

11.02 Hours of Work - General Staff

Overview

A staff member's actual work pattern and span of hours should be negotiated with their supervisor in the context of the provisions contained herein. Requests for flexibility as to hours and pattern of work should be discussed between a staff member and their supervisor and be based on a consideration of organisational/ workplace requirements together with the staff member's need to balance work and family life.

Ordinary hours of work

11.02.01 "Ordinary daily hours" means seven (7) hours per day within the span of hours for the position, or pro rata in the case of part time staff members.

11.02.02 Except as provided in clause **11.02.03**, the ordinary hours of work of staff members will be as set out below:

Type of Staff member	Ordinary Hours of Work
Shift Workers	70 hours per fortnight averaged over a full shift roster
Cleaning Staff excluding college cleaners	70 hours per fortnight (Mon – Fri)
Library & Computer Support Staff	70 hours per fortnight between 7.00am & 9.30pm (Mon – Fri)
Technical & Research Staff	70 hours per fortnight between 7.00am & 10.15pm
Domestic Staff (including college cleaners)	70 hours per fortnight between 5.00am & 10.15pm
Farm Staff	70 hours per fortnight between 5.30am & 6.30pm
Kitchen & Dining Hall Staff	70 hours per fortnight between 5.30am & 10.15pm
Sport UNE – Non-administrative Staff	70 hours per fortnight between 7.00am & 10.00pm (Mon – Fri); and 8.00a, & 10.00pm (Saturday and Sunday)
All other Staff members (other than casuals but including administrative staff)	35 hours per week(Mon – Fri) or 70 hours/fortnight; between 6.00am & 7.00pm (Mon – Fri)

11.02.03 A staff member's ordinary hours of work will be as follows for those times when the staff member is involved in essential work for the conduct of and preparation for:

- University exams
- Graduation
- Residential schools
- Orientation week
- Open and career days (including Information Weekend)

- Such other occasions or categories as may be recommended by the Staff Consultative Committee (GTCC) and approved by the University.

Type of Staff member	Ordinary Hours of Work
Shift Workers	70 hours per fortnight averaged over a full shift roster
Cleaning Staff excluding college cleaners	70 hours per fortnight
Teaching and Learning Centre staff (other than administrative staff)	70 hours per fortnight between 7.00am & 10.30pm
Library & Computer Support Staff	70 hours per fortnight between 7.00am & 9.30pm
Technical & Research Staff	70 hours per fortnight between 7.00am & 10.15pm
Domestic Staff (including college cleaners)	70 hours per fortnight between 5.00am & 10.15pm
Farm Staff	70 hours per fortnight between 5.30am & 6.30pm
Kitchen & Dining Hall Staff	70 hours per fortnight between 5.30am & 10.15pm
Sport UNE – Non-administrative Staff	70 hours per fortnight between 7.00am & 10.00pm; and
All other Staff members (other than casuals but including administrative staff)	35 hours per week or 70 hours/fortnight; between 6.00am & 7.00pm

- 11.02.04** A staff member must be rostered off at least four (4) days per fortnight. Two of these days must be a consecutive Saturday and Sunday, except during “essential work” activities as listed in clause **11.02.03**.
- 11.02.05** In allocating rostered days off to staff members, a supervisor will ensure that:
- a reasonably equitable allocation of rostered days off is made;
 - consideration is given to a staff member’s religious/cultural obligations;
 - consideration is given to a staff member’s family and community obligations (e.g. sporting commitments and ability to organise childcare).
- 11.02.06** Where mutually agreed, staff may have their ordinary daily hours or part thereof rostered on any twenty (20) days within a twenty-eight (28) day cycle.

Rosters

- 11.02.07** Where a staff member is required to work a roster the following provisions will apply:
- 11.02.8** Work rosters will be posted in a readily accessible place.
- 11.02.9** All rosters will indicate the commencement and cessation times of the ordinary hours of work of the respective shifts for each staff member.
- 11.02.10** Changes of shift in rosters will, where possible, be notified at least seventy-two (72) hours before they become operative.
- 11.02.11** Changes of rosters will, where possible, be notified at least seven (7) days prior to becoming operative.
- 11.02.12** Provided that a shift or roster may be changed at any time to enable the function of the University to be carried out, where another staff member is absent from duty on account of illness or in an emergency, but provided further that if such alteration involves a staff member working on a day which would have been the staff member's day off, such time worked on that day will be paid at overtime rates.
- 11.02.13** Places in shifts or rosters may be interchanged by agreement between the staff members and the University, provided that the University will not incur additional shift or overtime penalties as a consequence of the interchange.

Ten Hour Breaks

- 11.02.14** When overtime is necessary it will, wherever reasonably practical, be so arranged that staff members have at least ten (10) consecutive hours off duty between the work of successive days.
- 11.02.15** Where a staff member is instructed to work any part of a ten (10) hour break between the completion of work on one day and the commencement of work on the next, they will be paid at overtime rates until such ten (10) hour break is taken.
- 11.02.16** The provisions of this clause will apply in the case of shift workers as if eight (8) hours were substituted for ten (10) hours for the purpose of changing shift rosters, or where a shift worker does not report for duty and a day worker or a shift worker is required to replace such shift worker.

Further Information

HR Client Services	Arts & Sciences	ext. 3319 or 3947
	EBL & EHPS	ext. 3824 or 3433
	Support Services	ext. 2511

<i>Approved Vice-Chancellor</i>	<i>27 May 2007</i>
<i>RMO Document No:</i>	<i>D06/46344</i>
<i>Policy Review Date:</i>	<i>30 June 2008</i>
<i>Responsibility for Review:</i>	<i>Human Resource Services</i>