

# OVERTIME

If you are employed at the CBA and your terms and conditions of employment are governed by the CBA Retail Banking Services EBA 2002 and CBA Employees Award 1999 you are entitled to receive overtime payments. Here's what your Agreement says about overtime.

Overtime is paid for work that is performed immediately before or after ordinary hours.

### OVERTIME IS PAYABLE WHERE:

- » Work required to be performed outside the bandwidth or
- » An employee is required to work in excess of the agreed hours of duty on any one day or
- » An employee is required to work in excess of ten hours of duty on any one day

Overtime is payable if one or more of these conditions apply.

Employees must be paid for overtime. The following loadings are calculated on a daily basis:

Weekdays	
First 3 hours	50% loading
Additional overtime after first 3	100% loading
Weekends (each hour)	
Saturday	50% loading
Sunday	75% loading

### TIME IN LIEU

Where authorised by management of the business area, an employee may agree to accrue time in lieu of overtime on the following basis:

1. Accrual is by agreement between the business unit and the employee
2. Accrued time will be calculated at one hour for each additional hour of overtime worked
3. Accrued time must be taken within a 3 month period from the time overtime was worked, at a time convenient to the Bank and the employee
4. Accrued time which cannot be taken within a 3 month period from the time overtime was worked, or before termination of employment, will be paid out at overtime rates

### RIGHT TO REFUSE UNREASONABLE OVERTIME

The Award states that an employee may refuse to work overtime that is unreasonable. This is defined as follows: - Where overtime conflicts with family responsibilities/personal circumstances, - when an employee's health and safety is at risk, - when the Bank gives unreasonable notice of overtime request.

### ATTENDANCE RECORDS

An employee's start and finish times on any given day may be different to the times they are rostered or 'scheduled' to start and finish. Actual start and finish times should always be recorded.

Always record your actual start and finish times as this becomes proof of any overtime worked.

**Are you required to work overtime? Are you being paid for it? You have rights. Exercise them. Together with your union, you can hold CBA to the Agreement.**

### 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.
- » Make sure the timebook is an accurate reflection of your hours of work.
- » If you need help claiming your overtime payment, or seeking additional staff or reduced workloads speak to your FSU Rep, your FSU Organiser or the Member Rights Centre, on 1300 366 378.