

Procedure: Overtime for professional staff

Purpose

To outline the procedure for the application and managing of overtime for professional staff in accordance with the [ANU Enterprise Agreement](#).

Definitions

Casual loading means the 25% loading on base hourly rate in lieu of certain entitlements, including, but not limited to, annual leave and personal and wellbeing leave entitlements.

Flexible work arrangement means a 'flexitime' 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.

Ordinary hours of work means the ordinary number of hours of work required for a full time, professional staff member in accordance with the [ANU Procedure: Ordinary hours of work and related provisions](#).

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 and/or is required to be worked outside the span of hours.

Span of hours reflects the time span during which ordinary time rates are payable in accordance with the ANU Procedure: Ordinary hours of work and related provisions.

Rostered hours means hours offered and accepted by casual professional staff members; hours the subject of a formal written roster; or hours as set out in the applicable shift work roster.

Procedure

Eligibility for paid overtime

1. A staff member may be required to work reasonable overtime. Where a staff member has personal commitments or personal circumstances arise and it would be unreasonable for the University to prevent the staff member from attending to them, the staff member may refuse to work outside their ordinary hours of work.

2. A professional staff member will be eligible to receive overtime, except where:
 - a. the staff member is employed at Senior Manager 1 or above;
 - b. a flexible working arrangement applies and where the work can be accommodated within that arrangement;
 - c. the staff member is in receipt of an overtime allowance; or
 - d. the staff member requests time off in lieu of an overtime payment, with the agreement of the supervisor.

Overtime for casual professional staff

3. A casual professional staff member will be eligible for overtime as per the table in clause 4 (below), where the staff member works in excess of the ordinary hours of work and/or where the staff member works outside ordinary hours of work or rostered hours of work as described in the ordinary hours of work procedure.

Overtime rates

4. Subject to clauses 2 to 3, and unless otherwise specified in this procedure, professional staff members (including casuals) who are eligible to be paid for overtime will be paid in accordance with the following table.

Time of work	Overtime rate
Monday to Friday	150% of normal salary for first three hours, 200% thereafter
Saturday	150% of normal salary for first three hours, 200% thereafter
Sunday	200% of normal salary
Public holiday	*250% of normal salary

*250% includes payment of ordinary hours

5. Where a casual staff member receives overtime rates prescribed as per the table in clause 4 (above), they will not be paid the casual loading for the overtime work.

6. Where a shift worker works overtime, the overtime rate prescribed as per the table in clause 4 (above), will be in substitution for and not cumulative upon a shift loading.
7. A shift worker will be paid at the ordinary rate, exclusive of penalty rates, for a public holiday which falls on any Monday to Friday inclusive, except that they will be paid at the public holiday rate for time actually worked on that day.
8. 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 their ordinary hours rate of pay for all hours worked on a Saturday.
9. An observatory night assistant will not be paid at the overtime rates prescribed as per the table in clause 4 (above), but will be paid 150% of the ordinary hours pay rate for the first eight hours of overtime and 200% of the ordinary rate thereafter for all time worked in excess of 70 hours in a fortnight.

Annualised overtime allowance

10. Annualised overtime allowances are designed to create administrative ease for the University and certainty for the staff member.
11. The delegate may approve payment of an annualised overtime allowance where that staff member's duties necessitate long working hours and/or significant hours of work outside the normal span of hours, to compensate for all overtime worked in lieu of the overtime payments prescribed as per the table in clause 4 (above).
12. Where a staff member and the University enter into annualised arrangements, payment of an annualised overtime allowance will not reduce the entitlements that the staff member would otherwise have received through the normal calculations of overtime rates when averaged over a year. If agreement cannot be reached, the provisions of the ANU Enterprise Agreement will apply.
13. For staff members at Senior Manager 1 or above, the delegate for approval of an annualised agreement is the Chief People Officer.

Availability duty and continuous standby

14. The University may place a staff member on availability duty or continuous standby on a daily or weekly basis, where the staff member must remain able to be contacted by telephone and attend the University as required within an agreed time, if the staff member is:
 - a. at a level no greater than ANU Officer Level 8; or
 - b. employed in the Residential Experience Division (or howsoever called); or

c. employed in ANU Security.

15. A staff member who is placed on availability duty or continuous standby is entitled to the availability allowance specified in the table below per week (Sunday to Saturday inclusive). Where a staff member is placed on such duty for less than one week, the allowance will be calculated on the basis of one-seventh of the weekly allowance for each day of availability duty.

Availability allowance type / eligibility criteria		Allowance
On-call availability allowance Where a staff member is required to be able to be contacted by telephone and to return to the University within a reasonable time to perform overtime work.	no more than one week in any three-week period	18% of ordinary rate of pay
	more than one week in any three-week period	23% of ordinary rate of pay
Emergency availability allowance Where a staff member is required to be able to be contacted by telephone and return to the University immediately to perform overtime work in relation to emergency situations.	not more than one week in any three-week period	45% of ordinary rate of pay
	more than one week in any three-week period	50% of ordinary rate of pay
Continuous standby allowance Where a staff member is required to be on standby to attend the University immediately to perform overtime work prior to normal commencement of duties.		100% of ordinary rate of pay

Overtime allowances

16. A staff member who works overtime and is not in receipt of availability duty allowance in accordance with clause 15 above will be paid an allowance as outlined in the table below and subject to the eligibility criteria outlined in clauses 17-20.

Overtime allowance type	Allowance	Indexation
Short call allowance	\$21.23 per call	In accordance with clause 30.2(b) of the ANU Enterprise Agreement.
Cancellation allowance	One hours' pay at overtime rate	NA
Overtime travelling allowance	Rates per business kilometre determined by the Australian Taxation Office	NA

Short call allowance eligibility

17. A staff member will be paid a short call allowance at the rate specified in the table of clause 16 (above), where the staff member:

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

18. Where a staff member is directed to immediately attend an emergency situation, regardless of the day upon which that requirement falls, the staff member will be paid a short call allowance.

Cancellation allowance eligibility

19. A staff member, that is not on availability duty, is entitled to 6 hours' notice of cancellation of overtime. Where a lesser notice period is provided, the staff member will be paid a cancellation allowance as specified in the table of clause 16 (above).

Overtime Travelling Allowance

20. To be paid, as per the table in clause 16 (above), where a staff member works overtime not continuous with ordinary hours in accordance with clause 22 (below), where the staff member uses their private vehicle to be paid for return travel between the University and a staff member's residence.

Additional meal break

21. A staff member who is paid overtime may be entitled to an additional meal break in accordance with the entitlement to breaks provision as specified in the ANU Procedure: Ordinary hours of work and related provisions, and payment of a meal allowance \$23.64 per meal to be indexed in accordance with clause 30.2(c) of the ANU Enterprise Agreement.

Paid overtime not continuous with ordinary hours

22. Where the staff member is not in receipt of an availability duty allowance in accordance with clause 15 above, and is required to work overtime that is not continuous with their ordinary hours, the staff member will be paid;

- a. a minimum of four hours at the appropriate overtime rate calculated from the time the staff member commenced work; and
- b. a travelling allowance as defined in clause 20.

23. 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 two hours that has been agreed between the staff member and the supervisor.

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

Rest relief after overtime

25. A staff member who works approved overtime is entitled to a minimum of nine 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 ten hours after the staff member has finished work, they 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.

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

Assistance with transport

27. Where a staff member is required at short notice to work until it is too late to travel by the last public transport option or other regular means of commuting to their usual place of residence, the cost of appropriate transport will be borne by the local budget unit.

Overtime coinciding with daylight savings changeovers

28. Where a staff member is performing overtime at the time of a daylight savings changeover from standard time to summertime, or the reverse, payment will be made in respect of elapsed time.

Document information

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