2.93	\$3.02	\$3.06	\$3.11	\$3.23	\$3.39	\$3.53
<b>Time and a half (150%) hourly rate</b>	\$19.58	\$20.51	\$21.14	\$21.39	\$21.79	\$22.59	\$23.73	\$24.69
<b>Double time (200%) hourly rate</b>	\$25.18	\$26.37	\$27.18	\$27.50	\$28.01	\$29.05	\$30.51	\$31.75

## SCHEDULE 9 – ALLOWANCES

Weekly wage-related allowances			
Allowance	Clause	Amount	Payable
First Aid Allowance	<a href="#">19.2(b)</a>	\$15.48	Per week

Expense - related allowances Adjusted by reference to the Consumer Price Index (CPI)			
Allowance	Clause	Amount	Payable
Laundry Allowance – Full-time employee	<a href="#">19.4(d)(i)</a>	\$3.55	Per week
Laundry Allowance – Part-time employee	<a href="#">19.4(d)(ii)</a>	\$0.71	Per shift
Meal allowance—more than 1.5 hours overtime without 24 hours' notice – First meal	<a href="#">19.5(b)(i)</a>	\$19.43	Per occasion or supply a meal
Meal allowance—more than 1.5 hours overtime without 24 hours' notice - further 4 hours' overtime	<a href="#">19.5(c)</a>	\$15.56	Per occasion
Vehicle allowance – Motor Car	<a href="#">19.6(a)(i)</a>	\$0.98	Per Km
Vehicle allowance – Motorcycle	<a href="#">19.6(a)(ii)</a>	\$0.33	Per Km

Other Allowances		
Allowance	Clause	Details
Higher duties allowance	<a href="#">19.3</a>	The employer must pay an employee required to perform any of the duties of a higher classification for more than one day at least the minimum rate applicable to the higher level under this award.
Living away from home allowance	<a href="#">19.7</a>	<p>This clause applies to an employee to whom all of the following apply:</p> <ul style="list-style-type: none"> <li>the employee is required by the employer to temporarily work away from their usual place of employment; and</li> <li>the location at which the employee is required to work makes it necessary for the employee to stay overnight away from their usual place of residence; and</li> <li>the employee is not provided with fares, meals and accommodation by the employer.</li> </ul> <p>The employer must pay the employee the following:</p> <ul style="list-style-type: none"> <li>an allowance to cover all fares to and from the location at which the employer requires the employee to work; and</li> <li>an allowance to cover all reasonable expenses incurred for meals and accommodation.</li> </ul> <p>The employer must pay an employee ordinary rates of pay for time spent travelling between the employee's usual place of employment and the temporary location, to a maximum of 8 hours in 24 hours.</p>
Transport reimbursement for shiftwork	<a href="#">19.8</a>	<p>This clause applies to an employee working shiftwork to whom all of the following apply:</p> <ul style="list-style-type: none"> <li>the employee starts or finishes work at a time other than their normal time; and</li> <li>reasonable means of transport are not available to the employee; and</li> <li>the employer does not provide, or arrange for, a suitable means of transport to or from the employee's usual place of residence at no cost to the employee.</li> </ul>

	<p>The employer must reimburse the employee the cost they reasonably incurred in taking a commercial passenger vehicle from the employee's usual place of residence to the place of employment or from the place of employment to the employee's usual place of residence, whichever is applicable.</p>
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## SCHEDULE 10 – PENALTY & OVERTIME RATES

### PENALTY RATES (employees other than shiftworkers)

Time of ordinary hours worked	Full-time and part-time employees % of minimum hourly rate	Casual employees % of minimum hourly rate
Saturday – all ordinary hours	125%	150%
Sunday – all ordinary hours Min. 4 hours pay	200%	225%
Public holidays – all ordinary hours Min. 4 hours pay	250%	275%

### PENALTY RATES (Shiftwork employees)

Time of ordinary hours worked	Full-time and part-time employees % of minimum hourly rate	Casual employees % of minimum hourly rate
<b>Afternoon shift</b> - a shift finishing after 7.00 pm and at or before midnight <b>Night shift</b> - a shift finishing after midnight, and at or before 7.00 am	115%	140%
<b>Permanent night shift</b> - a night shift which does not rotate with another shift or shifts or day work and which continues for a period of 4 consecutive weeks or longer	130%	155%
Saturday, Sunday or Public holiday	150%	175%

### OVERTIME RATES (employees other than shiftworkers)

Day overtime is worked	Full-time and part-time employees % of minimum hourly rate	Casual employees % of minimum hourly rate
Monday to Saturday – first 2 hours	150%	175%
Monday to Saturday* – after 2 hours <small>*overtime worked on a Saturday is a min. 3 hours payment if already completed 38 hours or more Monday to Friday</small>	200%	225%
Sunday* – all day <small>*overtime worked on a Sunday is entitled to not less than 4 hours pay (inclusive of ordinary hours worked)</small>	200%	225%
Public holiday – all day	250%	275%

### OVERTIME RATES (Shiftwork employees)

For all time worked	Full-time & part-time employees % of minimum hourly rate	Casual employees % of minimum hourly rate
In excess of the ordinary WEEKLY hours in <a href="#">clause 26.1</a> First 3 hours After 3 hours	150% 200%	175% 225%

In excess of ordinary DAILY hours on an ordinary shift		
First 2 hours	150%	175%
After 2 hours	200%	225%
Saturday, Sunday or public holiday not an ordinary working day	200%	225%
<p><b>NOTE:</b> An employer must pay an employee for a <b>minimum of 4 hours</b> at the overtime rate specified if:</p> <ul style="list-style-type: none"> <li>a) the employee is required to work overtime on a Saturday, a Sunday or a public holiday (as prescribed in Division 10 of Part 2.2 of the <a href="#">Act</a>);and</li> <li>b) the employee would not have been ordinarily rostered to work that day; and</li> <li>c) the work is not continuous with the start or finish of the employee's ordinary shift.</li> </ul>		

## SCHEDULE 11 - CLASSIFICATIONS

**For details of the different classifications level, click on the hyperlinks or [click here](#) for the full details in the Award.**