

Shiftwork Procedure Document Services Staff

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APPLICATION

This procedure applies to Document Services staff employed in accordance with:

1. An Australian Workplace Agreement (AWA) where a reference to this procedure is specifically referred to in the AWA..

OVERVIEW

This procedure reflects the preferred practice of the University and provides a guide to the application and management of shift work for Document Services Staff.

PROCEDURE

1. General application

- a) A shift worker is a staff member who is required by the University to work on a regularly rostered basis outside the normal span of hours.
- b) Where shift work is required, the University will provide a shift work roster.
- c) Rostered times must not be changed unless at least 7 days notice is given to the staff member concerned, except that in circumstances beyond the control of the University, the shifts on a roster may be changed with 48 hours notice or by mutual consent between a staff member and the Manager: Document Services.
- d) Afternoon shift

Occurs when a staff member works a complete rostered work period that commences at or after 4.00pm and finishes at or after midnight. The staff member will be paid an allowance of 15% of and in addition to his/her ordinary rate of pay for the entire rostered period of work.

e) Night Shift

Occurs when a staff member works a complete rostered work period that commences at or after midnight and finishes at or after 8.00am. The staff member will be paid an allowance of 20% of and in addition to his/her ordinary rate of pay for the entire rostered period of work.

- f) Rosters will be made available at least five (5) days prior to the date the roster commences and all staff will have an opportunity to volunteer to participate in shift work rosters. Shifts will be distributed equitably among staff.
- g) Contract and casual staff will not be considered for shiftwork until all continuing staff (who have the required skills) have been given the opportunity to volunteer to participate in the roster.
- h) In staffing a shift, the University will ensure all appropriate occupational health and safety standards are in place and the agreed provisions for family responsibilities are adhered to by Document Services.
- i) Broken shifts shall only be worked by mutual agreement between the University and the staff member. Where it is agreed a broken shift will be worked, the staff member shall be paid a broken shift loading equivalent to 10% of ordinary rates for the day or shift on which the broken shift is worked provided that where the second portion of the shift finishes after 6.00 pm the loading shall be paid in accordance with sub-clause 1(k) and 1(l) below in lieu of 10 %.
- j) The length of shifts shall be limited to eight (8) hours.
- k) The salary of staff members who by direction work on an afternoon shift between Monday and Friday shall include a loading of 15% on the normal salary for that shift.
- l) The salary of staff members who by direction work on a night shift between Monday and Friday inclusive shall include a loading of 20% the normal salary for that shift. All nightshift rosters will include at least two staff members. One of the staff members rostered must be an experienced operator.
- m) Continuing staff members who without two (2) days notice (and at the direction of the University) is:
- i) transferred to shiftwork;
 - ii) transferred from one shift roster to another shift roster;
 - iii) transferred to an un-rostered shift; or
 - iv) transferred to another shift within the roster.

shall be paid an additional loading of 50% of the ordinary rate of pay of the staff member for any day, afternoon or night shift to which the staff member is so transferred and which occurs before the expiry of five (5) days notice of the transfer provided that the allowance shall be payable only to a staff member in receipt of a loading under sub-clauses 1(k) and 1(l). In such case the loading provided under this sub-clause shall be payable in lieu of the allowance provided for under sub-clauses 1(k) and 1(l).

- n) Unless otherwise mutually agreed between a staff member and the University, shift rosters shall be arranged so as to provide for shifts to be rotated on a weekly basis.
- o) Unless otherwise mutually agreed between a staff member and the University the sequence of shiftwork for staff members will normally be afternoon followed by night.
- p) On request by the staff member, the Manager: Document Services may arrange transport to the staff member's normal place of residence. A decision will be based on individual's circumstance and Occupation Health Safety and Welfare considerations.

RESPONSIBILITIES AND/OR AUTHORITIES

Shift work and rostering is managed by the Manager: Document Services and functions to meet local unit business needs.

Local area manager/supervisor

The Manager: Document Services will have the following responsibilities:

- ensure that rostering is completed in consultation with staff and that any proposed variations to the roster are advised in a timely manner.
- ensure that the roster provides adequate resources to meet organisation requirements.
- verify that the staff members' shift record accurately reflects hours and times worked.

Staff member

The staff member will be responsible for accurately record shift dates and times onto the shift record sheet ensuring

Local Human Resources Coordinator/Officer

The local HR Coordinator/Officer will be responsible for entering the shift data onto the shifts/penalties spreadsheet and forward data to payroll for processing.

Human Resources Unit - Payroll

Human Resources Unit - Payroll will be responsible for processing of shifts/penalties data received for payment.

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
- Staff representative

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