

3.5 PAYMENT ARRANGEMENTS

1 BACKGROUND

The General Council meeting of June 2007 agreed that all placements within the Western Australian Synod would be paid via the central church office payroll system as from 1 January 2008. This was to ensure that all relevant government legislation was complied with and to simplify superannuation and long service leave compliance.

2 THOSE OUTSIDE THE CENTRAL PAYROLL SYSTEM

It is acknowledged that there will be some placements where Ministers, usually in government or school situations are paid by their placement, for example, chaplains in the defence forces, chaplains in the health department.

Those ministers who are outside the central payroll system are not entitled to use the packaging arrangements available via the Minister's Benefit Account. The Uniting Church does not take any responsibility for the payment of these ministers or their entitlements such as annual leave. Treasurers (or those responsible for the administration of payment arrangements) in this situation are solely responsible for any infringements that may arise due to errors in processing 'payment summaries' or errors in superannuation contributions.

Congregations or placements operating outside this system may also have to make separate provision for long service leave entitlements for their Minister. Ministers who have a long service leave entitlement when commencing a placement outside the centralised payroll system will have that entitlement banked for a period of up to five years from the commencement of the new placement. After that period if there is a pro-rata¹ entitlement it will be paid out, otherwise all entitlements are lost.

3 PAYMENT GUIDELINES

The church payroll system will receive from treasurers of the placement a payment via a monthly transfer. This will then be processed allocating monies to stipend, allowances, Minister's Benefit Account, superannuation and taxation. The Uniting Church office will keep a record of long service leave entitlements. It will also issue payment summaries each financial year. All payments to those in placement will be via direct debit to a nominated bank account or by cheque.

¹ See Long Service Leave Policy X.XXX (This must be at least 75% of the next period of LSL entitlement.)