

ANNUALISED HOURS EMPLOYMENT FOR PROFESSIONAL EMPLOYEES PROCEDURE



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1 PURPOSE

- 1.1 The procedures facilitate successful implementation of the flexible mode of employment for annualised hours arrangements. These procedures should be read in conjunction with the [Central Queensland University Enterprise Agreement 2017](#).

2 SCOPE

- 2.1 This procedure applies to any continuing or fixed-term professional employee of CQUniversity who have entered into such an arrangement.

3 PROCEDURE

Planning

- 3.1 Prior to the commencement of a new calendar year, or upon the commencement of a new annualised hours employee, the relevant supervisor will determine the dates and ordinary hours in the next year the University requires such employees to work. Consultation with the annualised hours employee on the hours and dates of future work should occur, and wherever possible, a work plan which is mutually agreed be produced on the People and Culture Directorate Annualised Hours spreadsheet.
- 3.2 The annual work plan should include periods of annual leave and, where applicable, periods of long service leave, which are to be taken by the annualised hours employee during the calendar year.

Averaging and payment of salary

- 3.3 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

- 3.4 The annual work plan should be signed by the annualised hours employee, the relevant supervisor and head of organisational area. A copy should be retained by the employee and their supervisor, and the original sent to the People and Culture Directorate for review and placement on the relevant file.
- 3.5 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 provide the 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

- 3.6 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 year.

Annual and long service leave

- 3.7 Arrangements for the taking of annual and long service leave should be made, wherever possible, when determining the relevant work plan for the year and application for such leave via Employee Self Service Online (ESSO) should be completed as soon as possible thereafter. If annual or long service leave is approved at short notice, the work plan may need to be adjusted accordingly.

Sick leave

- 3.8 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 ESO.

Public holidays

- 3.9 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

- 3.10 Annualised hours employees, regardless of their fraction, will be eligible for overtime when an employee is required to work:
- outside the normal span of hours
 - more than an average of 145 hours in a four week cycle, or
 - more than 10 hours in any one day.

In respect of such overtime hours, those overtime hours are in addition to the annualised ordinary hours for which the employee is engaged. There is no accrual of leave entitlements (howsoever described) in respect of overtime hours.

Additional hours

- 3.11 Where in any year, an annualised hours employee works in excess of the number of ordinary hours in the year 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

- 3.12 In the event that 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

- 3.13 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 should be developed as soon as possible. The revised work plan should be 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 monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

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 one calendar year 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 worked and will be taken during the periods of paid work.

6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#).

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor Advisory Committee
Administrator	Director, People and Culture
Next Review Date	16/03/2021

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.
Notes	This document was formerly known as Annualised Hours Employment – General Staff Employees Procedures (10/07/2009)