

HR15. Flexible Working Hours, Overtime and Time in Lieu Policy

Policy Objective

To provide guidelines to allow management and staff flexible working arrangements to accommodate a reasonable work life balance

Policy Statement

From time to time employees may be required to work longer hours to accommodate pressing work demands, attend meetings, organise events or represent the organisation outside of their usual working hours.

Flexible working arrangements are available for employees to manage their work demands flexing ordinary working hours.

However, if an employee has worked extra hours then the efforts of that employee will be compensated, either through:

- Over time payment, or
- Time off in lieu of paid overtime, as stipulated in the Local Government Industry Award.

These arrangements are designed to ensure that an employee is not working excessive hours and has a proper work/life balance. It is not expected that Overtime/Time in Lieu to be a standard or regular occurrence.

The purpose of this policy is to ensure that:

- All Managers and Staff have an understanding of the policies and procedures of Overtime / Time in Lieu arrangements in the organisation;
- All Staff are treated equally.

Flexible Working Hours

With approval of the supervisor an employee may work flexible hours during a fortnightly pay period.

Extra hours worked need to be redeemed during the same pay period (fortnightly) as extra hours worked under this arrangement will not be carried forward.

Overtime / Time in Lieu

Overtime/Time in lieu can be accrued and taken only with the prior approval of the CEO or by delegated authority. The CEO and the various supervisors shall ensure that the use of Overtime/Time in lieu is not excessive.

Overtime/Time in lieu will be calculated in 15 minute intervals.

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As per the Fair Work Commission and Local Government Industry Award guidelines, there is a requirement for an agreement between the employer and the employee for any time in lieu arrangement. Hence, staff needs to fill out a “Time in Lieu Accrued and Taken” form and attach with their time sheets.

Details of Overtime/Time in lieu need to be properly mentioned in the time sheet with reference to the relevant job / task with proper approval of the CEO or by delegated authority. Advance approval must be obtained prior to overtime being incurred by employees.

Time in lieu should be redeemed within 6 months after the overtime is worked. Any excess accumulated time in lieu will be paid at the appropriate hourly rate with the last pay run of the financial year.

The most recent Local Government Industry Award 2010 section 24 will be referred for the payment of overtime worked or accruing of time off instead of payment for overtime.

Defence and Emergency Service – Staff Paid Leave for Volunteer Duty

Council will allow staff who are registered volunteer members of the Defence reserve or an emergency service to respond to official emergency situations during normal working hours and where approval has been given in accordance with the current management practices, Council will protect staff by ensuring that their normal salary or wages are maintained (National Employment Standard – Division 7).

Note: Conditions stipulated in specific employment contracts will supersede this policy.

Policy Reviewed October 2020