

C-18 Staff hours of Work

Epping Heights OSHC.

NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 4.2	Professionalism.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 5.1	Relationships between educators and children.
QA. 6.1	Supportive relationships with families.
QA. 7.1.1	Service philosophy and purpose.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2	Leadership.
QA. 7.2.1	Continuous improvement.
QA. 7.2.3	Development of professionals.

National Regulations

Reg. 82	Tobacco, drug, and alcohol-free environment
Reg. 84	Awareness of child protection law
Reg. 136	First aid qualifications
Reg. 155	Interactions with children
Reg. 156	Relationships in groups
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

LO. 1	Children feel safe, secure, and supported
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POLICY STATEMENT

We recognise the hard work of all of our staff, permanent and casual, however understand the demands placed on staff working in the Outside School Hours Care sector. To ensure our staff are not working excessive hours, the centre is committed to ensuring the contracted hours, in the case of permanent employees, are followed and any extra hours are passed through the Management Committee.

RELATED POLICIES

- Epping Heights OSHC Policy A-3: Philosophy
- Epping Heights OSHC Policy A-17: Privacy and Confidentiality
- Epping Heights OSHC Policy C-2: Conditions of employment
- Epping Heights OSHC Policy C-3: Educator Orientation and Induction
- Epping Heights OSHC Policy C-5: Professional development
- Epping Heights OSHC Policy C-7: Grievance Procedures
- Epping Heights OSHC Policy C-8: Disciplinary Action
- Epping Heights OSHC Policy C-9: Relief Educators
- Epping Heights OSHC Policy C-12: Communication
- Epping Heights OSHC Policy C-13: Interactions with Children
- Epping Heights OSHC Policy D-22: Child Protection

PROCEDURE

This policy does not override the employee's rights under the National Employment Standards or Children's Services Award.

This policy applies to all permanent staff employed by Epping Heights OSHC in relation to the working of additional hours over and above those in their individual contracts.

Full time work hours are defined in the Children's Services Award as an average of 38 hours per week over a one, two or four week cycle. Under agreement between an employee and employer, individuals may be rostered to work up to 10 hours in any one day.

When an employee works over their contracted hours, time in lieu or overtime pay may be relevant. Further information can be gained in the Fair Work Act, Children's Services Award and via the Fair Work Ombudsmen Website.

APPLYING FOR THE PAYMENT OF EXTRA HOURS

Applications for extra hours over a staff member's contracted hours must be made preferably to the Centre Staff Liaison or President as soon as the employee is aware. Other committee members may authorise applications for extra hours if appropriate. Forms must be completed in full, and provided to the Management Committee for approval, and then forwarded to Becklyn P/L with the wage information.

SOURCES

- Fair Work Act 2009
- Children's Services Award 2010
- National Employment Standards

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