

	Overtime / Time in Lieu Policy	
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INTRODUCTION

Network West aims to provide supportive and flexible working conditions for employees, taking into account their varying work demands and duties, and their work/life balance.

PURPOSE

The purpose of this policy is to ensure that:

- The Committee of Governance and employees have an understanding of the use of time in lieu arrangements in Network West Inc.
- The Committee of Governance and employees are aware of the procedures for time in lieu.
- All staff are treated consistently.

POLICY

This policy needs to be read in conjunction with the Neighbourhood Houses and Collective Agreement (NHACE) 2016 and employment contracts for employees. The hours of work for each employee will be set in accordance with their contract of employment and may be varied by agreement with the employer (Clause 26.1 NHACE 2016).

Network West will not pay overtime for any employee. Any time worked in addition to an employee's normal hours will be calculated as Time Off in Lieu (TOIL).

- Network West receives limited funding for staffing through its funding bodies therefore TOIL should only be accumulated when absolutely necessary.
- Time in lieu is offered for approved extra hours that are required to be worked.

RESPONSIBILITIES

It shall be the responsibility of the Committee of Governance to implement this policy and monitor its effects. The Chairperson shall be responsible for authorising all instances of time in lieu.

PROCEDURES

- When required, the employee may work additional hours as flexible hours and accrue flex time off in lieu of payment (flex TOIL). Employees are expected to work in a way which ensures adequate service delivery during normal operating hours. It is the responsibility of the employee to ensure that any variation in their hours does not affect the level of service provided to clients.

- Flex TOIL accrued at the initiative of the employee as flexible hours are not overtime. No overtime will be paid without prior approval from the Network West Committee Executive.
- Flex TOIL for flexible hours may be accrued to a maximum of one (1) week normal working hours and is for the purpose of being used during a period of shutdown of the workplace such as at Christmas or other programmed breaks i.e. school holidays.
- If an employee does accrue TOIL in excess of allocated weekly hours this must be reduced as soon as practicable (term holidays are an ideal time).
- TOIL taken must be approved in advance by the Chairperson
- All TOIL is to be recorded in the time sheets, with the reason noted.
- TOIL records are to be kept with payroll records.
- Flexible extra hours may only be worked in the ordinary spread of hours (8am-6pm) (Clause 26.4.1 NHACE 2016)
- TOIL for flexible hours accrue on an hour for hour basis for the time worked (Clause 26.4.3 NHACE 2016)
- TOIL accrued but not taken on termination must be paid out at the applicable overtime rate. (Clause 20.1.7 NHACE 2016) Up to 1 working week can be paid out.