SCOPE
This procedure applies to all professional staff employed by Monash University (‘us’, ‘our’, ‘we’), herein collectively referred to as ‘you’ for the purpose of this procedure.

This procedure does not apply to:
- Performance-Based Contract (PBC) staff
- Trades and Services staff (refer to the relevant Enterprise Agreement for details on overtime arrangements)
- On-call or call-back arrangements for Information Technology staff (refer to cl 28 of the Enterprise Agreement).

PROCEDURE STATEMENT
The purpose of this procedure is to explain the overtime and time off in lieu (TOIL) provisions in the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 (‘Enterprise Agreement’). This includes detailing how overtime and TOIL apply to different groups of staff, and how to record and submit overtime and TOIL.

1. Ordinary hours of duty and overtime
1.1 Your ordinary hours of duty are detailed in cl 72 of the Enterprise Agreement.
1.2 Overtime is detailed in cl 75 of the Enterprise Agreement.
1.3 We will endeavour to ensure that you do not work excessive or unreasonable hours. If overtime work is required, your supervisor should notify you as soon as possible. You may only work overtime when instructed to do so by your supervisor and it must be approved in advance.

2. Overtime and TOIL rates
Staff receiving a salary up to HEW 7 (step 1) and below
2.1 Before working overtime, you and your supervisor must agree on whether payment will be made or TOIL will apply for the overtime worked.
2.2 If you agree to be paid overtime, the following rates apply as per cl 75.9 of the Enterprise Agreement.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Overtime worked</th>
<th>Overtime payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>All staff (excluding shift)</td>
<td>Monday to Saturday</td>
<td>Time and a half of the ordinary rate for the first 3 hours and double the ordinary rate thereafter</td>
</tr>
<tr>
<td>All staff (excluding shift)</td>
<td>Sunday</td>
<td>Double the ordinary rate of pay for all hours worked</td>
</tr>
<tr>
<td>All staff</td>
<td>University holidays</td>
<td>Two and half times the ordinary rate of pay for all hours worked</td>
</tr>
<tr>
<td>Shift staff</td>
<td>Monday to Sunday (excluding University holidays)</td>
<td>Double the ordinary rate of pay for all hours worked</td>
</tr>
</tbody>
</table>
2.3 If you agree to receive TOIL, it will be calculated in accordance with the overtime rates above.

For example:

- 3 hours of overtime worked on Sunday = 6 hours of TOIL
- 3 hours of overtime worked on a University holiday = 7.5 hours of TOIL
- 4 hours of overtime worked on Tuesday = 6.5 hours of TOIL (i.e. 4.5 hours for first 3 hours then 2 hours for the 4th hour).

2.4 The anticipated date for taking TOIL must be approved in writing in advance of working overtime.

Recall for staff receiving a salary up to HEW 7 (step 1) and below

2.5 If you are required to work overtime on recall which requires your physical attendance on University premises and which is not continuous with ordinary duty, you shall receive a minimum of 3 hours’ payment in respect of that overtime notwithstanding the period of duty being less than 3 hours.

2.6 Where you have left the workplace for the day and you are recalled to work on more than one occasion, the minimum payment of 3 hours does not increase the overtime payment beyond what you would have received if you had remained on duty in the workplace from the start of one attendance to the end of the subsequent attendance.

Staff receiving a salary above HEW 7 (step 1)

2.7 You are not eligible to receive payment for overtime worked, however TOIL can be accrued at the rate equivalent to the overtime worked.

For example:

- 3 hours of overtime worked on Sunday = 3 hours of TOIL
- 5 hours of overtime worked on Tuesday = 5 hours of TOIL

2.8 The anticipated date for taking TOIL must be approved in writing in advance of working overtime.

3. Recording and submitting overtime payment

3.1 For overtime payments, you should record and submit your hours using ESS timesheets. If you require assistance with timesheet set up, contact Monash HR on 9902 0400.

3.2 Where ESS timesheet submission is not available, you can record overtime in an additional hours/overtime time sheet.

3.3 ESS and paper based timesheets must be approved by your supervisor and/or person with authority to confirm correct expenditure against cost centre/fund. Once completed, paper based timesheets must be emailed to pay-timesheets@monsah.edu.

4. Recording and submitting TOIL

4.1 Once approved and worked, TOIL should be recorded using the TOIL record.

4.2 TOIL records must be maintained in your local area and kept for a minimum of eight years from the date of TOIL accrual in accordance with the Monash University Retention and Disposal Authority.

4.3 If TOIL has not been taken within 6 months of its accrual, your TOIL entitlement will be forfeited under the terms of the Enterprise Agreement (except where paragraphs (d) or (e) of cl 75.10 apply).

5. Additional considerations

5.1 After you complete overtime, you are to be released from ordinary duty for at least 10 consecutive hours (plus reasonable travel time). If the overtime worked does not allow for a break of at least 10 consecutive hours (plus reasonable travel time) before your next period of ordinary duty starts, you will be paid at double your ordinary rate until you are released from duty for at least 10 consecutive hours (plus reasonable travel time). In either case, your release will be without any loss of pay for scheduled ordinary duty during such release.

6. Breach of procedure

6.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.
DEFINITIONS

Call-back | Where a continuing or fixed-term HEW 1-9 IT staff member is called back to work while rostered on-call. Call-back rates are detailed in cl 28 of the Enterprise Agreement.

Enterprise Agreement | The Monash University Enterprise Agreement (Academic and Professional Staff) 2014. Clauses relating to this procedure are:
- Clause 72 – Hours of Duty
- Clause 75 – Overtime and Time Off in Lieu
- Clause 80 – Overtime Meal Allowance

ESS | An online Employee Self Service system which provides staff with easy and private access to personal and current employment information held by the University.

On-call | Where a continuing or fixed-term HEW 1-9 IT staff member is rostered on call outside of normal working hours for physical attendance (or remote log-in where applicable) by the Dean or Divisional Director. On-call rates are detailed in cl 28 of the Enterprise Agreement.

Reasonable travelling time | The period of time normally required to travel from the place of residence of the staff member to the normal workplace and back.

Recall | The period of time where a continuing or fixed-term HEW 1-7 staff member has left their workplace after ordinary hours and requested to return to the workplace to work overtime. The time spent working the overtime is referred to as ‘recall’.

Supervisor | The person who is responsible for the supervision of staff member(s) and in most cases this will be the immediate line manager.

TOIL | Time off in lieu of payment of overtime worked.

TOIL Record | A documented record of overtime worked that includes confirmation of agreement to TOIL between the supervisor and staff member prior to any authorised overtime being worked.

GOVERNANCE

Parent policy | Employment conditions

Supporting schedules

Associated procedures | Procedure forms
- Additional Hours/Overtime Time Sheet
- TOIL Record

Legislation mandating compliance

Category | Human Resources

Approval | Chief Human Resources Officer as delegate of the Chief Operating Officer - 18 October 2018

Endorsement | Director, Workplace Relations - 18 October 2018

Procedure owner | Director, Workplace Relations

Date effective | 18 October 2018

Review date | 18 October 2021

Version | 5

Content enquiries | ask.monash or phone Monash HR on (03) 990 20400