

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

Introduction

Council recognises that there will at times be a requirement for employees to work additional hours to the standard or nominated hours of employment.

Overtime payments will be paid in accordance with the Local Government (State) Award where employees are directed or requested to work overtime. Council's preferred approach is to reach agreement with employees to accrue time in lieu equivalent to the actual hours worked as provided in Clause 13 (vi) of the Award.

Council is also aware that the nature of some positions may require employees to work additional hours on a regular basis to meet Council's service levels. In these situations, discussions will be held with the employees concerned with the objective of negotiating a Council Agreement under Clause 30 of the Award. Such Agreements may involve the annualising of overtime payments or varying the hours of duty.

All planned overtime must be approved in advance by the relevant Director or nominee.

Nine Day Fortnight (Field Staff)

Field staff regularly work planned overtime to maintain assets but are also required to respond to break downs, repairs and other emergencies outside normal working hours.

Regular overtime is approved in advance by either the Operations Engineer (WWW) or the Works Manager but is monitored continually to ensure that the requirement to work outside hours remains. Employees are reminded that regular overtime may be reduced or withdrawn at any time in the event that service levels or resources are altered.

Unplanned overtime is to be authorised by the Team Leader or the relevant Manager if there is not a designated Team Leader. The Manager is to be advised of overtime worked in a weekly report unless a Council Agreement is in place with the individual or the team.

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 (Office Based Staff)

Overtime for office based staff must be notified to the Manager and approved in advance by the relevant Director.

Discussions will be held between the Manager and the employee(s) for the purpose of reaching agreement with the employee(s) to accrue time in lieu equivalent to the actual hours worked under Clause 13 (vi) of the Award. Where such agreement cannot be

reached, the Director may decide to pay the normal penalty rates for the work to be performed.

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.

(adopted by Consultative Committee Oct 2000)