

OVERTIME AND TIME IN LIEU

1. STATEMENT OF POLICY INTENT

The intent of this policy is to clearly outline the process for arranging, recording and taking overtime and/ or time in lieu of overtime.

2. DEFINITIONS AND ABBREVIATIONS

Award	Local Government (State) Award 2007
GM	General Manager
TIL	Time in Lieu
RDO	Rostered Day Off

3. POLICY

3.1 General

- All staff shall be provided with access to overtime and time in lieu provisions relating to the Award when required to work time in excess of their normal working hours.
- Overtime or TIL must be based on organisational need including urgency and value of return and must be pre-approved by the staff members supervisor and Director before being accrued.
- An employee who works so much overtime between the completion of ordinary work on one shift and the commencement of ordinary work on the next shift that they have not had at least ten consecutive hours off duty between those times shall be released after completion of such overtime until they have had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- If an employee is instructed to resume work without having had ten consecutive hours off duty, the employee shall be paid at double ordinary rates until released from duty and then shall be entitled to a ten hour break without loss of pay.
- An employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable. Unreasonable or otherwise will be determined having regard to:

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Application:	All Staff		
Attachments:	Nil		

- any risk to the employee;
- the employees personal circumstances including any family and carer responsibilities;
- the needs of the workplace;
- the notice, if any, given by the employer of the overtime and by the employee of their intention to refuse it; and
- any other matter.

3.2 Recording and Taking

- All overtime and TIL must be recorded on the employees timesheet, signed off by the supervisor and submitted to payroll within the current fortnight being worked.
- Staff wishing to take accrued TIL must complete a leave form and submit it to payroll prior to the leave being taken.
- Accrued TIL must be taken prior to any annual leave, long service leave or RDO entitlements.
- The accumulation of TIL hours is to be monitored by the Payroll Officer, supervisor and Director and no more than 3 days are to be accrued at any one time.
- TIL must be taken within three months of it being accrued.
- TIL accruals must be cleared by the 31 December each year and cannot be carried over into the new calendar year without prior approval by the Director.

3.3 Payout of TIL

TIL will not be paid out and must be taken as leave except in the situation were the employee resigns and it is not possible for leave to be taken prior to their termination date.

4. RESPONSIBILITY/ACCOUNTABILITY

The Payrol Officer, Supervisors and Directors are responsible for monitoring TIL accruals within their area of authority.

All staff are responsible for familiarising themselves with this policy and adhering to its requirements.

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5. RELATED DOCUMENTS

5.1. ASSOCIATED LEGISLATION

Local Government (State) Award 2007

5.2. ASSOCIATED GOVERNMENT POLICY PROVISIONS

Nil

5.3. ASSOCIATED COUNCIL DOCUMENTS

Overtime / Time in lieu WPP
 Timesheet
 Leave Form

6. POLICY STATUS

This policy was formally adopted by Council on 21 July 2010 and commenced operation on 21 July 2010. This policy replaces the previous version adopted on 15 August 2007 and includes additional information relating to overtime.

7. POLICY REVIEW

This policy may be amended or revoked at any time and must be reviewed at least twelve months since its adoption (or latest amendment).

8. AUTHORISATION

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 Position: General Manager
 Date: /...../.....

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