

POLICY:-	
Policy Title:	Time in Lieu of Overtime Policy
File reference:	F10/618-09
Date Policy was adopted by Council initially:	22 September 2005
Resolution Number:	288/05
Other Review Dates:	21 April 2011, 21 August 2014
Resolution Number:	250/14
Current Policy adopted by Council:	15 August 2019
Resolution Number:	213/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Co-ordinator
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	Human Resources Co-ordinator
Responsibility for review of Policy:	Human Resources Co-ordinator

OBJECTIVES:

The aim of this procedure is to define the process for arranging and recording Time In Lieu of Overtime.

To enable the consistent application of arrangements for Time in Lieu of Overtime the following procedure is to be followed:

1. Time in lieu can be accrued and taken only with the prior approval of the General Manager or by their delegated authority.
2. Prior to working additional hours, "agreement" needs to be reached between the staff member and their supervisor on whether any time worked is to be paid at overtime rates or as Time in Lieu.
3. Where arrangements have been made for Time in Lieu to apply a record of same is to apply and is to be recorded as follows:
 - the attached form "Application for Time In Lieu of Overtime" is to be completed, approved and forwarded to the Payroll Officer.
 - the Payroll Officer will record the relevant information on Councils' payroll system (as part of leave balances).
4. Requests to take Time in Lieu hours are to be applied for and approved via the leave application process.
5. Employees that are on a Workers Compensation Return To Work Plan cannot accrue Time in Lieu.
6. Time in Lieu due is to be taken prior to any annual leave that has been accumulated.
7. Time in Lieu due is to be taken prior and in conjunction with any long service leave that has been approved.
8. Employees who have accumulated 7 weeks annual leave cannot accrue Time in Lieu unless authorised by the General Manager
9. The accumulation of Time in Lieu hours is to be monitored by the Payroll Officer and no more than 34 hours are to be accrued at any one time.
10. Time in Lieu must be claimed within the current fortnight being worked or if not claimed then forfeited.

Note: Time in Lieu cannot be accumulated whilst staff are undertaking higher duties relief work.

RELEVANT LEGISLATION AND COUNCIL POLICIES

The following legislation and Council policies that are relevant to this Policy include:

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;

- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Employee Assistance Program Policy
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth)
- Fraud and Corruption Prevention Policy
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award 2017
- Local Government (General) Regulations 2005;
- Loss of Drivers License
- Mobile Phone Policy
- NSW Long Service Leave Act
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth)
- Performance & Misconduct Policy
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998.
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Statement of Ethical Principles;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Trade Practices Act 1974;
- Trustees Act 1925;
- Workers Compensation Act 1987
- Work Health & Safety Policy
- Work Health & Safety Regulations 2011

Variation:

Council reserves the right to vary or revoke this policy.

APPLICATION FOR TIME IN LIEU OF OVERTIME



File: Personnel

**UPPER LACHLAN SHIRE COUNCIL
APPLICATION FOR TIME IN LIEU OF OVERTIME**

**File -
Personnel**

DATE	START TIME	FINISH TIME	HOURS	REASON FOR WORKING UP TIME	ALLOCATION
Total					

NAME _____

SIGNATURE _____

EMPLOYEE NO _____

DATE _____

APPROVED **Yes** **No**

Supervisor/Coordinator _____

Department Director _____

General Manager _____