

POLICY NO AND TITLE	1.2.1	Conditions of employment policy
PROCEDURE	1.2.1(I)	Hours of duty
VERSION AND DATE ADOPTED	1	
RESPONSIBLE OFFICER		Manager Human Resources

Introduction

Council recognises that, in some situations, a variation to standard working hours may provide additional benefits to Council and employees. As such, Council is willing to consider proposals to vary working hours where improved efficiency or productivity levels can be achieved without detracting from our customer service commitments.

Nine Day Fortnight (Field Staff)

The standard hours for field staff are 7.00 a.m. to 4.00 p.m., Monday to Thursday, with a half hour lunch break. Staff work 7.00 a.m. to 3.30 p.m. each alternate Friday with a rostered day off being taken on the other Friday each fortnight.

Rostered days off shall be taken as they fall due and may only be accrued or altered in exceptional circumstances. A Rostered Day Off Adjustment form is to be completed and forwarded to the Payroll Officer where the rostered day off is not taken. The hours will then be shown as accrued leave on the payroll system.

Accrued leave resulting from the deferral of rostered days off is to be taken within the following four (4) weeks unless the relevant Director authorises otherwise.

Hours have been varied by agreement with some teams/ groups, particularly during summer months.

Teams or work groups are encouraged to review the arrangement of their working hours to maximise efficiency and service provision while at the same time meeting the needs of the employees involved. Proposals should be initially discussed with the relevant manager (Works Manager or the Water/ Wastewater Operations Engineer).

Nineteen Day Month

The standard hours for office-based staff are 8.30 a.m. to 5.00 p.m., Monday to Friday, with a one hour lunch break.

Rostered days off shall be taken on either the first, second, third or fourth Friday of the month based on arrangements within each section.

Fifteen rostered days accrue each year. Three (3) of these rostered days are generally taken between Christmas and the New Year except for a specified number of staff required to provide services during this period.

Accrual of rostered days off is generally discouraged, however favourable consideration may be extended where workloads or personal situations necessitate this action. A Rostered Day Off Adjustment form should be completed in these circumstances and

forwarded to the Payroll Officer. The hours will then be shown as accrued leave on the payroll system.

When staff take a rostered day off, the attendance register is to indicate the month to which the rostered day off relates to. e.g. FEBRUARY RDO.

Accrued leave resulting from the deferral of rostered days off is to be taken within the following four (4) weeks unless the relevant Director authorises otherwise.

Hours have been varied by agreement in some sections (e.g library) to cater for customer service requirements.

Sections/ departments are encouraged to review the arrangement of their working hours to maximise efficiency and service provision while at the same time meeting the needs of the employees involved. Proposals should be initially discussed with the relevant manager/s.