



Personnel Services Division

ADDITIONAL HOURS PROCEDURES

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|---|---|---|--------------|-----------------------------|--------------|
| Date approved: | October 2007 | Date Procedure will take effect: | October 2007 | Date of Next Review: | October 2009 |
| Approved by: | Director, Personnel Services Division | | | | |
| Custodian title & e-mail address: | Manager, Staff Services Unit staff_relations@uow.edu.au | | | | |
| Author: | | | | | |
| Responsible Faculty/Division & Unit: | Staff Services Unit, Personnel Services Division | | | | |
| Supporting documents, procedures & forms of this policy: | Additional Hours Claim Form Overtime Claim Form Casual Employment Authority | | | | |
| References & Legislation: | Time and Attendance Policy Operation of Flexible Hours of Work Procedure | | | | |
| Audience: | Public – accessible to anyone | | | | |
| Expiry Date of Procedure: | Not applicable | | | | |

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1 Introduction / Background

1. Additional hours claim forms should be utilised for the employment of staff working extra hours.
2. Claims for additional hours and overtime can now be made via the University's Web Kiosk.

2 Scope / Purpose

1. Overtime forms and casual employment authorities should NOT be utilised for the payment of the extra hours worked by part-time staff.

3 Definitions

Not Available

4 Procedure

1. Any part-time staff member, (permanent or fixed term) who works additional hours, within the spread of hours prescribed for their classification, should complete an additional hours claim form for payment of these hours.
2. Overtime will be paid through overtime claims if a staff member is requested to work more than or outside the spread of hours for a full-time staff member in the same classification.
3. Casual employment authorities and timesheets should only be used if the staff member is working in a substantially different classification to their normal part-time employment.
4. Additional Hours Claim forms, Overtime Claim forms and Casual Employment Authorities are all available from the Personnel Services Division or on the UOW Intranet.

5 Examples

EXAMPLE A

1. Mary Smith is employed permanently as an Administrative Assistant in Department A for 14 hours per week. She also works as an Administrative Assistant on an irregular basis in Department B. As Mary is already employed by the University of Wollongong, the hours she works in Department B should be paid as additional hours while she works between 8.00 a.m. and 6.00 p.m. Monday to Friday (spread of hours) and works no more than 35 hours per week in total at the University.

EXAMPLE B

2. If Mary Smith is not employed in Department A on a permanent or limited term basis, she would be paid as a casual in Departments A and B. However, her employment would need to be irregular and for a term of less than 6 months to meet the casual employment criteria.

EXAMPLE C

3. John Brown is employed as a Laboratory Assistant by Department A and works from 8.00 a.m. - 4.00 p.m. for 2 days each week. He is requested to work an additional 7 hours between 2.00 p.m. - 10.00 p.m. on a third day. He would be paid an additional 7 hours as the spread of hours for Laboratory Assistants is 35 hours per week between 8.00 a.m. and 10.15 p.m. Monday to Friday and 8.00 a.m. to 12 noon on Saturday.

EXAMPLE D

4. If John Brown was requested to work additional hours outside the spread of hours described above, he would be entitled to an overtime payment.

**EXAMPLE E**

5. If John Brown was employed as a General Library Assistant for 3 hours on Saturday afternoon, he would be paid as a casual employee as this classification is substantially different to his employment as a Laboratory Assistant. The spread of hours for General Library Assistants are 8.00 a.m. to 10.15 p.m. on a Saturday.

6 Roles & Responsibilities

Not applicable

7 Version Control Table

| Version Control | Date Effective | Approved By | Amendment |
|------------------------|-----------------------|---------------------------------|--|
| 1 | October 2007 | Director, Personnel Services | First Version |
| 2 | 6 May 2009 | Vice Principal (Administration) | Migrated to UOW Procedure Template as per Policy Directory Refresh |
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