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| Name of Policy | Shiftwork for Professional Staff Policy |
| Description of Policy | This policy outlines shiftwork arrangements for Professional Staff 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 type="checkbox"/> Revision of Existing Policy |
| Description of Revision | |

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

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| Approval Date | June 2008 |
| Effective Date | June 2008 |
| Date of Last Revision | |
| Date of Policy Review* | July 2018 |

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

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| Related Policies, Procedures, Guidelines and Local Protocols | |
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1. Background Information

This policy has been developed in support of the provisions for shiftwork at ACU. The provisions of this policy are to be read in conjunction with the provisions of the University Policy on Flexible Working Arrangements for Professional Staff.

2. 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.

"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 2013 – 2017 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.

3. Policy Statement

In order 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 course of the year.

4. Policy Purpose

This policy identifies the conditions governing shiftwork and its application at ACU.

5. Application of Policy

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 she/he satisfies her/his Executive Dean/Director that there are good and sufficient reasons as to why she/he 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.

5.1 Payment for Shiftwork

All authorised work on shiftwork shall be paid at the ordinary rate per hour in accordance with the following table:

| Shift | Hourly Rate |
|---|--|
| Afternoon, night or broken shift – Monday to Friday | 115% |
| Rostered or required – | |
| - Saturday | 150% |
| - Sunday | 200% |
| - Public Holiday | 250% |
| Double shift | |
| - Initial Shift | |
| - Monday to Friday | 115% |
| - Saturday | 150% |
| - Sunday | 200% |
| - Public Holiday | 250% |
| - Second Shift | Appropriate overtime rates <u>and</u> meal allowance (if an unpaid meal break is taken in accordance with the conditions set out in section 5.5) |

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 72 hours notice is transferred:

- from one shift roster to another shift roster; or,
- to an unrostered 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 72 hours notice of transfer. This allowance shall be payable in lieu of the afternoon or night shift allowance payable under section 5.2.1.

Note: Staff are required to complete and submit a timesheet via [Staff Connect](#) for each shift.

5.2 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.

5.3 Double Shifts

A staff member required to work a double shift will be paid in accordance with the relevant rates listed in section 5.3.1 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 Policy on the Payment of Meal Allowance during Overtime for Professional Staff.

5.4 Additional 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 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 10 Sundays during the staff member's period of recreation leave accrual.

Such additional accrual of recreation leave remains subject to the 30-day maximum requirement contained in the *Recreational Leave Policy*. This additional recreation leave shall not include non-working days and holidays.

6. Policy Review

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](#).