

Shift Work Allowance – Part Time Employees

Human Resources Policy

Effective Date: July 2008

1 PURPOSE

To outline shift work allowance entitlements for part-time employees covered by the District Health Services Employees' Award – State 2003.

2 APPLICATION

This policy applies to part time employees who are engaged in shift and continuous shift work arrangements as defined by the District Health Services Employees' Award – State 2003.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The “delegate” is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- District Health Services Employees' Award – State 2003

6 SUPERSEDES

- IRM 2.7-33 Afternoon and Night Shift Allowance – Part Time Employees – District Health Services Employees' Award – State

7 POLICY

7.1 Interpretation of Policy

This policy is to be interpreted in conjunction with specific awards, agreements, administrative arrangements and policies applying to occupational groups.

The interpretation of the shift work allowance provisions for part time employees, outlined in section 7.2, was effective from 12 April 2001.

Note: Payment of the shift work allowances detailed below does not apply to work performed between midnight Friday and midnight Sunday or on public holidays.

7.2 Shifts Commencing On or After 12 Noon and Finishing Before 8.30pm

Part time employees covered by the District Health Services Employees' Award – State 2003 are entitled to the payments outlined below for shifts commencing on or after 12 noon and finishing before 8.30pm.

Majority of Time Worked	Entitlement	Award Reference
After 6.00pm	Additional 15 per cent for whole period worked (If an employee works from 4.30pm to 8.00pm an additional 15 per cent is paid for the whole period)	Clause 6.4.2 (a) "Afternoon Shift"
Or Equivalent number of hours worked before and after 6.00pm	(If an employee works from 4.00pm to 8.00pm an additional 15 per cent is paid for the whole period)	

7.3 Shifts Commencing On or After 12 Noon and Finishing At or After 8.30pm

Part time employees covered by the District Health Services Employees' Award – State 2003 are entitled to the payments outlined below for shifts commencing on or after 12 noon and finishing at or after 8.30pm.

Finishing Time	Entitlement	Award Reference
At or after 8.30pm	Additional 15 per cent for whole period worked (If an employee works from 2.00pm to 8.30pm an additional 15 per cent is paid for the whole period)	Clause 6.4.2 (a) ("Afternoon Shift")

7.4 Shifts Commencing Before 6.00am

Part time employees covered by the District Health Services Employees' Award – State 2003 and engaged under shift or continuous shift work arrangements are entitled to the payment outlined below for day shifts commencing before 6.00am.

Commencing Time	Entitlement	Award Reference
Before 6.00am	Additional 15 per cent for time worked before 6am. (If an employee works from	Clause 6.3.2 (b) ("Early Work")

	5.00am to 11.00am an additional 15 per cent is paid for the one hour before 6am)	
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8 DEFINITIONS

Part Time Employee	Means an employee who is engaged to work regular hours each fortnight and who must be employed for no less than 8 ordinary hours per fortnight and not more than an average of 64 ordinary hours per fortnight, with a minimum payment as for 4 hours on any one day when work is performed.
Shift Work (other than Continuous Shift Work)	Means work regularly rotated in accordance with a roster which prescribes 2 or more shifts (day, afternoon or night) per day, but does not cover a 24 hour per day operation over a 7 day week.
Continuous Shift Work	Means work done by employees where the hours of work are regularly rotated through a shift roster covering a 24 hour per day operation over a 7 day week.

9 HISTORY

July 2008	Policy updated to incorporate definitions and provide further clarification of application to shift workers.
April 2008	On 14 April 2008 the Queensland Industrial Relations Commission approved an amendment to clause 6.3.2 Early and/or Late Work of the <i>District Health Services Employees Award State 2003</i> .
April 2008	Developed as a result of the HR Policy Consolidation Project.