

ANNUALISED HOURS EMPLOYMENT FOR PROFESSIONAL EMPLOYEES PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE	1
	Planning	1
	Averaging and payment of salary	2
	Documentation	2
	Leave arrangements	2
	Overtime.....	2
	Additional hours	2
	Termination of employment	3
	Alteration of annual hours	3
4	RESPONSIBILITIES	3
	Compliance, monitoring and review	3
	Reporting.....	3
	Records management.....	3
5	DEFINITIONS	3
	Terms and definitions.....	3
6	RELATED LEGISLATION AND DOCUMENTS	3
7	FEEDBACK.....	3
8	APPROVAL AND REVIEW DETAILS.....	4

1 PURPOSE

- 1.1 This procedure outlines how CQUniversity will manage [annualised hours](#) arrangements for professional employees.
- 1.2 This procedure should be read in conjunction with the [Central Queensland University Enterprise Agreement 2017](#).

2 SCOPE

- 2.1 This procedure applies to continuing or fixed-term professional employees of CQUniversity who have entered into an annualised hours arrangement.

3 PROCEDURE

Application

- 3.1 An employee interested in participating in an Annualised Hours Employment arrangement must discuss this request, and the suitability of such an arrangement within the business area, with their supervisor. Following supervisor endorsement, approval must be sought from the relevant Dean/Director/Head of Business Area.

Planning

- 3.2 The employee's supervisor, in consultation with the annualised hours employee, will annually determine and agree to a work plan with the dates and ordinary hours the employee will work for the next 12 month period. Work plans will be included in the People and Culture Directorate's Annualised Hours Spreadsheet.

- 3.3 The annual work plan will include periods of annual leave and, where applicable, long service leave. Leave must be taken by the annualised hours employee during the calendar year.

Averaging and payment of salary

- 3.4 An annualised hours employee will be paid fortnightly an amount calculated by averaging the total number of nominated annual hours (including the annual leave component) to a fortnightly salary. Any overtime approved and worked by an annualised hours employee is in addition to the annualised ordinary hours for which the employee is engaged. There is no leave accrual in respect to overtime hours. Additional ordinary hours worked will be paid as outlined below.

Documentation

- 3.5 The annual work plan will be signed by the annualised hours employee, the relevant supervisor and head of business area. A copy will be retained by the employee and their supervisor, and the original sent to the People and Culture Directorate (pac@cqu.edu.au) for review and placement on the relevant file.
- 3.6 The People and Culture Directorate will ensure that the submitted work plan is consistent with the overall fraction of a full-time position the annualised hours appointment is to fill. The People and Culture Directorate will either provide the business area with confirmation of the submitted work plan, or will liaise with the relevant supervisor and employee to make appropriate adjustments.

Leave arrangements

Leave entitlements

- 3.7 Annualised hours employees will be entitled to receive the leave entitlements of a full-time employee on a proportional basis determined by the number of annualised ordinary hours required to be worked by the employee within the 12 month period.

Annual and long service leave

- 3.8 Arrangements for the taking of annual and, if applicable, long service leave, should be made when determining the relevant work plan for the 12 month period and application for such leave, should be completed as soon as possible thereafter through the University's Human Resource System, EMPower. If annual or long service leave is approved at short notice, the work plan may need to be adjusted accordingly.

Sick leave

- 3.9 Paid sick leave is available for annualised hours employees to use on days they are scheduled to work. Relevant applications for sick leave should be made via EMPower.

Public holidays

- 3.10 Annualised hours employees will be entitled to the benefit of all public holidays that fall during periods for which they are rostered to work. Rosters will not be constructed to avoid payment of public holidays if that day would otherwise fall within the pattern of work during that period.

Overtime

- 3.11 Annualised hours employees, regardless of their fraction, will be eligible for overtime as per the provisions of the Enterprise Agreement. Overtime hours are in addition to the annualised ordinary hours for which an employee is engaged. There is no accrual of leave entitlements (howsoever described) in respect of overtime hours.

Additional hours

- 3.12 Where an annualised hours employee is approved to work ordinary hours in excess of the number of ordinary hours in the 12 month period for which they are engaged, the payment for the additional ordinary hours will be made in the first available pay period following receipt of a valid claim. Any additional ordinary hours worked will be taken into account in the calculation of leave entitlements.

Termination of employment

- 3.13 Where the employment of an annualised hours employee ceases, for whatever reason, a reconciliation of the ordinary hours worked and the payments paid to the employee, will be performed and:
- if the employee has received a payment in respect of work or hours that are not then worked by the employee, that payment will be repaid by the employee to the University as at the date of termination. The University may off-set any such amounts against any entitlements owing to the employee, and
 - if an employee has performed work for which they have not yet received payment by the University, the University will pay to the employee such amount as at the date of termination.

Alteration of annual hours

- 3.14 If it is mutually agreed between the University and the annualised hours employee that the number of annual hours specified in the work plan for that year is to be altered, a revised work plan will be developed as soon as possible, signed by all parties and provided to the People and Culture Directorate for reconciliation of entitlements.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director People and Culture is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Annualised hours employment: employment on a continuing or fixed-term basis for a specific number of ordinary hours within any 12 month period as offered by the University, or as subsequently varied by agreement with the annualised hours employee.

For the purpose of payment, the total number of nominated hours will be averaged to a fortnightly salary. Annual leave and long service leave will accrue during hours rostered and will be taken during the periods of rostered work.

6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	N/A
Required Consultation	Joint Consultative Committee
Administrator	Director People and Culture
Next Review Date	29/06/2025

Approval and Amendment History	Details
Original Approval Authority and Date	24/11/2005
Amendment Authority and Date	Vice-Chancellor and President 31/08/2007; Vice-Chancellor and President 10/07/2009; Vice-Chancellor and President 25/10/2010; Vice-Chancellor and President 08/05/2013; Vice-Chancellor and President 16/03/2018; Vice-Chancellor and President 29/06/2022.
Notes	This document was formerly known as Annualised Hours Employment – General Staff Employees Procedures (last approved 10/07/2009) and the Annual Hours Employment for Professional Staff Procedure (last approved 8/05/2013).