

Process Paper

Working Additional Hours (Labour-hire Staff)

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Purpose

The purpose of this paper is to advise the appropriate process to follow *prior* to staff agreeing to, working and/or approving work or timesheets over 40 hours per week.

Overview

Labour-hire staff are contractually engaged to work no more than a maximum of 40 hours per week. As the contract value for each Work Order is determined and budgeted for at a 40-hour working week, excluding public holidays and the shutdown periods, exceeding work order hours triggers the need to review, and where financially viable, vary the contract in place.

To ensure that contracts are not in breach (exceeding value), it is **imperative** that any additional hours are approved in advance and in writing by an APS Director due to the delegations that the APS positions hold, with Indigo Support **s22** cc'd on related communications.

Directors will be provided with a weekly report from the Talent Strategy Team of contractor's hours where they are anticipated to exceed the contract value and to support the decisions required to ensure breaches are managed wherever possible.

Please note with the move to providing the additional information:

- Directors will be responsible for any contractual breaches that occur due to excess hours being worked, leading to contract overspend.
- There is a risk that consideration may need to be given to early termination of the labour-hire staff contracts due to the exhaustion of available funds associated with the contract under which they are engaged.
- Where it is likely that additional hours will be worked consistently (ie longer than 4 weeks), it is the responsibility of the staff member and Director to inform Talent OTG in addition to Indigo Support to allow for WHS obligations to be met in relation to staff well-being.

Process

	Activity	Responsible Party
1	Assess deliverables and output expectations for the week and determine whether additional hours are required.	Supervisor/Staff Member
2	<p>Where it is determined additional hours over 40 for the week are required, an email for approval should be sent to the relevant Supervisor and/or Director, with a cc to Indigo Support.</p> <p>Labour hire staff endorse these additional hours APS staff approve the additional hours</p> <p>** NB: that if the timesheet approver is different from the direct supervisor [this may be the case where the direct supervisor is also a labour-hire staff member], the timesheet approver should also be included in the email to the Director seeking approval to work additional hours.</p>	Staff Member

3	Once the approval is received by the Indigo Support team the contractor spend document will be updated to keep real-time track on hours	Indigo Support
4	The Talent team will provide a weekly report to Directors on the contractor burn to ensure contracts are managed appropriately.	Talent OTG