

OVERTIME PROCEDURE

SCOPE

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

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2019](#). Links to relevant clauses are included in the definitions 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 professional staff in eSolutions (refer to [cl 31](#) of the Enterprise Agreement).

PROCEDURE STATEMENT

The purpose of this procedure is to explain the overtime provisions in the Enterprise Agreement. This includes detailing how overtime applies to different groups of staff and how to record and submit overtime.

1. Ordinary hours of duty and overtime

- 1.1 Your ordinary hours of duty and overtime entitlements are detailed in the Enterprise Agreement.
- 1.2 In accordance with [Schedule 6 – The COVID-19 Schedule, clauses 16.1.1 or 17](#), if you have entered into an agreement to change your start and finish times, you will not be entitled to the payment of overtime or shift penalties that would otherwise be payable where the nominated change to your start and/or finish times would result in you working outside your span of ordinary hours of duty.
- 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. Staff receiving a salary up to and including HEW 7 (step 1)

- 2.1 Normally, you will be paid for overtime worked.
- 2.2 In exceptional circumstances, prior to overtime being worked and by mutual agreement between you and your supervisor, you can take time off in lieu (TOIL) of an overtime payment. The anticipated date(s) for taking TOIL must be approved in writing in advance of working overtime.
- 2.3 The following rates apply for the payment of overtime (and the calculation of TOIL) as per the Enterprise Agreement.

Staff	Overtime worked	Overtime payment
All staff (excluding shift)	Monday to Saturday	Time and a half of the ordinary rate for the first 3 hours and double the ordinary rate thereafter
All staff (excluding shift)	Sunday	Double the ordinary rate of pay for all hours worked
All staff	University holidays	Two and half times the ordinary rate of pay for all hours worked
Shift staff	Monday to Sunday (excluding University holidays)	Double the ordinary rate of pay for all hours worked

Recall for staff

- 2.4 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.
- 2.5 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.

Recording and payment for overtime

- 2.6 For overtime payments, you should record and submit your hours for payment using [ESS](#) timesheets. If you require assistance with timesheet set up, contact your work area's [Timesheet Administrator](#). Alternatively, you can contact Monash HR on 9902 0400 for assistance. Where ESS is not available, you can record and submit your hours for payment using a [Timesheet \[Online\]](#) form.
- 2.7 Timesheets must be approved by your supervisor and/or person with authority to confirm correct expenditure against the cost centre and fund.
- 2.8 If TOIL has been agreed to instead of overtime payments in accordance with 2.2 of this procedure, you must record and submit your hours in [ESS](#). You must apply to use the accrued TOIL in ESS, in accordance with the anticipated date(s) for taking TOIL as approved in advance of the overtime worked.
- 2.9 Paid time off accrued under [clause 46](#) of the Enterprise Agreement, relating to Christmas/New Year Closedown Arrangements, is not TOIL and such paid time off is not covered by this Procedure.
- 2.10 If TOIL has not been taken within 6 months of its accrual or by the termination of your employment, unless otherwise agreed in accordance with [clause 79.12 \(c\) or \(e\)](#) TOIL will not be forfeited and you will be paid out your TOIL entitlement in the first full pay period after the 6-month period or on your termination of employment (as relevant).

3. Staff receiving a salary above HEW 7 (step 1)

- 3.1 You are not eligible to receive payment for overtime worked, however time off can be accrued at the rate equivalent to the approved overtime worked. For example:
 - 3 hours of overtime worked on Sunday = 3 hours of time off
 - 5 hours of overtime worked on Tuesday = 5 hours of time off
- 3.2 Prior to taking the accrued time off, you must seek approval in writing from your supervisor.

4. Additional considerations

- 4.1 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.

5. Breach of procedure

- 5.1 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 staff member in eSolutions is called back to work while rostered on-call. Call-back rates are detailed in cl 31 of the Enterprise Agreement.
Enterprise Agreement	The Monash University Enterprise Agreement (Academic and Professional Staff) 2019 . Clauses relating to this procedure are: <ul style="list-style-type: none"> • Clause 76 – Hours of Duty • Clause 79 – Overtime and Time Off in Lieu • Clause 84 – Overtime Meal Allowance • Schedule 6, Clause 16 and 17 • Undertaking – Section 212
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 professional continuing or fixed-term HEW 1-9 staff member in eSolutions is rostered on call outside of normal working hours for physical attendance (or remote log-in where applicable). On-call rates are detailed in cl 31 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 is 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.

GOVERNANCE

Parent policy	Employment conditions
Supporting schedules	
Associated procedures	<p>Procedure forms</p> <ul style="list-style-type: none"> • ESS • Timesheets [Online] • Recording and Applying for TOIL in ESS • Submitting Additional hours via ESS • Approving Additional hours or TOIL in ESS (for supervisor) • Overtime and Time off Record and Calculator (For above HEW 7 (Step 1)) • Timesheet Administrators
Legislation mandating compliance	
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Content enquiries	ask.monash or phone Monash HR on (03) 990 20400