

Name of Policy	Interim On-Call Arrangements for General Staff Policy
Description of Policy	<i>This policy covers the on call arrangements for General Staff of the University</i>
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Description of Revision	

Human Resources Directorate

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1. Background Information

This policy has been developed in support of on-call provisions for general staff at ACU.

2. Policy Statement

In order to facilitate enhanced and flexible operations of the University, a general staff member may be required to participate in on-call arrangements from time to time, to maintain the effective operations of the University. In such circumstances, an on-call allowance will be payable in accordance with the provisions of this policy.

3. Policy Purpose

This policy outlines the conditions governing on-call arrangements and its application at ACU.

4. Application of Policy

This policy applies to all general staff of the University.

The following arrangements will apply to the rostering of general staff who are required by the University to be placed on-call to attend to a critical problem which might occur outside of the span of hours provided for under section 4.1.1. A staff member "on-call" will not be required to remain at her/his home, but shall be readily contactable and available.

If necessary, the University will provide the staff member with an appropriate on-call kit, which may include suitable means of communication and access to suitable transport arrangements.

4.1 On-Call Allowance

All authorised on-call arrangements worked in the following circumstances shall be paid at the ordinary rate per hour (excluding any other allowances being paid to the staff member) in accordance with the following table:

<i>On-Call Arrangements</i>	<i>Payment Rate</i>
For a 24 hour rostered period	115% of the ordinary daily hours
Return to the workplace outside the span of hours (see 4.1.1)	Minimum 3 hour payment at appropriate overtime rates

The on-call allowance is not subject to calculation for superannuation purposes.

4.1.1 A general staff member, including a shift worker, and the nominated supervisor may develop equitable on-call working arrangements in conjunction with the following flexible working arrangement parameters:

- the normal weekly ordinary hours of work shall be 35, however, the maximum number of ordinary hours a staff member may be permitted to work in any week is 45 hours;
- the maximum number of ordinary hours a staff member may be permitted to work on any one day is 9 hours;
- the normal daily span of ordinary hours to be worked under these arrangements will be 8:00 am to 6:00 pm, Monday to Friday but this may be extended to 7:30 am to 7:00 pm where it is essential to maintain a University service or activity;

- except in an emergency situation, a general staff member will normally be given 48 hours notice if they are required to work during the period 7.30 am to 8:00 am or 6:00 pm to 7.00pm;
- overtime and shift allowances are not applicable between 7:30 am and 7:00 pm;
- with the approval of the Executive staff member, a general staff member may work ordinary hours outside the extended span of ordinary hours provided that she/he is not required to do so under this provision;
- a general staff member will normally work an average of 140 hours over a four-week cycle;
- part-time general staff will work the hours specified in their contract of employment over a four-week cycle (or the contracted period in the case of casual staff); and,
- the ordinary hours of work for caretaking/cleaning/gardening/security staff shall be worked between 6:00 am to 10:00 pm, Monday to Friday.

4.2 Payment of Overtime for Staff On-Call

If a staff member is required to return to the University at any time outside of the span of hours set out in section 4.1.1, the staff member will be paid a minimum of three hours overtime inclusive of travel time.

Any additional return to the University for the same or related problem within a minimum overtime period will not attract further payment.

Overtime will be calculated and paid in accordance with the University policy on Overtime for General Staff.

5. Approvals

All on-call arrangements must be authorised by the appropriate delegated officer prior to the commencement of the on-call arrangements. Information on delegated officers for on-call arrangements is available in the University Staff Delegations which are published on the Human Resources website.

6. Policy Review

The University may make changes to this Policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of work arrangements in their work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.