

GUIDE FOR CLAIMING/AUTHORISING OVERTIME

An employee whose basic salary is **on or below spinal column point 35** is eligible for payment of overtime subject to authorisation.

In any financial year an employee will not receive in overtime payment, a sum greater than the difference between basic salary and spinal column point 35.

Overtime payments at enhanced rates will not be paid to employees until they have worked in **excess of 37 hours** in any one week, or averaged week, in circumstances where employees may have variable working weeks.

Please note Employees with more than one part time job must work in excess of 37 hours in **each job** to claim enhanced payments.

There should be a minimum of **half an hour break** for **six hours** or more overtime worked except where a paid meal break applies.

Extra time of **less than half an hour** in any one day will not count as overtime. All overtime of less than half an hour should be aggregated for each week and only completed half hours paid.

Period	Payment	Element Code
Monday to Friday	Hours in excess of FTE 37 hrs per week, or averaged week, Monday to Saturday, will be paid at time and half.	003
Monday to Friday	Hours below FTE 35 hrs per week, or averaged week, Monday to Friday, will be paid at additional Basic	320
Monday to Friday	Hours between FTE 35 up to 37 hours, or average week, Monday to Friday, will be paid at Overtime Plain	012
Saturday and Free Day	Hours in excess of 37 hrs per week, or averaged week, worked on a Saturday or free day, will be paid at time and half.	003
Saturday and Free Day	Hours below 37 hrs per week, or averaged week, worked on a Saturday or free day, will be paid at Additional Basic	320
Sunday, Rest Days and Public Holidays	Hours in excess of 37 hrs per week, or	015

	averaged week, worked on a Sunday, rest day or public holiday, will be paid at double time.	
Sunday, Rest Days and Public Holidays	Hours below 37 hrs per week, or averaged week, worked on a Sunday, rest day or public holiday, will be paid at plain time.	320

Please refer to the table prior to claiming/authorising overtime and ensure that the correct element code is recorded.