On Call Arrangements for Professional Staff Policy

Section 1 - Background Information

(1) This Policy has been developed in support of the on-call arrangements and payments for Professional Staff at Australian Catholic University.

Section 2 - Policy Statement

(2) In order to facilitate the operations of the University, a Professional Staff member may be required to participate in on-call arrangements from time to time. In such circumstances, an on-call allowance will be paid in accordance with the provisions of this Policy.

Section 3 - Policy Purpose

(3) This Policy outlines the conditions governing on-call arrangements and its application at ACU.

Section 4 - Application of Policy

(4) This Policy applies to Professional Staff of the University who are covered by the provisions of the ACU Staff Enterprise Agreement 2022-2025(the Agreement).

(5) The following arrangements apply to the rostering of Professional Staff who are required by the University to be placed on-call to attend to a critical problem which might occur outside of the University's normal span of hours provided for under sub-clause 5.3.2.1 of the Agreement. A staff member who is rostered to be "on-call" will not be required to remain at her/his home, but must be readily contactable and available.

(6) If necessary, the University will provide the staff member with an appropriate on-call kit, which may include suitable means of communication and access to suitable transport arrangements.

On-Call Allowance

(7) All authorised on-call arrangements worked in the following circumstances shall be paid at the ordinary rate per hour (excluding any other allowances being paid to the staff member) in accordance with the following table:

On-Call Arrangements	Payment Rate
For a 24 hour rostered period	115% of the ordinary daily hours
Return to the workplace outside the span of hours	Minimum 3 hour payment at appropriate overtime rate

(8) If a staff member is placed on-call during a 24 hour period that includes a rostered work shift, the on-call allowance is paid on the ordinary daily hours worked by the staff member on that day (i.e. on-call allowance of 15% is paid in

addition to ordinary daily hours).

(9) If a staff member is placed on-call during a 24 hour period that does not include a rostered work shift, no payment for ordinary daily hours is applicable on that day and only the on-call allowance of 15% is paid. The number of hours of on-call allowance payable shall be the ordinary daily hours, usually seven (7) hours, unless the staff member is engaged on a part-time or casual basis and normally works less than seven (7) ordinary daily hours.

(10) If a staff member is placed on-call for a period of less than 24 hours, the on-call allowance will be paid at 15% on hours rostered in the work shift immediately preceding the period of on-call arrangements, subject to a maximum of seven (7) ordinary daily hours.

(11) For the purposes of calculating superannuation entitlements, the on-call allowance is not “Ordinary Time Earnings” and is therefore not subject to superannuation.

Payment of Overtime for Staff On-Call

(12) A staff member who is on-call and is required to return to the University at any time outside the span of hours as provided for under sub-clause 5.3.2.1 of the Agreement will be paid a minimum of three hours overtime inclusive of travel time.

(13) Any additional return to the University for the same or related problem within a minimum overtime period will not attract further payment.

(14) Overtime will be calculated and paid in accordance with the Overtime for Professional Staff Policy.

Section 5 - Approvals

(15) On-call arrangements must be authorised by the appropriate delegated officer (including creating and updating the roster of Professional Staff to be on-call in the work area), prior to the commencement of the on-call arrangements. Information on delegated officers is available in the relevant Delegations of Authority Policy and Register.

Section 6 - Revisions made to this Policy

(16) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
30 October 2012	Major	Updated to incorporate the provisions of the Australian Catholic University Staff Enterprise Agreement 2010 – 2013.
1 April 2019	Editorial	Updated to include reference to ACU Staff Enterprise Agreement 2017-2021 and Service Central.
15 October 2019	Major	Updated to provide clarity of payment of on-call allowance in differing circumstances as per the ACU Staff Enterprise Agreement 2017-2021.

(17) The University may make changes to this Policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to People and Capability.

Section 7 - Further Assistance

(18) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit Service Central.

Section 8 - Associated Information

(19) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	19th December 2023
Review Date	30th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	19th December 2023
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability