<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Interim - Expanded Working Hours for General Staff – AWAs Policy</th>
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<tbody>
<tr>
<td>Description of Policy</td>
<td>This policy relates to a condition of employment available for existing or prospective or general staff members who take up an Australian Workplace Agreement.</td>
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<tr>
<th>New Policy</th>
<th>Revision</th>
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<tr>
<td>Description of Revision</td>
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**Personnel Relations and Equal Opportunity Directorate**

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<th>Policy and Revision Number</th>
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<tr>
<td>Original Effective Date</td>
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<td>Review Due Date</td>
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<td>Revision Effective Date</td>
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<td>Senate Approval Date</td>
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<td>Vice Chancellor’s Approval Date</td>
<td>28 August 2007</td>
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1. **Background Information**

   This policy supports the provision to a member or prospective member of general staff in an Australian Workplace Agreement in specified working areas of access to expanded working hours.

2. **Policy Statement**

   To support educational delivery and relevant service provision in the University and as part of its overall approach to workplace flexibility through Australian Workplace Agreements, there will be a capacity for general staff covered by Australian Workplace Agreements to seek approval for expanded working hours averaging 37.5 hours per week over the full year. Access to expanded working hours is limited to Student Administration, the University Library, the Research Services Office and the Information Technology and Communication Directorate.

3. **Policy Purpose**

   The purpose of this policy is to specify the arrangements which apply where expanded working hours are approved for a general staff member.

4. **Application of Policy**

   This policy is available to be utilised by eligible full-time continuing and fixed-term general staff members whose employment is covered by an Australian Workplace Agreement, who wish to seek approval for expanded working hours averaging 37.5 hours per week over the full year.

5. **Approvals**

   Approvals will be the responsibility of the relevant Executive Staff Member who will consider requests from a staff member and recommendations from nominated supervisors for expanded working hours for an eligible general staff member. The key concern in assessing the requests will be their practicality in directly supporting educational delivery or relevant service provision.

6. **Procedures**

   6.1 Where a general staff member elects to seek approval for extended working hours, the request should be discussed with the nominated supervisor.

   6.2 After assessing a request the nominated supervisor will present a recommendation to their Executive Staff Member.

   6.3 The Executive Staff Member will consider a request for expanded working hours. The nature and extent of the direct support for educational delivery or relevant service provision will be assessed as well as resources and other implications.

   6.4 The approval and notification to Personnel Relations and Equal Opportunity Directorate of a staff member’s expanded working hours must include the days and hours.

   6.5 Where a request is approved by an Executive Staff Member, expanded working hours of 37.5 hours per week for a staff member will be introduced on a date and in a manner that supports educational delivery or relevant service provision.
6.6 Where expanded working hours of 37.5 hours per week are introduced, the staff member will receive salary and all leave entitlements calculated according to a 37.5 hour week. University provisions concerning leave as to maximum accruals will continue to apply.

6.7 Where expanded working hours of 37.5 hours per week are introduced, the staff member will continue to be covered by the daily and weekly parameters as to working hours in their Australian Workplace Agreement, except that a weekly average of 37.5 hours will be substituted for a weekly average of 35 hours.

6.8 Where expanded working hours of 37.5 hours per week are introduced, the Personnel Relations and Equal Opportunity Directorate will send written advice to a staff member about the introduction of expanded hours. The advice will also cover changes in salaries and leave which will apply under expanded hours.

7. Policy Review

The University may make changes to this Policy from time to time to improve the effectiveness of its operation. Staff members who wish to make any comments about this Policy may forward suggestions to the Director, Personnel Relations and Equal Opportunity.

8. Further Assistance

Staff wishing to obtain further information on the scope for expanded working hours for general staff should first consult her/his nominated supervisor. Should further information be needed, she/he should contact the Personnel Relations Consultant assigned to her/his campus.
A staff member who is employed under an Australian Workplace Agreement (AWA) may apply to access one or more of the benefits listed below. When a staff member wishes to access these benefits, they must, in some cases, first seek the approval of their nominated supervisor (where this approval is required, it is stated in the relevant policy). Those benefits requiring approval will apply subject to workplace needs and capacities as outlined in the respective policy.

**Personal Details:**

Surname: ___________________________  First Name: ___________________________

Staff Number: _____________________  Phone (w): ___________________________

Phone (m): ________________________  Phone (h): ___________________________

Email: ______________________________

Organisational Unit: __________________________

Date: __________________________

**Advice:**

Please cross (x) the benefit(s) that you wish to take advantage of as set out in the Australian Workplace agreement offered to you:

- [ ] Salary Averaging
- [ ] Inclusion of annual leave loading in regular salary
- [ ] Encashment of long service leave
- [ ] Purchase of additional leave
- [ ] Extended working hours for general staff
- [ ] Deferred salary scheme
- [ ] Other…………………………………..

**Declaration and approval:**

I declare that I have read and understand the policy(ies) relevant to my choices as outlined above.

Signature (staff member): ___________________________  Date: __________

Signature (nominated supervisor): ___________________________

Please Print Name: ___________________________

Signature (executive staff member): ___________________________

Please Print Name: ___________________________