

# Shift Work

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA), specifically Clause 27.

## 1) Who is eligible for shift duty and what are the penalty rates?

Clause 27 of the Enterprise Agreement details shift work conditions. Shift duty payments apply to an officer who is rostered to perform and performs ordinary duty in the following circumstances:

Duty, including on an alternating or rotating shift, any part of which regularly falls between the hours of 6 p.m. and 6 a.m. Monday to Friday	15 per cent
Duty on a shift falling wholly within the hours of 6 p.m. and 8 a.m. Monday to Friday over a continuous period exceeding four weeks	30 per cent
Duty between midnight on Friday and midnight on Saturday	50 per cent
Duty on Sunday	100 per cent
Duty on a public holiday	150 per cent

## 2) How does shift duty impact on overtime, allowances, recreation leave and holidays?

The penalty rates in the table above are not taken into account in the calculation of overtime or in the determination of any allowances based upon salary.

However, where an officer performing shift duty works overtime on a Saturday, the officer shall be paid an additional 100 per cent of ordinary rates of pay, provided that the overtime is not continuous with ordinary duty. The minimum overtime payment in this circumstance shall be 4 hours.

Enhanced responsibilities allowance shall be regarded as salary for the purpose of calculating shift duty payments.

When on recreation leave, an officer who has normally been in receipt of penalty payments, will be paid inclusive of the penalty rate.

If an officer works a rotating roster and a working day falls on a holiday, the officer will receive a day in lieu or if it's not practicable to take the day in lieu within a month, it shall be paid out.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email [csstaff@cspu.org.au](mailto:csstaff@cspu.org.au) or visit [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au)

# KNOW YOUR RIGHTS

## Important points

- Shift work provisions and penalty rates - outlined in Clause 27 of the EA – apply to CSIRO staff working in particular circumstances.
- These conditions do not apply to staff whose hours of attendance cannot be definitely determined, such as officers whose duties comprise caretaking work, or to such other special categories of staff as may be determined by CSIRO.
- Various penalty rates or shift duty payments apply depending on the time, date and sequence of hours worked.



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