<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Shiftwork for Professional Staff Policy</th>
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<tbody>
<tr>
<td>Description of Policy</td>
<td>This policy outlines shiftwork arrangements for Professional Staff at ACU.</td>
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<tr>
<td>Policy applies to</td>
<td>☒ University-wide</td>
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<tr>
<td></td>
<td>☐ Specific (outlet location, campus, organisational unit etc.)</td>
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<td></td>
<td>☒ Staff Only    ☐ Students Only    ☐ Staff and Students</td>
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<tr>
<td>Policy Status</td>
<td>☐ New Policy    ☐ Revision of Existing Policy</td>
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<tr>
<td>Description of Revision</td>
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**Approval Authority**

Vice-Chancellor and President

**Governing Authority**

Chief Operating Officer

**Responsible Officer**

Director, Human Resources

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<tr>
<th>Approval Date</th>
<th>June 2008</th>
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<tr>
<td>Effective Date</td>
<td>June 2008</td>
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<tr>
<td>Approval Date of Last Revision</td>
<td>1 July 2019</td>
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<tr>
<td>Effective Date of Last Revision</td>
<td>1 July 2019</td>
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<tr>
<td>Date of Policy Review*</td>
<td>May 2022</td>
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*Unless otherwise indicated, this policy will still apply beyond the review date.

**Related Legislation, Policies, Procedures, Guidelines and Local Protocols**

ACU Staff Enterprise Agreement 2017 – 2021
Delegations of Authority Policy and Register
Flexible Working Arrangements Policy
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1. Background

This policy has been developed in support of the provisions for shiftwork at ACU. The Australian Catholic University Staff Enterprise Agreement 2017 – 2021 (the Agreement) sets out the broad terms and conditions that apply to Shiftwork for Professional Staff.

The provisions of this policy are to be read in conjunction with the provisions of the Flexible Working Arrangements Policy.

2. Policy Statement

To facilitate enhanced and flexible operations of the University, a Professional Staff member may be required to work shiftwork. In some circumstances, a shift allowance will be payable in accordance with the provisions of this policy. Shiftwork arrangements may be common in some organisational units, while in others it may occur temporarily to support periodic changes in workload demands arising during the year.

3. Definitions

"Afternoon Shift" means any shift finishing after 7:00 pm and at or before midnight.

"Broken Shift" means an ordinary time shift worked in two periods of duty during the hours 7:30 am to 7:00 pm.
"Double Shift" occurs when a staff member is required to work two consecutive shifts, or any portion of a second consecutive shift.

"Night Shift" means any shift finishing after midnight and at or before 7:30 am.

“Night Shift (non-rotating)” refers to any shift pattern in which night shifts are worked which do not rotate or alternate with another shift so that the employee has at least one third of their working time off night shift in each roster cycle. In these instances, night shifts attract a 30% shift penalty allowance.

“Ordinary Time Shift” means any period of work starting at or after 7:30 am and finishing at or before 7:00 pm as provided for under sub-clause 5.3.2.1(iii) of the University’s Staff Enterprise Agreement 2017 – 2021 and for which no shift allowance applies.

"Shift" or “Rostered Shift” means a continuous period of work, except as provided in section 2.2, during which a shift worker is rostered for duty.

“Shift Roster” means a sequence of shifts in a roster to be normally worked by a staff member. These hours are normally arranged so as to form a recurring cycle of five days on shift and two days off per week.

4. Application

The provisions of this policy apply to continuing and fixed-term Professional Staff members who are not in receipt of a salary in excess of that payable to a HEW 7 officer. The payment of a shift allowance will be subject to the time of commencement of the particular shift as defined in this policy.

Where shiftwork arrangements are to be introduced, and a staff member does not currently perform shiftwork, if they satisfy their Member of the Executive there are good and sufficient reasons as to why they cannot work shift arrangements, then the staff member shall not be required to work the shift arrangements. Such reasons may include (but are not limited to) child or elder care arrangements.

4.1 Payment for Shiftwork

All authorised work on shiftwork shall be paid at the ordinary rate per hour in accordance with the following table:
A staff member whose normal rostered day off duty falls on a public holiday shall be granted one additional day of leave in lieu of such holiday.

A staff member who without seventy two (72) hours notice is transferred:
- from one shift roster to another shift roster; or,
- to an un-rostered shift; or,
- to another shift within the roster,

shall be paid 150% at the ordinary rate per hour, where the staff member is transferred to an afternoon or night shift (during Monday to Friday) which occurs before the expiry of seventy two 72 hours notice of transfer. This allowance shall be payable in lieu of the afternoon or night shift allowance payable under section 4.1 above.

**Note:** Staff are required to complete and submit a timesheet via Staff Connect for each shift.
4.2 Broken Shifts
Not more than two periods of duty shall be worked in any one broken shift and be paid for at a minimum of two hours for each start.

4.3 Double Shifts
A staff member required to work a double shift will be paid in accordance with the relevant rates listed in section 4.1 above:
- a shift allowance for the initial shift;
- overtime rates for the second shift (excluding shift allowance); and
- a meal allowance, if an unpaid meal break is taken in accordance with the conditions set out in the University’s Meal Allowance During Overtime Policy.

4.4 Additional Recreational Leave

4.4.1 Leave for Seven Day Shift Workers
A staff member whose normal hours of duty are performed over seven days a week, including Sundays and holidays, shall be granted additional recreation leave in addition to the normal leave entitlement of the staff member, as follows:

- an additional five days leave where the hours the staff member is rostered for duty includes at least ten (10) Sundays during the staff member’s period of recreation leave accrual; or,

- additional leave at the rate of half a day for each Sunday rostered where the hours the staff member is rostered for duty includes less than ten (10) Sundays during the staff member’s period of recreation leave accrual.

Such additional accrual of recreation leave remains subject to the forty (40) day maximum requirement contained in the Recreation Leave (including Annual Leave) Policy. This additional recreation leave shall not include non-working days and holidays.

5. Revisions made to this Policy

<table>
<thead>
<tr>
<th>Date</th>
<th>Major, Minor or Editorial</th>
<th>Description</th>
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<tbody>
<tr>
<td>TBA</td>
<td>Major</td>
<td>Updated to incorporate the provisions of the Australian Catholic University Staff Enterprise Agreement 2017 – 2021.</td>
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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.

6. Further Assistance

A staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of leave arrangements in their work area. Should further information or advice be required staff should visit Service Central.