

Shiftwork for Professional Staff Policy

Section 1 - Background

(1) This Policy has been developed in support of the provisions for shiftwork at ACU. The [ACU Staff Enterprise Agreement 2017-2021](#) (the Agreement) sets out the broad terms and conditions that apply to Shiftwork for Professional Staff.

(2) The provisions of this Policy are to be read in conjunction with the provisions of the [Flexible Working Arrangements Policy](#).

Section 2 - Policy Statement

(3) In order to facilitate enhanced and flexible operations of the University, a Professional Staff member may be required to work shiftwork. In some circumstances, a shift allowance will be payable in accordance with the provisions of this Policy. Shiftwork arrangements may be common in some organisational units, while in others it may occur temporarily to support periodic changes in workload demands arising during the course of the year.

Section 3 - Definitions

Term	Definition
Afternoon Shift	means any shift finishing after 7:00pm and at or before midnight.
Broken Shift	means an ordinary time shift worked in two periods of duty during the hours 7:30am to 7:00pm.
Double Shift	occurs when a staff member is required to work two consecutive shifts, or any portion of a second consecutive shift.
Night Shift	means any shift finishing after midnight and at or before 7:30am.
Night Shift (non-rotating)	refers to any shift pattern in which night shifts are worked which do not rotate or alternate with another shift so that the employee has at least one third of their working time off night shift in each roster cycle. In these instances, night shifts attract a 30% shift penalty allowance.
Ordinary Time Shift	means any period of work starting at or after 7:30 am and finishing at or before 7:00pm as provided for under sub-clause 5.3.2.1(iii) of the ACU Staff Enterprise Agreement 2017-2021 and for which no shift allowance applies.
Shift or Rostered Shift	means a continuous period of work, except as provided in section 2.2, during which a shift worker is rostered for duty.
Shift Roster	means a sequence of shifts in a roster to be normally worked by a staff member. These hours are normally arranged so as to form a recurring cycle of five days on shift and two days off per week.

Section 4 - Application

(4) The provisions of this Policy apply to continuing and fixed-term Professional Staff members who are not in receipt of a salary in excess of that payable to a HEW 7 officer. The payment of a shift allowance will be subject to the time of commencement of the particular shift as defined in this Policy.

(5) Where shiftwork arrangements are to be introduced, and a staff member does not currently perform shiftwork, if they satisfy their Member of the Executive there are good and sufficient reasons as to why they cannot work shift arrangements, then the staff member shall not be required to work the shift arrangements. Such reasons may include (but are not limited to) child or elder care arrangements.

Payment for Shiftwork

(6) All authorised work on shiftwork shall be paid at the ordinary rate per hour in accordance with the following table:

Shift	Hourly Rate
<ul style="list-style-type: none">• Afternoon, night or broken shift - Mon to Fri• Night Shift (non-rotating)	<ul style="list-style-type: none">• 115%• 130%
Rostered or required - <ul style="list-style-type: none">• Saturday• Sunday• Public Holiday	<ul style="list-style-type: none">• 150%• 200%• 250%
Double shift <ul style="list-style-type: none">• Initial Shift<ul style="list-style-type: none">◦ Monday to Friday◦ Saturday◦ Sunday◦ Public Holiday• Second Shift	<ul style="list-style-type: none">• 115%• 150%• 200%• 250% <p>Appropriate overtime rates and meal allowance (if an unpaid meal break is taken in accordance with the conditions set out in clause (12))</p>

(7) A staff member whose normal rostered day off duty falls on a public holiday shall be granted one additional day of leave in lieu of such holiday.

(8) A staff member who without seventy two (72) hours notice is transferred:

- a. from one shift roster to another shift roster; or,
- b. to an unrostered shift; or,
- c. to another shift within the roster,

(9) shall be paid 150% at the ordinary rate per hour, where the staff member is transferred to an afternoon or night shift (during Monday to Friday) which occurs before the expiry of seventy two (72) hours notice of transfer. This allowance shall be payable in lieu of the afternoon or night shift allowance payable under clause (14).

(10) Note: Staff are required to complete and submit a timesheet via Staff Connect for each shift.

Broken Shifts

(11) Not more than two periods of duty shall be worked in any one broken shift and be paid for at a minimum of two hours for each start.

Double Shifts

(12) A staff member required to work a double shift will be paid in accordance with the relevant rates listed in clause

(14) above:

- a. a shift allowance for the initial shift, and
- b. overtime rates for the second shift (excluding shift allowance), and
- c. a meal allowance, if an unpaid meal break is taken in accordance with the conditions set out in the University's [Meal Allowance During Overtime Policy](#).

Additional Recreation Leave

Leave for Seven Day Shift Workers

(13) A staff member whose normal hours of duty are performed over seven days a week including Sundays and holidays shall be granted additional recreation leave, in addition to the normal leave entitlement of the staff member, as follows:

- a. an additional five days leave where the hours the staff member is rostered for duty includes at least ten (10) Sundays during the staff member's period of recreation leave accrual; or,
- b. additional leave at the rate of half a day for each Sunday rostered where the hours the staff member is rostered for duty includes less than ten (10) Sundays during the staff member's period of recreation leave accrual.

(14) Such additional accrual of recreation leave remains subject to the forty (40) day maximum requirement contained in the [Recreation Leave \(including Annual Leave\) Policy](#). This additional recreation leave shall not include non-working days and holidays.

Section 5 - Revisions made to the Policy

(15) 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
1 July 2019	Major	Updated to incorporate the provisions of the ACU Staff Enterprise Agreement 2017-2021.

(16) 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 6 - Further Assistance

(17) 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 7 - Associated Information

(18) 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	18th December 2023
Review Date	29th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	18th 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 <hr/> People and Capability