

# Murrayville Community College

## Education Support Staff Time in Lieu Policy

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### **Rationale**

Education Support Class employees may be required to undertake work in addition to their ordinary hours of employment. In these instances, Education Support Class employees will be granted time off in lieu equivalent to the additional time worked, **provided that** prior approval has been granted for the additional time worked.

### **Aim**

At Murrayville Community College Education Support Class employees are valued members of the school community. It is the school's wish to clearly set out, adhere to, and fairly implement all DET conditions of employment with regard to attendance, overtime and Time in Lieu.

### **Background**

Dimensions of Work : It is the Principal's responsibility to negotiate the role of each Education Support Class employee as set out in the DET Guidelines for each employment level. It is acknowledged that Education Support Class roles often change and evolve with the changing needs of the school environment.

### Attendance :

The ordinary hours of attendance for a full time education support class employee will be for a minimum of 7.6 hours daily between 8.00 am and 6.00 pm from Monday to Friday unless otherwise agreed. Part-time hours and entitlements are calculated pro-rata.

The principal and the employee may agree on an arrangement of ordinary hours of attendance, including but not limited to:

- daily starting and finishing times
- the time and duration of the lunch break
- attendance at school meetings and meetings with parents
- in the case of part time employment, the number of hours worked per fortnight
- flexible work arrangements.

The principal and employee may agree to vary these arrangements at any time.

An education support class employee cannot be required to work more than five hours without a lunch break of a minimum duration of 30 minutes. The lunch break is unpaid and free from assigned duties between the hours 11:30am to 2:30pm unless otherwise agreed between the principal and employee as set out above.

### Additional Attendance:

Where possible the school will endeavour to schedule events that require the attendance of Education Support Class employees within their scheduled hours of duty.

The requirement to work in excess of normal hours should only be where such work is unavoidable and reasonable notice is provided. Examples of this includes, but is not limited to the following:

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- Attendance at Meetings eg. Student Support Meetings, Operational Meetings, Consultative Committee, School Council
- Camps and Excursions eg. Accompany staff & students to sports days, class excursions and the like that extend beyond daily working hours
- Information / Orientation Nights
- Parent Teacher Interviews
- Professional Development on site eg. First Aid/Anaphylaxis training
- Professional Development off site
- School Functions eg. Set up for/attendance at Open Days
- Specific Tasks eg. Canteen Stocktake, CASES21 Roll Over, Booklist/Administrative duties leading up to the commencement of the academic year, Work with visiting specialist during holiday periods
- Pressing Work Issues eg. Meet DET deadlines (Census/BAS), Buildings, Grounds or Housing issues which require immediate attention outside business hours and/or during holiday periods.

### **Implementation**

An Education Support Class employee is entitled to time off in lieu where they are required to work in excess of their normal hours of duty and where **prior** approval has been sought. Time off in lieu is equivalent to the additional time worked.

Approved overtime hours must be documented on each employee's individual timesheet located at the front office. It is each employee's responsibility to ensure their timesheet accurately reflects their approved overtime at the conclusion of each working week to enable this to be reconciled with the daily organisation records. Overtime which isn't recorded with prior approval or within this guideline will not necessarily be approved.

An Education Support Class Employee who is directed to work in excess of their normal hours of duty may request not to do so where this would unreasonably affect personal or family commitments and the Principal will not unreasonably refuse such a request.

### The "give and take" factor and "good will"

The school appreciates that at times employees undertake personal tasks in school time. Examples of this are accepting or making personal telephone calls or booking appointments which necessarily need to be completed during business hours. When this occurs, Education Support Class employees may "make up" this time by completing a task/s for an additional period the end of a day/work period, pro-rata over the course of each week.

Provided attendance guidelines are met, the school is not obliged to grant a recess break to Education Support Class employees. A recess break is granted at Murrayville Community College on the understanding that this may be "made up" when a task/s may need to be completed at the end of the day/work period, pro-rata over the course of each week.

This policy also recognises that the school exercises "good will" at various times. This includes "staff gatherings" at the conclusion of sports days, and early finish times at the end of term when Education Support Staff could otherwise be asked to work the full value of their daily hours.

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The school appreciates that Education Support Staff exercise a degree of good will towards the school also. Examples of this may include making purchases, or picking things up locally or on trips to bigger centres, volunteering their time or expertise to ensure that major school events/fundraisers are successful, volunteering their time, skills or equipment to save the school engaging expensive outside contractors.

### Granting Time in Lieu

Granting of Time in Lieu will be at the discretion of the Principal, having regard to the operational needs of the school and the wishes of the employee. Where possible Time in Lieu will be granted on student free days to minimise disruption to the school program.

Time in Lieu will not be granted if:

- Additional hours are worked prior to authorisation
- If an employee chooses to volunteer their services
- If the redeeming date is not in the best interests of the school.

DET guidelines provide that where Time in Lieu exists from a previous year, it must be cleared by June 30<sup>th</sup>.

### **Evaluation**

This policy will be read in conjunction with DET guidelines and will be reviewed annually as part of the School Council policy schedule.

When First Approved: 28<sup>th</sup> May 2018

When Reviewed / Modified: