



Procedure: Ordinary hours of work and related provisions

Purpose

To provide staff with information on a range of associated employment conditions, including: ordinary hours of work for professional staff; flexible work arrangements; span of hours; and entitlement to breaks.

Procedure

1. All staff are required to attend work during the hours prescribed by their supervisor and will be present at the prescribed work location on campus unless otherwise agreed in writing by their supervisor or where an agreed Home Based Work arrangement is in place.
2. Notwithstanding clause 1, any such arrangements may be varied by the University to meet operational needs.

Hours of work

3. The ordinary number of hours of work (exclusive of meal breaks) required for a full-time, professional staff member will be 35 hours per week except for the following:

Hospitality stream at University House and Halls of Residence	38 hours per week - may take rostered days off by agreement with the University, in accordance with their hours worked and University policy and procedure.
Night assistants at Mt Stromlo or Siding Spring Observatories	70 hours per fortnight from commencement of night work in accordance with clause 4 below.

4. The ordinary hours of work for a night assistant who is rostered on night work at the Mount Stromlo and Siding Spring Observatories may exceed 35 in a week provided that: they do not exceed 70 hours in a fortnight commencing on the day on which the night work begins; and such night work begins not earlier than 30 minutes before evening

astronomical twilight and ends not later than 30 minutes after morning astronomical twilight on any day. Where night work is impracticable, a rostered night assistant may be employed on daytime duties. Overtime will be in accordance with the overtime provisions of the Enterprise Agreement.

Span of hours

5. Ordinary time rates will occur between Monday to Friday, and in accordance with the following spans:

Classification stream	Span of hours
Administration, Engineering, Information Technology, Library, Professional, Research, Stores, Technical	8.00am to 6.00pm
Information Technology (Helpdesk/client services helpdesk; and Audio Visual)	7.30am to 6.30pm
Grounds	6.00am to 5.00pm
Attendant, Printing, Security, Cleaning	7.00am to 5.00pm
Hospitality	6.00am to 7.30pm
Maintenance	7.30am to 4.00pm

Flexible working arrangements for professional staff

6. Flexible working arrangements allow staff members and the University to vary hours, and patterns of work to meet the teaching, research and administrative priorities of the University and the staff members' personal commitments, taking into account the operational requirements of the work area. Where a staff member request's a flexible work arrangement, the University may require the request to be submitted in writing, detailing the changes sought and the reasons for the change. The University will commit to providing the staff member a written response to the request within 21 days, stating whether the request has been granted or refused. If the request has been refused, the University will provide written reasons for the refusal.

7. The University has two main types of flexible working arrangements:

Flexitime

8. Flexitime is an arrangement whereby a staff member may, with the approval of their supervisor, start and/or finish work at flexible times normally within the span of hours. Such agreement must be documented with records kept of start and finish times. A request to work flexitime arrangements will not be unreasonably refused.
9. Flexitime is not designed to increase or reduce the total number of hours that must be worked by staff. A staff member will normally be expected to reconcile their flexitime within four weeks and two days, unless otherwise approved in writing by their supervisor. Within this period the staff member will be provided with an opportunity to clear their credits and to make up any debits before any decision is made to alter other entitlements.
10. Flexitime arrangements are administered in accordance with the University's Enterprise Agreement. The work area is responsible for maintaining records of agreed start and finish times, and that relevant time off has been taken.

Non-prescribed flexible working arrangements

11. Non-prescribed flexible working arrangements are worked outside the span of hours, may not attract overtime or shift work penalties. These arrangements will be agreed in writing by the University and a staff member or a category of staff members at a work location, or where authorised by the Director - Human Resources. Any such agreement must be documented with records kept of start and finishing times.

Entitlements to breaks

12. Staff members are entitled to breaks for meals, morning/afternoon tea, safety and changing time for purpose of washing and changing in accordance with the following table:

Type of break	Qualification	Entitlement	Condition
Meal	Professional staff	Not less than 30 minutes after 5 consecutive hours of work	Meal break does not count as time worked
	Shift worker	Not less than 20 minutes during the first	Meal break is counted as time

		5 hours of shift	worked
	Two hours overtime continuing after completing ordinary hours of work	Additional break not more than one hour and meal allowance at rate specified in the Enterprise Agreement	Meal break does not count as time worked
Tea	Professional staff	Ten minutes each morning and afternoon	Tea breaks counted as time worked except where local agreements supersede.
Safety	When emergency work is undertaken or overtime worked in technical or similar areas	20 minutes on completion of every four hours of work	Safety breaks counted as time worked
Changing time for purpose of washing and changing	Where working conditions require	Five minutes prior to breaks and completion of work	Counts as time worked - local agreements may supersede.

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