

## **11.04 Overtime, Shift Penalties and Loadings & Time-in-Lieu – General Staff**

---

### **Overview**

The University has in place specific provisions to allow for work outside a staff member's ordinary hours of work. The provisions below allow and provide remuneration for work outside the ordinary span of hours, work performed on weekends and public holidays, and shift work. This policy also provides the flexibility for additional hours worked to be taken as time-in lieu of overtime.

### **Overtime, Shift Penalties and loadings**

- 11.04.01** Unless in an emergency, all overtime worked must be authorised in writing in advance by the appropriate supervisor. Shift penalties will not apply where overtime is paid.
- 11.04.02** Unless there is mutual agreement between the supervisor and the staff member regarding flexible working arrangements, including but not limited to time-off-in-lieu, overtime is payable for all work in excess of the ordinary daily hours, the fortnightly hours of work, or for work done outside the ordinary span of hours for the position. Payment of overtime will be calculated to the nearest 15 minute block.
- 11.04.03** For the purpose of this clause, "ordinary span of hours" means the span of time over which a staff member may be required to work ordinary hours.
- 11.04.04** In an area where flexible working arrangements have been agreed, the maximum number of ordinary hours that can be worked each day before overtime applies will be ten (10) hours. Each day will stand-alone.
- 11.04.05** A staff member on HEO 8.1 or above will not be eligible to receive overtime payments provided that the University may in special circumstance pay overtime or grant time-off-in-lieu.
- 11.04.06** A casual staff member will only be entitled to overtime where hours worked are in excess of 10 ordinary hours per day.
- 11.04.07** If a staff member is instructed to report for overtime on a day when he/she would not have to work, and on reporting for duty finds that there is no work, the staff member will be paid three (3) hours overtime at the appropriate overtime rate.
- 11.04.08** The following rates are to be paid to eligible staff members for:
- (a) all overtime worked where time off in lieu has not been mutually agreed; or

- (b) ordinary hours worked on weekends/public holidays in which case time off in lieu does not apply

### Overtime/Loading rates

Day Worked	Overtime/Loading Rate
Monday to Saturday	The ordinary rate plus 50% for the first 2 hours and the ordinary rate plus 100% thereafter
Sunday	The ordinary rate plus 100%
Public Holidays	The ordinary rate plus 150%

### **Part-time Staff**

- 11.04.09** If the staff member is part-time and agrees to work more than these ordinary hours, on any day or over the fortnight, the extra hours will be additional hours or overtime/time-in-lieu.
- 11.04.10** Part-time staff who agree to work above their contract hours will be paid at time and one-quarter until the number of ordinary hours for a full-time staff member have been worked, provided that normal overtime pay applies for work beyond seven (7) hours per day, 35 hours per week, and outside the ordinary span of hours.
- 11.04.11** Alternatively, a part-time staff member may elect to have a variation to their contract to reflect the changed hours, in which case clause **11.04.10** would not apply.

### **Management of Time-Off-In-Lieu**

- 11.04.12** A staff member may elect to have overtime acquitted as “time-off-in-lieu” rather than as payment.
- 11.04.13** The University may offer or discuss the option of time-off-in-lieu, but will have no power to direct a staff member to take overtime worked as time-off-in-lieu.
- 11.04.14** Time-off-in-lieu entitlements will be accrued at the rate of the actual hours worked (i.e. hour for hour basis).
- 11.04.15** A maximum of one (1) week ordinary time may be accrued as time-off-in-lieu (i.e. the maximum accrual will not exceed 35 hours at any time).
- 11.04.16** The responsibility for the authorisation, recording, monitoring and management of time-off-in-lieu will lie with the respective supervisor/manager of the relevant work unit. The provision of time-off-in-lieu must be authorised and recorded in writing by the staff member’s supervisor in advance of accrual. The staff member will be provided with a written authorised copy of the record of accrual.
- 11.04.17** Where, due to work requirements, a staff member is not able to take the accrued time-off-in-lieu within twelve (12) weeks of when it

was accrued, the time-off-in-lieu will be taken as leave immediately. If, due to operational requirements, the University can not release the staff member to take the accrued time-off-in-lieu as leave, then the University must pay the staff member the accrued time-off-in-lieu at the rate at the rate at which it accrued.

**11.04.18** In all other circumstances, time-off-in-lieu should be taken as soon as possible within two (2) weeks of accrual at a time mutually agreed between the staff member and supervisor, consistent with operational requirements and may be taken in whole days or part thereof.

**11.04.19** The supervisor and staff member will, within two weeks of accrual, mutually agree to the timing of when time-off-in-lieu will be taken.

**11.04.20** The University will not recognise unauthorised time-off-in-lieu.

### Shift Work

**11.04.21** These provisions only apply to shiftworkers, defined as follows:

“Shiftworker” means a person who is required to regularly perform duties on a continuous rotating shift over a 24 hour day seven (7) day week.

**11.04.22** Shift workers will be entitled to a paid crib break of 20 minutes

### Shift work penalty rates

**11.04.23** A staff member working shifts will be paid the following rates:

Type of Shift	Shift Description	Shift Rate
Early Morning Shift	Any shift, Monday to Friday, where the ordinary hours of duty commence at or after 4.00 am and before 6.00 am	The ordinary rate plus 10%
Day Shift	Any shift, Monday to Friday, where the ordinary hours of duty commence not earlier than 6.00 am and before 10.00 am	The ordinary rate
Early Afternoon Shift	Any shift, Monday to Friday where the ordinary hours of duty cease at or after 7.00pm	The ordinary rate plus 10%
Afternoon Shift	Any shift, Monday to Friday, where the ordinary hours of duty cease at or after 9.00pm and before midnight	The ordinary rate plus 12%
Night Shift	Any shift, Monday to Friday, where the ordinary hours of duty cease at or after midnight and before 6.00am	The ordinary rate plus 15%
Permanent Night Shift	Any shift system in which shifts are worked which do not rotate or alternate with other or another shift so as to give the staff member at least one third of their working time off night shifts in each roster period	The ordinary rate plus 30%

**Shift payment for weekend work**

**11.04.24** A staff member required to work on a weekend will be paid as follows: The rates provided for below are not paid in addition to the ordinary shift penalties provided in 5.2 above.

Day of Weekend	Shift Rates
Saturday	The ordinary rate plus 50%
Sunday	The ordinary rate plus 100%

**Shift payment for public holidays**

**11.04.25** A staff member required to work on a public holiday will be paid as follows:-

Application	Rate
Public Holiday	The ordinary rate plus 150%
where a shift ends during the public holiday	The ordinary shift rate 100%

**Further Information**

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

*Approved Vice-Chancellor* 25 May 2007  
*RMO Document No:* D06/46355  
*Policy Review Date:* 30 June 2008  
*Responsibility for Review:* Human Resource Services