Shift work allowance – part-time employees

Policy Number: C1 (QH-POL-299)

Publication date: October 2018

Purpose: To outline shift work allowance entitlements for part-time employees covered by the Hospital and Health Service General Employees (Queensland Health) Award – State 2015.

Application: This policy applies to all Queensland Health employees working for:

- the Department of Health
- non-prescribed Hospital and Health Services
- prescribed Hospital and Health Services.

This policy does not apply to employees of Queensland Ambulance Service.

Delegation: The ‘delegate’ is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

Legislative or other authority:
- Hospital and Health Service General Employees (Queensland Health) Award – State 2015

Policy subject:

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1 **Policy statement**

This policy is to be interpreted in conjunction with specific awards, agreements, administrative arrangements and policies applying to the occupational groups covered by the Hospital and Health Service General Employees (Queensland Health) Award – State 2015 (HHSGE Award).

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

1.1 **Shifts commencing on or after 12 noon and finishing at or after 8.30pm**

Part-time employees, working less than 7.6 hours on an afternoon shift, covered by the HHSGE Award are entitled to the payments outlined below for shifts commencing on or after 12 noon and finishing at or after 8.30pm.

<table>
<thead>
<tr>
<th>Finishing Time</th>
<th>Entitlement</th>
<th>Award Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>At or after 8.30pm</td>
<td>In addition to ordinary salary, an allowance of 15 per cent for all ordinary time worked on such shift. (For example, if an employee works from 2.00pm to 8.30pm an additional 15 per cent is paid for the whole period)</td>
<td>Clause 15.5(b) “Afternoon Shift”</td>
</tr>
</tbody>
</table>

1.2 **Shifts commencing on or after 12 noon and finishing before 8.30pm**

Part-time employees, working less than 7.6 hours on an afternoon shift, covered by the HHSGE Award are entitled to the payments outlined below for shifts commencing on or after 12 noon and finishing before 8.30pm.

<table>
<thead>
<tr>
<th>Majority of Time Worked</th>
<th>Entitlement</th>
<th>Award Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 6.00pm</td>
<td>In addition to ordinary salary, an allowance of 15 per cent for all ordinary time worked on such shift. (For example, if an employee works from 4.30pm to 8.00pm an additional 15 per cent is paid for the whole period)</td>
<td>Clause 15.5(c) (“Afternoon Shift”)</td>
</tr>
<tr>
<td>Or Equivalent number of hours worked before and after 6.00pm</td>
<td>(For example, if an employee works from 4.00pm to 8.00pm an additional 15 per cent is paid for the whole period)</td>
<td></td>
</tr>
</tbody>
</table>

**Shift work allowance – part-time employees HR Policy C1**

Human Resources Branch
Chief Human Resources Officer
October 2018

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1.3 Shifts commencing before 6.00am

Part-time employees covered by the HHSGE Award and engaged under shift or continuous shift work arrangements are entitled to the payment outlined below for day shifts commencing before 6.00am.

<table>
<thead>
<tr>
<th>Commencing Time</th>
<th>Entitlement</th>
<th>Award Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 6.00am</td>
<td>Time worked prior to 6.00am will attract an additional 15 per cent allowance</td>
<td>Clause 15.5(d)</td>
</tr>
</tbody>
</table>

(For example, if an employee works from 5.00am to 11.00am an additional 15 per cent is paid for the one hour before 6.00am)

Definitions:

Part-time employee: 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): 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: 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.

History:

October 2018
- Policy: formatted as part of the HR Policy review
- amended to update references and naming conventions
- amended at sections 1.1 and 1.2 to reflect clause 15.5 of the HHSGE Award.

May 2014
- Policy reviewed as part of the Queensland Ambulance Service (QAS) HR Policy Integration project.
- Policy not applicable to QAS employees.
- Minor formatting changes.

September 2013
- Policy formatted as part of the HR Policy Simplification project.
- Policy amended to update references and naming conventions.

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 District Health Services Employees Award State 2003.

April 2008
- Developed as a result of the HR Policy Consolidation Project.