

Name of Policy	Recording of Hours Worked Policy
Description of Policy	<i>This policy sets out the obligations of individual staff, supervisors and the University to record the hours worked by certain categories of staff.</i>
<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Revision
Description of Revision	

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	5 June 2008

Table of Contents

1.	Background Information	1
2.	Policy Statement.....	1
3.	Policy Purpose.....	1
4.	Application of Policy	1
4.1	The University's Statutory Obligations	1
4.1.1	<i>Requirement to record Overtime and Shift Allowance Hours</i>	1
4.1.2	<i>Requirement to record the hours worked by Casual and Sessional Staff</i>	1
4.2	The University's Enterprise Agreement and AWA Obligations	1
4.2.1	<i>Requirement to record hours worked under Flexible Working Arrangements</i>	1
5.	Approvals	2
6.	Procedures	2
6.1	<i>All continuing and fixed-term General Staff classified at HEW Level 1 to HEW Level 7 (inclusive) eligible to be paid Overtime</i>	2
6.2	<i>All continuing and fixed-term General Staff classified at HEW Level 1 to HEW Level 7 (inclusive) eligible to be paid a Shift Allowance</i>	2
6.3	<i>All Casual General Staff</i>	2
6.4	<i>All Sessional Academic Staff</i>	2
6.5	<i>All Casual Academic Staff and Casual Teachers in Centres (i.e. ELICOS staff)</i> ..	2
6.6	<i>All Casual Piece Rate Staff</i>	2
6.7	Related University Policies.....	3
6.8	Requirements of Nominated Supervisors.....	3
6.9	Storage of Records of Hours of Work	3
7.	Policy Review	3
8.	Further Assistance	3

1. Background Information

This policy has been developed to describe the arrangements made by the University to record the hours worked by certain categories of staff.

2. Policy Statement

The University recognises that there are a variety of hours of work arrangements, which may include a flexible component, undertaken by staff during their employment at the University. This policy sets out the obligations of individual staff, nominated supervisors and the University to record the hours worked by certain categories of staff.

3. Policy Purpose

The purpose of this policy is to ensure that the University meets its statutory obligations by complying with the Record Keeping requirements detailed in Part 19, Division 3 of the Regulations of *The Workplace Relations Act, 1996* (the Act).

4. Application of Policy

4.1 The University's Statutory Obligations

The University is obliged to record the hours worked by several categories of its staff. The Act describes two sets of requirements for the recording of a staff member's hours of work, depending on the category of staff concerned.

Requirement to record Overtime and Shift Allowance Hours

All General Staff (including casuals) classified at HEW Level 1 to HEW Level 7 (inclusive) are eligible to be paid overtime if a supervisor requires overtime to be worked. When overtime is worked, the staff member must record the number of overtime hours she/he has worked, including when she/he started and ceased working the overtime hours.

General Staff who are required to work shift work and who receive a shift allowance, are required to record the number of hours worked each day, including the start and finish times of each shift worked.

Requirement to record the hours worked by Casual and Sessional Staff

If a staff member is a casual, sessional or irregular part-time staff member whose salary is derived from an hourly pay rate, the staff member must record the actual number of hours worked each day.

The requirement to record the hours worked applies to all casual academic staff (including field practicum supervisors), sessional Academic Staff, all casual General Staff and all casual Teachers in Centres (i.e. ELICOS staff).

4.2 The University's Enterprise Agreement and AWA Obligations

4.2.1 *Requirement to record hours worked under Flexible Working Arrangements*

General Staff classified at HEW Level 1 to HEW Level 7 (inclusive) are required to record their daily start and finish times in accordance with the University's Flexible Working Arrangements for General Staff Policy.

5. Approvals

All nominated supervisors are required to confirm and authorise the records of hours worked by staff as outlined in this policy.

All decisions relating to the application of this policy must be in accordance with the University's Staffing Delegations Register.

6. Procedures

6.1 *All continuing and fixed-term General Staff classified at HEW Level 1 to HEW Level 7 (inclusive) eligible to be paid Overtime*

This group of staff are required to complete and submit a fortnightly Payment Record to record the number of overtime hours worked, including when she/he started and finished working the overtime hours.

6.2 *All continuing and fixed-term General Staff classified at HEW Level 1 to HEW Level 7 (inclusive) eligible to be paid a Shift Allowance*

This group of staff are required to complete and submit a fortnightly Payment Record to record the number of hours worked where a shift allowance is payable, including the starting and finishing times of each shift.

6.3 *All Casual General Staff*

This group of staff are required to complete and submit a fortnightly Payment Record to record the number of hours they worked, including their daily starting and finishing times. Nominated supervisors are required to ensure that the Payment Records:

- are completed on a daily basis by all staff,
- accurately detail the hours worked,
- are stored in a safe and secure location, and;
- are submitted to Human Resources (Mount Saint Mary Campus Strathfield) on a fortnightly basis.

6.4 *All Sessional Academic Staff*

Heads of School are required to complete and submit an Employment Request for Sessional Academic Staff to record the total required hours to be worked each day. Heads of School are required to ensure that the Human Resources is advised of:

- any variations to the scheduled hours and academic activities that the University requires sessional Academic Staff to work; and,
- any and all occasions when the sessional Academic Staff member did not work the hours required by the University (e.g. where the staff member takes Unpaid Carer's Leave).

6.5 *All Casual Academic Staff and Casual Teachers in Centres (i.e. ELICOS staff)*

These groups of staff are required to complete and submit a fortnightly Payment Record to record the *total* required hours worked each day (including the daily starting and finishing times).

6.6 *All Casual Piece Rate Staff*

This group of staff are required to complete and submit a fortnightly Payment Record – *for Casual Piece Rate Staff* to record the number of hours worked and the number of students the work has been assigned as relating to, which together informs the hourly piece rate to be paid.

Examples of casual piece rate staff members include; professional experience and practicum supervisors (including supervision in the 'field'), thesis examiners, peer note takers and scribes.

6.7 Related University Policies

The above procedures are required in order to facilitate the payment of hours worked to the relevant staff, in accordance with the University's Policy on Overtime for General Staff; Shift Work for General Staff; Employment of Casual Staff and/or Employment of Sessional Academic Staff.

6.8 Requirements of Nominated Supervisors

Nominated Supervisors are required to ensure that the Payment Records:

- are completed on a daily basis by the staff concerned,
- accurately detail the hours worked,
- are stored in a safe and secure location, and;
- are submitted to the Mount Saint Mary campus of the Human Resources, on a fortnightly basis

6.9 Storage of Records of Hours of Work

All approved Payment Records and Employment Request for Sessional Academic Staff must be submitted as outlined above and will be stored by Human Resources in a safe and secure location for a period of 7 years as required by the Act.

7. Policy Review

The University may make changes to this policy and procedures from time to time. In this regard, any staff member who wishes to make any comments about this Policy may forward her/his suggestions to the Director, Human Resources.

8. Further Assistance

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