

Overtime

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 2020-2023 (EA), specifically Clause 23.

1) What are the preconditions for the payment of overtime?

Clause 23 of the Enterprise Agreement (EA) details overtime conditions. Payment of claims for overtime shall only be made if the overtime is authorised by CSIRO.

2) Can a CSIRO employee be required to work overtime?

Yes. An officer can be required to complete work outside the usual hours of duty, wherever it is necessary to bring up arrears of work or to meet pressure of business. However, the requirement to work overtime must be deemed to be reasonable.

3) Who is not entitled to overtime?

- Officers whose salary (including any allowance in the nature of salary) is greater than the maximum salary for CSOF Level 4 (CSOF 4 Max);
- Officers whose hours of attendance cannot be definitely determined, such as officers whose duties comprise caretaking work; and
- Officers who do not record their attendance.;

4) What are the overtime hourly rates of pay?

- Single time for overtime performed inside the bandwidth - attendance bandwidth is defined at Clause 23.7
- Time and a half for overtime worked Monday to Friday outside the bandwidth
- Double time for overtime worked on Saturday or Sunday, where this does not form part of the ordinary hours of attendance for the week
- Double time for overtime worked on a public holiday, in addition to payment for the public holiday.

5) Is there a minimum overtime payment for a weekend or public holiday?

Yes. The minimum payment shall be four hours at the prescribed overtime rate, except where the officer is in a restriction situation as specified in Clause 26 of the EA.

6) Can an officer take time off in lieu of overtime?

Yes. If agreed, an officer may convert an entire overtime period to an equivalent period of time off in lieu.

7) Is there a minimum break between periods of work?

Yes. If an officer is eligible to receive overtime payments, the minimum break between ceasing ordinary duty on one day and commencing the next period of ordinary duty is 10 hours. If an officer works so much overtime that the minimum break cannot be accommodated between two periods of ordinary duty, the officer is entitled to delay the resumption of ordinary duty until the minimum break is taken, without loss of pay.

8) Can an officer be directed to resume duty without a minimum break?

Yes. However, in these circumstances an officer will be paid at the double time rate from the resumption of ordinary duty until released from duty, at which time an officer is entitled to be absent for a continuous period of 10 hours without loss of pay. Notwithstanding this provision, CSIRO has an overriding duty of care in regard to the health and safety of officers who are directed to resume duty.

9) Is a meal allowance paid if an officer works overtime?

Yes. A meal allowance of \$31.95 is payable where an officer (including a casual officer) works overtime and duty commences prior to a meal period and concludes after the meal period. The standard meal periods are: 7.00am – 9.00am; 12.00pm – 2.00pm; 6.00pm-7.00pm; 12.00am – 1.00am. The meal allowance amount is adjusted annually in accordance with the official rate determined by the Australian Taxation Office.

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 or visit www.csirostaff.org.au

KNOW YOUR RIGHTS

Important points

- Payment of claims for overtime will only be made if the overtime is approved by CSIRO.
- CSIRO staff can be required to work overtime however the requirements to work outside regular hours must be deemed reasonable.
- Various rates of overtime are paid depending on when the extra hours fall – within or outside the bandwidth Monday to Friday, Saturday or Sunday and public holidays.
- Minimum break periods between ceasing and resuming duty applies to overtime.
- Meal allowances will be paid to staff working overtime prior to and following a meal period.



**CSIRO STAFF
ASSOCIATION**

APPLICATION FOR MEMBERSHIP



I apply for membership of the CSIRO Staff Association (a section of the CPSU) and declare that the information provided is true and correct and agree that if admitted, I will abide by the Constitution and Rules of the Union.

CSIRO IDENT: _____ **SURNAME:** _____ **FIRST NAME:** _____

DR/MR/MRS/MS/MISS (Circle one) **D.O.B:** _____ **M / F** (Circle one) **ATSI ORIGIN YES / NO** (Circle one)

BUSINESS UNIT: _____ **LOCATION:** _____

CSIRO LEVEL/ STEP: _____ **FULL or PART TIME** (Circle one) **TENURE: INDEFINITE or SPECIFIED** (Circle one)

HOME ADDRESS: _____

POSTAL ADDRESS: _____

WORK EMAIL: _____

HOME EMAIL: _____

PH (Mob): _____ **(Work):** _____ **(Home):** _____

SIGNATURE: _____ **DATE:** _____

Please complete the bottom section of the form, then hand it to your delegate, email to csstaff@cpsu.org.au or post to: CSIRO Staff Association, Level 7, 350 Queen Street, Melbourne Vic 3000

FOR YOUR INFORMATION

To be financial, a member must have paid all subscriptions and all other amounts owed within 30 days of becoming due. In order to resign from the union, a member must give 2 weeks' notice, in writing, to the union.

Privacy Statement: The CSIRO Staff Association (a section of the CPSU) collects members' personal information for: campaigning and representation, provision of membership benefits and services and membership administration. Signing the membership form indicates your consent to the collection of information. Our full privacy policy, including details on use, disclosure, security, access and correction and complaints, is available on our website at www.cpsu-csiro.org.au or by calling us on (03) 8620 6348.

AUTHORISATION FOR PAYROLL DEDUCTION

TO: THE CSIRO PAY OFFICER

Please credit 0.65% of my salary to Bank Australia from the first available pay period after receipt of this authority. This is in addition to previous authorities for deductions to Bank Australia and should remain in force until further notice.

The amount to be deducted and credited to Bank Australia may be varied from time to time and the amount of variation shall be as certified and advised to you by the CSIRO Staff Association office.

CSIRO IDENT: _____ **SURNAME:** _____ **FIRST NAME:** _____

D.O.B: _____ **WORK EMAIL:** _____

CSOF LEVEL/STEP: _____ **LOCATION:** _____

SIGNATURE: _____ **DATE:** _____

✂ _____

Sign up here for regular updates and to be contacted by the CSIRO Staff Association

Name: _____ Email: _____

Mobile: _____ Delegate: _____ Workplace: _____

Privacy Statement: The CSIRO Staff Association (a section of the CPSU) collects members' personal information for: campaigning and representation, provision of membership benefits and services and membership administration. Signing the membership form indicates your consent to the collection of information. Our full privacy policy, including details on use, disclosure, security, access and correction and complaints, is available on our website at www.cpsu-csiro.org.au or by calling us on (03) 8620 6348.