

ROSTERED DAY OFF AND FLEXIBLE WORKING ARRANGEMENTS Procedure 5.5.64

Policy No. and Title	5.5	Conditions of Employment Policy
Procedure	5.5.64	Rostered Day Off and Flexible Working Arrangements
Version	2	
Date Adopted	26 June 2013	

1 OBJECTIVES

The objective of this procedure is to define the hours of work and to provide for flexible working hours, including rostered day off procedures for administrative staff.

2 STATEMENT

This procedure is intended to inform all employees of their rights and responsibilities when accruing and taking rostered days off and to establish consistent standards across all Departments of Council.

Kempsey Shire Council is committed to providing flexibility in the workplace that takes into account the work requirements of the Council and the individual/family circumstances of the employees. The provision of rostered days off and flexible working arrangements contributes to this commitment and may assist employees to achieve greater work/life balance.

3 NINETEEN DAY MONTH (RDO)

- a) Nineteen day month RDO's are available to full time permanent administrative employees.
- b) The standard hours for office-based employees are 8.30am to 5.00pm, Monday to Friday, with a one hour lunch break, or 8.30am to 4.30pm, with half hour lunch break. Hours may be varied by agreement or by directive, in some sections (e.g Library, Customer First) to cater for customer service requirements.
- c) The nineteen day month RDO's are dependent upon the approval of the General Manager, and can be approved where working hours are feasible and non-detrimental to the operations of Council. Where RDO's are not approved, employees will need to make arrangements with their Manager on the preferred option for accruing the required hours for the Christmas/New Year period. These arrangements are to be reported to Human Resources for payroll processing.
- d) Where a nineteen day month RDO is approved, employees will be offered the opportunity to nominate a preferred day within the month in accordance with their family/non-working needs and the needs of the business unit/department.
- e) Notification of the approved nominated day is to be recorded with Human Resources for payroll processing requirements.
- f) This designated day may be changed through agreement with the employee's Manager under circumstances where required by the operational needs or as response to family/non work unforeseen circumstances.
- g) Employees who work a nineteen day month will work 7.5 hours per day.

- h) Employees are expected to consider reasonable requests to accrue their RDO, where operational/business demands dictate. A maximum of 4 RDO's shall be accrued at any one time, excluding the 3 days from Christmas/New Year period.
- i) Annual, Sick and Long Service leave is paid at 7.5 hours per day, to allow for RDO's to be retained during the period of leave.
- j) At an employee's request, approval may be granted in order that a Saturday may be substituted for a week day on a non-permanent arrangement, in order to meet family commitments. No penalty rates are applicable for hours worked on a Saturday under this arrangement.
- k) The paying out of RDO balances will only be allowable in cases of termination of employment. Payment will be made only for hours actually accumulated.

3.1 Accruing Rostered Days Off

- a) RDO's are calculated for administrative employees working 37.5 hours per week (7.5 hours per day) and being paid for 35 hours. The extra 2.5 hours, which is accrued each week goes towards employees RDO accruals.
- b) Employees will accrue adequate time to take one RDO per month and 3 RDO's between the Christmas and New Year period with a small surplus of hours being generated. These additional hours will need to be taken on application and be subject to the normal leave approval provisions.
- c) Where an employee does not have enough RDO hours accrued for the three day Christmas and the New Year period, annual leave or leave without pay may be taken.
- d) Employees required to work over the Christmas/New Year break, whether directed or nominated, will be given the option to take the 3 RDO's at a mutually agreed time prior to the end of February.
- e) Employees employed on a part time basis will need to make arrangements with their Manager on the preferred option for accruing the required hours for the Christmas/New Year period. These arrangements are to be reported to Human Resources for payroll processing.

4 NINE DAY FORTNIGHTS

- a) Nine day fortnight RDO's are available to full time permanent operational employees.
- b) The standard hours for field based employees are 7am to 4pm Monday to Thursday, with a half hour lunch break. Employees work 7am to 3.30pm each alternate Friday with a rostered day off (RDO) being taken on the other Friday each fortnight.
- c) Nine day fortnight RDO's shall be taken as they fall due and may only be accrued or altered in exceptional circumstances.
- d) An Accrued Leave form is to be completed and forwarded to the Payroll Officer when the RDO is not taken.
- e) The hours will then be shown as accrued leave on the payroll system.
- f) Accrued leave resulting from the deferral of nine day fortnight RDO is to be taken within the following 4 weeks unless the relevant Manager authorises otherwise.

- g) Hours may be varied by some teams/groups of employees, particularly during summer months or for work projects, with prior approval for the relevant Manager.
- h) Teams or work groups are encouraged to review the arrangement of their working hours to maximise efficiency and service provision while at the same time meeting the needs of the employees involved. Proposals should be initially discussed with the relevant Manager, prior to approval being granted by relevant Director.

5 TAKING OF ROSTERED DAYS OFF OR TIME BANK

- a) Where the approved nominated preferred RDO day within the month is taken, no leave application is required.
- b) Where the nominated preferred RDO day is to be changed, prior approval of the Manager is required. An approved Rostered Day Off Adjustment form (HRM047) will need to be submitted to Human Resources for payroll processing prior to the nominated RDO falling due.
- c) RDO's should be taken in full days. Managers may however consider and approve RDO absences in half days or hours, at their discretion. Notification to be provided to Human Resources for payroll processing.
- d) Time Bank/Time in Lieu is to be taken at a time mutually agreed upon by the individual employee and their Manager/Director in consideration of the operational/business requirements of that business unit.
- e) An approved Application for Leave (HRM015) will need to be submitted to Human Resources for payroll processing prior to Time Bank being taken.

6 FLEXIBLE START AND FINISH TIMES

- a) Employees may request flexible start and finish times in accordance with the Local Government (State) Award, to be approved by their Manager. Approval shall not be withheld unreasonably, provided it meets the need of the operational requirements of the business unit/department.
- b) Variation to start and finish times shall be restricted to 'ordinary hours' of the Local Government (State) Award in order that no overtime cost shall be incurred by the Council.
- c) While acknowledging that it is beneficial for both employees and Council to provide some flexibility in staff attendance, the Local Government (State) Award sets out the provision for providing flexibility, the following shall apply: -
 - i) Flexible staffing arrangement should not result in any denial of services.
 - ii) There should be no additional costs incurred as a direct result of flexible staffing arrangements.
 - iii) There should be equity of treatment for all eligible employees within a function or role within a department.
- d) Infrequent/unplanned changes made to start/finish times are to be maintained by the Manager. For longer periods of change (outside of 2 consecutive payroll weeks) or a permanent change to start/finish times are to be approved by the department Director and reported to Human Resources. (HRM013 Changes to Working Hours or Conditions form.)

- e) The General Manager may vary the conditions of this procedure in accordance with relevant awards, dependent on individual circumstances.

7 FLEXIBLE WORKING ARRANGEMENTS/TIME IN LIEU (TIME BANK)

- a) Flexible working arrangements are individual work arrangements that are organised through mutual agreement between individual employees and their Manager in consideration of the operational/business requirements of the business unit/department.
- b) The agreement and approval of working arrangements is to be given by the Manager, in writing before the working arrangement commences.
- c) If no prior written approval is obtained hours will not be accrued.
- d) Notification of approved hours to be worked to be supplied to Human Resources for payroll processing requirements. Claims for accrued hours must be made within 30 days of working extra time.

See Procedures for Variable Work Arrangements (5.5.58) and Overtime (5.5.17).

8 ASSOCIATED LEGISLATION

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- Local Government (State) Award.

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.