

NAB Fact Sheet 3

OVERTIME

In 2006 the Finance Sector Union (FSU) and the National Australia Bank (NAB) negotiated a 3 year Enterprise Agreement. If you work for NAB, this Agreement applies to you, and NAB must legally abide by the Agreement. Here's what your Agreement says about overtime.

- Overtime is paid for work performed in addition to your ordinary hours of work that is authorised by your People Leader.
- Only Group 1 and 2 employees are eligible to be paid for overtime.
- Regular or continuous overtime will trigger an assessment by NAB of the need for additional staff or the need to change the amount of work.
- People leaders are to identify the amount of overtime necessary and rectify situations where overtime is continuous and sustained.

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

Weekdays

First 3 hours	50% loading
Each additional hour after first 3	100% loading

Weekends

Each hour	100% loading
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Public Holidays

Each hour	100% loading
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The Agreement clearly states that payment must be received for all authorised overtime worked. There is no provision under the Agreement for time off in lieu of payment.

*Are you required to work overtime?
Are you being paid for it?*

You have rights. Exercise them.

Together with your union, you can hold NAB 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.
- Keep your own record of your hours of work.
- Record all hours worked on SAP.
- If you are asked to work overtime on a regular or continuous basis, request that your People Leader assess the need for additional staff or reduced workloads.
- 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**.

Thanks to all members who completed the Overtime Survey conducted by FSU, Unite (UK) and Finsec (NZ) earlier this year. The issues uncovered in that survey will be taken up with NAB at forthcoming Working Group meetings. The survey results will be published in an FSU Update. It's now time to take action on the concerns you raised, and this fact sheet contains tips on how to address the problem at a local level.