

# Paytime Guidelines

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# Paytime Guidelines

## Non Casual Teaching Timesheet Guidelines

The span of ordinary hours is from **6:00 am to 10:00 pm Monday to Friday** and **9:00 am to 5:00 pm Saturday**.

➤ **Overtime**

Overtime means the hours worked at the direction of the employer, which are in addition to the employee's ordinary hours of duty contained in the annual work plan or outside the span of ordinary hours.

➤ **Excess Teaching Duty Hours**

- Where the teacher performs teaching duties in excess of the limit in the roster allocated by the employer in accordance with class 32.7 or 32.11 of the Agreement.
- Where the employee performs teaching duties in excess of 800 per annum.
- Where the excess teaching duties occurs within the 38 hours of duty within the span of ordinary hours, a rate of 50% of the ordinary hourly rate is payable for each excess teaching hourly
- Where the excess teaching duties occurs outside span of the ordinary hours or in excess of 38 hours in a week within the span of ordinary hours, a rate of 150 is payable for the first two hours, beyond the first 2 hours on each day Monday to Saturday, a rate of 200% of the ordinary hourly rate is payable for each excess teaching hourly
- In all cases, excess teaching duty on a Sunday, a rate of 200% of the ordinary hourly rate is payable

# Paytime Guidelines

## Non Casual Professional Timesheet Guidelines

Ordinary hours of duty are **7:30 am to 7:30 pm Monday to Friday**.

- An employee cannot work for more than 5 hours without a break of at least 30 minutes.
- Staff should enter only the hours worked that are not part of their contracted hours. i.e. all hours if working on a day you don't normally work on and only the additional hours if doing extra hours on a day you normally work on.
- An employee required to work overtime which is not contiguous with their ordinary hours of duty will be paid for a minimum of three hours.
- After recording your hours, indicate whether the overtime is to be paid or accrued as time of in lieu (TOIL).
- Please note staff classified above PSL6.3 do not have the option of paid overtime.

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## Casual Professional Timesheet guidelines

- Please enter start and finish times and a meal break if applicable.
- An employee cannot work for more than 5 hours without a break of at least 30 minutes.
- Casual staff will be paid for a minimum of three hours if their shift is less than that.