

Overtime Explainer

How does the overtime clause work?

We don't want employees working overtime as a matter of course. Workloads should be planned and managed so additional hours are the exception, not the norm.

Where employees are required to work outside standard hours, it's appropriate that this is clearly recognised and compensated.

The proposed Agreement does this by providing **paid overtime** arrangements for employees earning less than \$130,000 and maintaining access to **Time Off in Lieu (TOIL)**, by agreement, for all employees.

Under the Agreement, full-time and part-time employees earning a base salary of \$130,000 or less (pro-rata for part-time employees) are eligible for paid overtime where additional hours are directed or approved in advance, in writing, and where one or more of the following triggers apply:

- ✓ work is performed before 7:00am or after 7:00pm, or
- ✓ more than 10 hours are worked in any one day, or
- ✓ more than 50 hours are worked in any one week, or
- ✓ more than 160 hours are worked over a four-week cycle, or
- ✓ work is performed on a Saturday, Sunday or public holiday.

Overtime in practice

Scenario 1 – Overtime in a four-week cycle

If an eligible full-time employee is required to work an additional 3 hours each week for 4 weeks (12 hours). This triggers overtime because they have worked 4 hours in excess of the overtime trigger of 160 hours across the 4-week period.

The overtime payment will be calculated as follows:

- The first 3 hours (160 - 163 hours) are paid at time and a half.
- The remaining 1 hour (164 hour) will be paid at double time.

Scenario 2 – Employee works 50 hours in a particular week

If an eligible full-time employee is required to work 50 hours in a particular week and then works their normal 38 hour week for the following 3 weeks, then they will be entitled to an overtime payment in respect of that 4 week period because they will have worked 164 hours across the 4 week period (being 4 hours in excess of the overtime trigger of 160 hours across the 4 week period).

The overtime payment will be calculated as follows:

- The first 3 hours (160 - 163 hours) are paid at time and a half.
 - The remaining 1 hour (164 hour) will be paid at double time.
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Scenario 3 – Evening work on a weekday

An eligible full-time employee is required to attend an event or meeting from 7:00pm to 11:00pm. This triggers overtime because the work is completed after 7:00 pm.

The overtime payment will be calculated as follows:

- The first 3 hours (7pm to 10pm) are paid at time and a half.
- The remaining 1 hour (10pm to 11pm) will be paid at double time.

The employee will also be eligible for a meal allowance of \$25 under the *New Agreement*, as the overtime is worked after 6:00pm.

Scenario 4 – Working on a public holiday

A team of eligible employees receive pre-approval from their People Leader's manager to work on a state-based public holiday to support members.

All hours worked on the public holiday trigger overtime and will be paid at double time and a half.

The employees will also be eligible for a meal allowance of \$25 under the *New Agreement*, if the overtime is worked after 1:00 pm on the public holiday.