

C-18 Staff Hours of Work

NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.2	Continuity of staff
QA. 4.2.2	Professional standards
QA. 7.1.2	Management systems

National Regulations

Reg. 183	Storage of records and other documents
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My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
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Policy Statement

We recognise the hard work of all of our staff, permanent and casual, however understand the demands placed on staff working in the Outside School Hours Care sector. To ensure our staff are not working excessive hours, the centre is committed to ensuring the contracted hours, in the case of permanent employees, are followed and any extra hours are passed through the Management Committee.

Related Policies

- CONCORD OSHC POLICY C-2: Conditions of employment
- CONCORD OSHC POLICY C-4: Staff Professionalism
- CONCORD OSHC Policy C-18: Staff Leave

Procedure

This policy does not override the employee's rights under the National Employment Standards or Children's Services Award.

This policy applies to all permanent staff employed by Concord OSHC in relation to the working of additional hours over and above those in their individual contracts.

Full time work hours are defined in the Children's Services Award as an average of 38 hours per week over a one, two or four week cycle. Under agreement between an employee and employer, individuals may be rostered to work up to 10 hours in any one day.

When an employee works over their contracted hours, time in lieu or overtime pay may be relevant. Further information can be gained in the Fair Work Act, Children's Services Award and via the Fair Work Ombudsmen Website.

Applying for the payment of extra hours

Applications for extra hours over a staff member's contracted hours must be made to the Centre Management Committee as soon as the employee is aware. Forms must be completed in full, and provided to the Management Committee for approval, and then forwarded to Becklyn P/L with the wage information. Where the additional hours may be considered a risk to the health or wellbeing of the employee, these hours may be refused.

Sources

- Fair Work Act 2009
- Children's Services Award
- National Employment Standards
- Work Health and Safety Regulation 2017
- WorkCover NSW-COP: How to Manage Work Health and Safety Risks (2011)

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