



Overtime for General Staff

Q&A

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Q1. Why does the University have overtime for General Staff?

A1. The University recognises that from time to time in order for particular University activities to be undertaken and/or completed (such as preparation for Orientation Week, installation of a new system or conducting post-graduation information sessions) it may be necessary for General Staff to be asked to work additional hours (overtime) to their ordinary hours. Overtime is at the direction of the Nominated Supervisor and may be either approved as payment or additional time calculated at the overtime rate. You must gain approval from your Nominated Supervisor prior to undertaking any additional hours including hours of work which may incur the payment of overtime.

Q2. Who decides if Overtime is needed?

A2. The Nominated Supervisor is responsible for determining if staff need to be asked to work additional hours in order to undertake a particular activity and/or complete a particular task. The Executive Officer is responsible for approving overtime worked.

Q3. Who is eligible to be paid overtime?

A3. Payment of overtime applies to those staff whose salary does not exceed the maximum guaranteed salary rate of HEW Level 7. Staff whose salary exceeds the maximum guaranteed rate for HEW Level 7 are not eligible to receive payment for overtime, but are entitled to time off in lieu equivalent to the period of overtime worked.

Q4. Can I decline to do overtime?

A4. You may decline to undertake overtime this is generally in cases such as child care or elder care.

Q5. What are the parameters for the payment of overtime?

A5. Overtime working arrangements occur outside the following flexible working arrangement parameters:

- 7 hours is the ordinary number of hours to be worked on a day, 35 hours is the normal ordinary hours of work per week and 140 hours over a four-week cycle. The maximum number of hours per day is 9 and the maximum number of hours per week is 45;
- 8:00 am to 6:00 pm, Monday to Friday is the normal daily span of ordinary hours. This is to 7:30 am to 7:00 pm where it is essential to maintain a University service or activity, overtime and shift allowances are not applicable between 7.30am and 7.00pm;
- 48 hours notice if normally provided if a staff member is required to work during the period 7.30 am to 8:00 am or 6:00 pm to 7.00pm;
- the ordinary hours of work for caretaking/cleaning/gardening/security staff is between 6:00 am to 10:00 pm, Monday to Friday.

Overtime also applies if a staff member is carrying the maximum accumulated hours available under the Flexible Working Arrangements For General Staff (28 hours) into a new work cycle, and is required by the Nominated Supervisor to work additional hours.

Q6. What rates are payable for Overtime?

A6. When overtime is to be paid it will be calculated as follows:

- Monday to Saturday (first 3 hrs) at 150% and 200% thereafter.
- Sunday 200%.
- Public Holiday 250%.

In the case of a recalled staff member a minimum of three hours overtime is payable at the following rates:

- Monday to Saturday 150%
- Sunday 200%
- Public Holiday 250%

Overtime calculations do not include any casual loading or shift allowance.

In the case of a staff member who has not had a minimum 10 hour rest break relief period following overtime prior to returning to duty they will be paid at a rate of 200% until they are released from duty.

Q7. What is time off in lieu?

- A7.** In cases where you are directed to work overtime you may prefer to take the time off (time off in lieu) as opposed to receiving payment for overtime. In the case of staff whose salary is less than the maximum guaranteed rate for a HEW Level 7 the time off is calculated at the same rate as overtime. For a staff member whose salary exceeds the maximum guaranteed rate of a HEW Level 7 the over-time is calculated on an hour for hour basis.

All time-in-lieu must be cleared within three months of accrual unless otherwise agreed between the staff member and the Nominated Supervisor. If it is not cleared, you shall then be paid the monetary value of any accrued time-in-lieu.

Q8. How do I claim payment for overtime worked?

- A8.** You must complete a *payment record time sheet* which must be authorised in accordance with the Staffing Delegations register. Once authorised the time sheet should be sent to the Human Resources Directorate for processing.

Q9. What is meant by being “On-call”?

- A9.** A number of positions within the University are identified as requiring to respond to critical University operations outside the standard span of hours, as such staff will be rostered and appropriately compensated to be “on-call” in order to respond to such critical matters.

Q10. What overtime will be paid if I am “On-call” and called back to work?

- A10.** If you are on-call and required to return to the University at any time outside the span of hours as set out in the above parameters you will be paid a minimum of three hours overtime at a rate of 150% of the ordinary rate per hour, inclusive of travel time.

Where more than one overtime attendance is involved, the minimum payment provision shall not operate to increase the overtime payment beyond that which would have been payable had you remained on duty from the time of commencing one attendance to the time of ceasing a subsequent attendance.

Q11. When is a meal allowance payable during overtime?

- A11.** A meal allowance is payable to you when you work at least one and a half hours of authorised overtime before or after their ordinary hours for the day/shift which is continuous with your normal hours for the day/shift not counting time for any

intervening meal break taken in accordance with the University policy on Meal Breaks and Rest Pauses.

Q12. How do I find out further information in relation to the payment of overtime for General Staff?

A12. You can refer to the Human Resources Directorate website for policy information, discuss the policy with your Nominated Supervisor and/or contact your local Human Resources Consultant.