

OVERTIME @ ANZ - PART TIME STAFF

If you are employed at ANZ, your terms and conditions of employment are underpinned by the Banking Services – ANZ Group Award of 1998, and the ANZ/FSU Agreement 1998. Although they are ten years old the documents still have validity, and they prescribe many of your terms and conditions of employment, including the basis on which overtime is to be paid.

The Award obliges ANZ to keep a record of all time worked. This provides protection for you as accurate records enable you to claim payment for all the time that you work. The FSU also recommends that members keep their own record of hours worked, in a diary or similar form, as a back up.

The Award limits payment of approved overtime to staff whose full pay does not exceed Level 3 Maximum. Management staff and those relieving in a management role and receiving higher duties are not eligible for paid overtime.

Part time staff who work beyond their contracted hours of work, are paid a loading of 25% for the hours beyond their contracted hours of work up to 152 hours in a four week cycle. This loading compensates part time staff for the pro-rata entitlements to sick leave, annual leave and long service leave they receive in relation to their contracted hours of work.

Once a part time staff member works more than 152 hours in a four week cycle, penalty rates apply to those hours.

The first 12 hours of overtime, where it is worked on a day other than Saturday, Sunday or a public holiday, is paid at time and a half.

For time in excess of twelve hours, the rate is double time. The number of hours of overtime is calculated as being those in excess of 152 hours in a four week cycle.



Time worked on a Saturday, Sunday or public holiday is to be paid at double time, for a minimum of four hours.

Payment for overtime must be made within four weeks of the pay period during which overtime is incurred.

Time off in lieu can be made available, rather than payment, but only at the staff member's initiation, which must be made in writing. You cannot be forced to take time off in lieu. The Award states that when you take time off in lieu, it is of the same duration as the overtime worked. Meaning that if you work an hour of overtime, and request time off in lieu, if it is granted, you will be provided with an hour of time off. If you don't request time off in lieu you must be paid the appropriate penalty, either time and half or double time, depending on the circumstances.

These provisions apply to part time staff. The Award prescribes slightly different provisions for fulltime staff who work overtime. Members working fulltime are encouraged to refer to the FSU Overtime Fact Sheet for Fulltime Staff.

> Continued on next page



Call back

If you are called back to perform work at a time when you would not ordinarily be at work, and you were not notified prior to last finishing work that you would be called back, you are entitled to be paid overtime, for a minimum of one and a half hours.

The recorded time for a call back does include the time travelling from home to work, and return by the most direct route.

The rates previously referred to would apply.

ie. If the call back occurs on a weekday, that is not a public holiday, the rate is time and half. If the call back occurs on a Saturday, Sunday or a public holiday, the rate is double time.

The effect of daylight savings on overtime

A timely reminder that the Award states that if during a shift clocks are changed to introduce or end daylight savings, the shift period is the difference shown on the clock at the start of the shift and the time shown at the end, rather than the total sum of hours actually worked.

Are you required to work overtime?

Are you being paid for it?

You have rights. Exercise them.

What can I do?

- If you are asked to work overtime, ensure it is authorised and ensure you receive payment.
- Don't work any unpaid overtime.
- You cannot be forced to take time off in lieu of payment. If you would prefer to take time off, it must be at your instigation, and you must make the request in writing.
- Keep a record of your own hours of work.
- Record your hours in the employer's time and wage system.
- If you are asked to work overtime on a regular or continuous basis, request that ANZ assess the need for additional staff or reduced workloads.
- Join the FSU.

Your rights at a glance:

Hours over your contracted hours and up to 152 hours in a 4 week cycle attract a 25% loading.

Monday to Friday <i>(First 12 hours of overtime in excess of 152 hours in a 4 week cycle)</i>	Time and a half
Monday to Friday <i>(In excess of 12 hours overtime)</i>	Double time
Saturday	Double time
Sunday	Double time
Public Holidays	Double time

Time off in lieu can be taken but only at the employee's request

If you need help claiming payment for overtime, or seeking additional staff or reduced workloads, speak to your FSU Rep, your FSU Organiser, or the FSU Member Rights Centre on **1300 366 378**.