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Time in lieu of overtime

So hallow'd and so gracious is the time. Shakespeare (Hamlet)

The time is out of joint... Shakespeare (Hamlet)

The financial position of the Science Division does not always allow for payment of overtime, but time off in lieu of overtime is available to compensate for time worked in excess of normal hours. Overtime may be accrued when officers are undertaking field work as this allows for more efficient work programs. Overtime must not be accrued for non field work as any extra time worked is to be accommodated through the Flexible working hours provisions.

The Public Service Award 1992 (<http://calmweb.calm.wa.gov.au/drb/csd/hrb/industrial/award-ps.pdf>) provides for time in lieu of overtime for Officers up to Level 5, but not for those above Level 5. The Division appreciates and values the additional work carried out by dedicated scientists in undertaking extended field work and recognizes the impact that this has on health and well-being, particularly in relation to family life. The Division therefore provides for time off in lieu to compensate for extra time worked in the field.

Time in lieu is provided to give the officer time to attend to personal matters and is not meant to be an addition to annual leave. Time in lieu must be taken as soon as possible after the extra field work is undertaken and cannot be accumulated.

This guideline does not apply to Technical Officers employed under the Fisheries and Wildlife Officers Award

(<http://calmweb.calm.wa.gov.au/drb/csd/hrb/industrial/award-fishwo.pdf>), which provides specific clauses for commuted overtime.

Time in lieu practices

1. Overtime worked **must be with prior approval** of the supervisor and must be recorded at the time of accrual.
2. Time in lieu of overtime should normally be taken **within 2 months of accrual but may be deferred up to 6 months** in exceptional circumstances with approval of the supervisor.

3. Time in lieu must be recorded as being cleared at the time it is taken.
4. Records of time in lieu accrued and taken must be kept and signed off by the supervisor.
5. Time at work commences when officers leave the camp, or begin to load a vehicle or prepare traps etc immediately prior to leaving camp. Time worked finishes when officers arrive at camp or complete unloading a vehicle immediately after arrival at camp. Sessions of curating specimens or similar duties at camp are counted as field work time. Meal times (including kitchen duties) are not counted as work time.

Officers at Level 2 to 5 and Specified Calling (SC) Level 1 to SC Level 2

Time in lieu of overtime is calculated according to the Public Service Award i.e.:

1. Weekdays - first three hours worked outside the normal hours - time and one half. After the first three hours - double time.
2. Saturdays - first three hours, before 12.00 noon - time and one half. After first three hours or after 12.00 noon - double time.
3. Sundays - double time.
4. Public Holidays - hours worked during normal hours - time and one half. For hours worked outside of normal hours - double time and a half.

Officers at Specified Calling (SC) Level 3 to SC Level 5

Time in lieu for overtime worked on field trips over weekends and public holidays may be taken on a day for day basis. Overtime worked on weekdays does not accrue time in lieu.