

Name of Policy	On Call Arrangements for Professional Staff Policy
Description of Policy	This policy sets out the provisions for the arrangements and payments for staff who are required to be On Call at ACU.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/>
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
Description of Revision	This Policy has been updated to incorporate the provisions of the Australian Catholic University Staff Enterprise Agreement, 2010 – 2013.

Approval Authority	Vice-Chancellor
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	30 July 2008
Effective Date	20 July 2008
Date of Last Revision	1 April 2019
Effective Date of Last Revision	1 April 2019
Date of Policy Review*	1 April 2022

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	Flexible Working Arrangements Policy Overtime for Professional Staff Policy Recording of Hours Worked Policy Shift Work for Professional Staff Policy
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1. Background Information

This policy has been developed in support of the on-call arrangements and payments for Professional Staff at Australian Catholic University.

2. Policy Statement

In order to facilitate the operations of the University, a Professional Staff member may be required to participate in on-call arrangements from time to time. In such circumstances, an on-call allowance will be paid 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

- 4.1** This policy applies to Professional Staff of the University who are covered by the provisions of *the Australian Catholic University Staff Enterprise Agreement 2017 - 2021* (the **Agreement**).
- 4.2** The following arrangements apply to the rostering of Professional Staff who are required by the University to be placed on-call to attend to a critical problem which might occur outside of the University's normal span of hours. A staff member who is rostered to be "on-call" will not be required to remain at their home, but must be readily contactable and available.
- 4.3** 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.

4.4 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	Minimum 3 hour payment at appropriate overtime rate

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

4.6 Payment of Overtime for Staff On-Call

- 4.6.1 If a staff member is required to return to the University at any time outside the span of hours set out above, the staff member will be paid a minimum of three hours overtime inclusive of travel time.
- 4.6.2 Any additional return to the University for the same or related problem within a minimum overtime period will not attract further payment.
- 4.6.3 Overtime will be calculated and paid in accordance with the University policy on Overtime for Professional Staff.

5. Approvals

On-call arrangements must be authorised by the appropriate delegated officer (including creating and updating the roster of Professional Staff to be on-call in the work area), prior to the commencement of the on-call arrangements. Information on delegated officers is available in the Delegations of Authority Policy and Register.

6. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
30 October 2012	Major	Updated to incorporate the provisions of the Australian Catholic University Staff Enterprise Agreement, 2010 – 2013.
1 April 2019	Editorial	Updated to include reference to Australian Catholic University Staff Enterprise Agreement 2017 – 2021 and Service Central.

The University may make changes to this policy 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 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 these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).