



University of  
South Australia

## Overtime and Time off in Lieu (TOIL) Procedure Security and Grounds Staff

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### APPLICATION

This procedure applies to general staff employed in accordance with:

1. The University of South Australia (Security and Grounds Staff) Enterprise Agreement 2008
2. Security and Grounds Staff employed pursuant to an Australian Workplace Agreement (AWA).

### OVERVIEW

This procedure reflects the preferred practice of the University and provides a guide to the application and the managing of overtime and time off in lieu for security and grounds staff.

### PROCEDURE

#### 1. Overtime

##### a) Hours of Work – Security Staff on Annualised Salary

- i) The ordinary hours of work for full-time security staff on an annualised salary shall be an average of 36.75 hours per week over a year in accordance with 24 hour/7 day per week roster system.
- ii) Security staff on the relief roster will be on call for the duration of the relief shift to provide University wide relief on any metropolitan campus. Security staff are not required to be on-campus unless required as part of the relief roster and must be contactable at all times.
- iii) The University may only proceed with a single officer on a night shift where all other reasonable attempts to recall rostered on-call or off duty security staff have been exhausted.

##### b) Hours of Work – Grounds Staff and Security Staff on Non-Annualised Salary

- i) The ordinary hours of work for full-time grounds staff and security staff on a non-annualised salary shall be 36.75 hours per week to be worked within a span of 6.00am – 6.00pm Monday to Friday.

- ii) Overtime shall only apply to staff who are required by the Director: Services (or nominee) to work in excess of:
  - 1) The ordinary hours of work as determined under Clause 1 (a) and 1 (b); and
  - 2) In the case of security officers (annualised and non annualised salary) the 61.25 hours per annum.
- iii) Payment for overtime shall only be made if approved by the Director Services (or nominee).
- iv) Overtime for the purposes of these provisions means:
  - 1) Grounds staff and security staff (non annualised salary) - time worked in excess of 7.5 hours per day, except where there is a flexible work arrangement in place, in which case overtime shall apply for time worked in excess of the ordinary hours determined in that arrangement.
  - 2) Security staff (annualised salary) – time worked in excess of the ordinary hours shift roster per shift (on roster) and all time worked which is not part of the ordinary hours shift roster of the staff member concerned (excluding the 61.25 hours per annum).
  - 3) All time worked on Saturdays, Sundays and Public Holidays, other than work performed on any such day which has been determined as constituting part of a staff member’s ordinary hours of work.
  - 4) No employee shall work continuously for any period in excess of 5 hours on any Saturday, Sunday or Public Holiday without an unpaid break of at least 30 minutes.

c) Overtime Rates

Staff who qualify for overtime payment shall be paid on the following basis for overtime worked:

- i) Monday to Friday inclusive - at the rate of time and a half for the first two hours and double time thereafter.
- ii) Saturday (other than a Saturday which is a Public Holiday) - at a rate of time and a half for the first two hours and double time thereafter except that all time worked after noon shall be at the rate of double time with a minimum payment as for three hours work at appropriate rate.
- iii) Sunday - at the rate of double time for all time worked with a minimum payment as for three hours work at such rate.
- iv) Public holiday - at the rate of double time and a half for all time worked with a minimum payment as for three hours work at such rate.

d) Time off in Lieu of Overtime (other than Public Holidays)

- i) Employees may with the agreement of the Director Services (or nominee) take time off equal to the overtime worked in lieu of receiving overtime payment. In these circumstances the time off should be taken as soon as practicable after the overtime is worked.

- ii) The Director Services (or nominee) may permit time off in lieu to accumulate up to five working days provided it is taken prior to the end of the financial year in which the overtime is worked.
- e) Part-time Staff
- i) These provisions shall apply to part-time staff, however the requirement to work overtime must be made with the agreement of the part-time employee.
  - ii) Time worked up to 7.5 hours in one day is not to be regarded as overtime but as an extension of the contract hours for that day and should be paid at the normal rate of pay.
  - iii) Overtime shall not be payable unless the total time worked on any day exceeds 8 hours. Part-time employees will be paid at the appropriate overtime rates in accordance with these provisions.
- f) Recall to Duty
- i) Except as provided in these provisions an employee recalled to work overtime after leaving the place of employment shall be paid for a minimum of three hours work even if the work is completed within a shorter period.
  - ii) An employee recalled to work within three hours of starting work on a previous recall shall not be entitled to any additional payment for the time worked within a period of three hours from the time of commencement of the previous recall.
  - iii) The above recall provisions shall not apply where it is customary for an employee to return to work to perform specific work outside of ordinary working hours, or where the overtime is continuous with the completion or commencement of ordinary working hours.
- g) Rest Period After Overtime
- i) When overtime work is necessary it shall, whenever reasonably practicable, be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.
  - ii) An employee who works so much overtime between the termination of his/her ordinary work on one day and the commencement of his/her ordinary work on the next day that he/she has not at least eight consecutive hours off duty between those times shall, subject to this subclause, be released after completion of such overtime until he/she has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence
  - iii) If on the instructions of his/her supervisor such an employee resumes or continues work without having had such eight consecutive hours off duty he/she shall be paid at double time until he/she is released from duty for such period and he/she shall then be entitled to be absent until he/she has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

## RESPONSIBILITIES AND/OR AUTHORITIES

### **Cost centre manager**

The Cost centre manager is responsible for:

- Authorising overtime to be worked prior to commencement of the overtime
- Facilitating the overtime and TOIL process in accordance with these procedures

### **Staff Member**

All staff are expected to manage their arrangements for overtime and TOIL in consultation with their manager/supervisor and in accordance with this procedure.

### **The Human Resources Unit**

The Human Resources Unit is responsible for the development and continuous improvement of this procedure.

## CROSS REFERENCES

- Flexitime guidelines for General Staff
- Approval for payment of overtime form(HRIS 21B)

## FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR officer/coordinator for their area
- The Human Resources Unit
- The Human Resources website

Updated: August 2009