Procedure: Overtime

Purpose
To inform staff of employment conditions and approval processes relating to the working of overtime.

Procedure
1. Provisions for overtime are provided for under the ANU Enterprise Agreement. This procedure outlines the procedure for the application and managing of overtime for professional staff.

Overtime
2. ‘Overtime' is work which is performed at the direction of the supervisor and which is in excess of the ordinary number of hours of work as defined in the ANU Hours of work and related provisions procedure and/or required to be worked outside the span of hours as defined in the ANU Hours of work and related provisions procedure.
3. Professional staff members, including casuals, who are eligible to be paid for overtime, will be paid in accordance with the following table.

<table>
<thead>
<tr>
<th>Time of work</th>
<th>Overtime rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>150% for first 3 hours, 200% thereafter</td>
</tr>
<tr>
<td>Saturday</td>
<td>150% for first 3 hours, 200% thereafter</td>
</tr>
<tr>
<td>Sunday</td>
<td>200%</td>
</tr>
<tr>
<td>Public holiday</td>
<td>*250%</td>
</tr>
</tbody>
</table>

*250% includes payment of ordinary hours

4. A staff member may be required to work reasonable overtime. However, where a staff member has personal commitments or personal circumstances arise,
and where the nature of those commitments or circumstances are such that it would be unreasonable for the University to prevent the staff member from attending to them, the staff member may refuse to work outside his or her span of hours.

**Annualised overtime and shift arrangement prerequisites**

5. Annualised overtime and/or shift allowances are designed to create administrative ease for the University and certainty for the staff member. Where a staff member(s) and the University enter into annualised arrangements, such allowances cannot be used to reduce the entitlements that a staff member(s) would otherwise have received through the normal calculations of overtime or shift rates when averaged over a year. If agreement cannot be reached, the provisions of this schedule will apply.

**Eligibility for overtime allowance**

6. Overtime allowance eligibility – A staff member who works regular overtime may be paid an overtime allowance in lieu of the overtime payments prescribed in clause 4 above to compensate for all overtime worked. The delegate may approve payment of an overtime allowance to a staff member at ANUO8 level or above where that staff member's duties necessitate long working hours and/or significant hours of work outside the normal span of hours.

7. Exceptions for overtime payments – A professional staff member will be eligible to receive the rates of pay prescribed in clause 4 above except where:

   - The staff member is employed at ANUO8 level or above;
   - A flexible working arrangement in accordance with the [Hours of work and related provisions procedure](#) applies; and where the work can be accommodated within that arrangement;
   - The staff member is in receipt of an overtime allowance in accordance with clause 6 above; or
   - The staff member requests time off in lieu of an overtime payment (for a period equivalent to the overtime rate) with the agreement of the supervisor.

8. A shift worker will be paid at the ordinary time rate, exclusive of penalty rates, for a public holiday which falls on any Monday to Friday inclusive, except that he or she will be paid at the public holiday rate for time actually worked on that day.

9. A cleaner or security officer who is not a shift worker, or is a shift worker not rostered to work on a Saturday, will receive 200% of his or her ordinary hours
rate of pay for all hours worked on a Saturday.

10. Examination invigilators, field interviewers, Library, Drill Hall Gallery or School of Art Gallery staff members employed on a part time or casual basis will not be paid overtime rates for work outside of the span of hours defined in the Hours of work and related provisions procedure. These categories of staff will be paid 250% for work performed on a public holiday and at the overtime rates for overtime worked in excess of the ordinary number of hours of work defined in the Hours of work and related provisions procedure.

11. An observatory night assistant will not be paid at the overtime rates prescribed above, but will be paid 150% of the ordinary hours pay rate for the first 8 hours of overtime and 200% of the ordinary rate thereafter for all time worked in excess of 70 hours in a fortnight.

12. Where a shift worker works overtime, the overtime rate prescribed in clause 4 above will be in substitution for and not cumulative upon a shift loading. A casual staff member receiving any of the overtime rates provided for in the Overtime and Shift work provisions of the ANU Enterprise Agreement is not eligible to be paid the casual loading payable under the ANU Enterprise Agreement for overtime worked.

Availability duty

13. The University may place a staff member on availability duty on a daily basis. A staff member on availability duty must remain able to be contacted by telephone and attend the University as required within an agreed time. Payment will be made in accordance with the ANU Enterprise Agreement.

Notice periods

14. A staff member will be paid a short call allowance at the level specified in the ANU Enterprise Agreement where the staff member:

- Is not on availability duty;
- Is required to work overtime on a Sunday or public holiday; and
- Has received less than 24 hours' notice of that requirement.

15. In addition where a staff member is directed to immediately attend an emergency situation, regardless of the day upon which that requirement falls, he or she will be paid the short call allowance.

Cancellation allowance

16. A staff member is entitled to 6 hours' notice of cancellation of overtime.
Where notice is less, the staff member will be paid the specified cancellation allowance in the ANU Enterprise Agreement.

**Additional meal break**

17. Subject to [Hours of work and related provisions procedure](#), a staff member who is required to work overtime may be entitled to an additional meal break.

**Overtime not continuous with ordinary hours**

18. Where a staff member, who is not paid an availability allowance, is required to work overtime that is not continuous with his or her ordinary hours, the staff member is entitled to be paid for a minimum of 4 hours at the appropriate overtime rate; and a travelling allowance at the rate specified in the ANU Enterprise Agreement. However, this will not apply where the interval between the completion of the staff member's ordinary hours and the commencement of overtime is a meal break of not more than 2 hours which has been agreed between the staff member and his or her supervisor.

**Availability allowance**

19. A staff member who is paid an availability allowance and who is required to work overtime that is not continuous with his or her ordinary hours is entitled to be paid for a minimum of 3 hours at the appropriate overtime rate, calculated from the time at which the staff member was called to return to work. If more than one attendance is required, the amount paid will not be more than that which would have been paid had the employee remained at work for the whole period.

**Rest relief after overtime**

20. A staff member who works approved overtime is entitled to a minimum of 9 hours between the termination of work on one day and the commencement of duty the next day. Where the staff member's ordinary working time commences less than 9 hours after the staff member has finished work, he or she will not be required to attend work until that period has elapsed but will be paid in full for those hours which would ordinarily be worked on that day.

21. In circumstances where it is impossible to release a staff member for 9 consecutive hours, the staff member will be paid double time for all hours worked until able to take a 9-hour break.

**Assistance with transport**

22. Where a staff member is required at short notice to work until it is too late to travel by the last public transport or other regular means of commuting to his
or her usual place of residence, the University will provide appropriate transport free of charge.

**Overtime coinciding with daylight savings changeovers**

23. Where a staff member is performing overtime work at the time of a changeover from standard time to summer time, or the reverse, payment will be made in respect of elapsed time.