

Summary of Proposed Key Terms

Vers: 18 April 2016

Item	Summary of terms	Reference
Coverage	<p>All Departmental employees, except:</p> <ul style="list-style-type: none"> • Shiftworkers • Senior Executives • Casual employees <p>All future employees of the Department will be employed under this Agreement which will replace any former arrangements they may have had in a previous Department.</p>	<p>Clause 2.2 Clause 3.7</p>
Decisions about flexible arrangements	Managers may exercise the delegation they hold within the Department's HR Delegation regime.	Clause 3.6
Working Hours to meet operational demands	Principles	Clause 2.5 & 2.6
	Department may determine the working hours during the bandwidth.	Clause 4.2
	Employee may be directed not to start early or finish late	Clause 4.2
Contract hours of work	<p>7 hours per day or 7.6 for 38 hour week employees. Part time employees will have a pro rata number of ordinary daily hours.</p>	<p>Clause 3.4 Clause 3.11</p>
Settlement Period	4 weeks	Clause 3.15
Standard Hours	08:00am – 4:00pm Monday – Friday if directed, or another continuous 8 hours at another time as directed.	Clause 6
	The employee may also elect, subject to approval of hours.	
Bandwidth	07:00am – 10:00pm Monday to Friday	Clause 4.1
Core Time	<p>09:30 am – 3:30pm, or A floating period of any 6 hour period within the bandwidth. No Core Time under Non-Standard Hours (Clause 7)</p>	Clause 5.1
Non Standard Hours	New clause for non standard hours of work	Clause 7
Suspension of Flexible Working Hours	The Secretary or delegated officer may temporarily suspend flexible working arrangements for part of all Departmental employees during an emergency response operation.	Clause 8.1
Meal Breaks	11:30am – 2:30pm. Minimum 30 minutes. Maximum 2 hours (with approval).	Clause 9
Flex hours carry over	<p>Debit balance of -7 hours per settlement period Credit balance of +20 hours per settlement period</p>	Clause 10.6
Forfeiture of hours	Hours above the credit limit of 20 will be forfeited	Clause 10.6
Negative balance in excess	Hours below the debit limit of 7 hours must be taken as LWOP.	Clause 10.5
Employee Flex Records	Employees are to complete flex records daily, if practicable to do so.	Clause 11
Flex leave	Maximum 2 days per settlement period	Clause 12.4
	Maximum 18 days per Flex year	Clause 12.5
Overtime	Where directed to work outside the bandwidth or if directed to work after seven hours work already performed and after 7pm.	Clause 13

Transitional arrangements	<i>[Still to be negotiated]</i>	Clause 15
Separation	Employees cannot receive a payout of untaken Flex leave, but may arrange for transfer to another NSW Govt employer.	Clause 16
Variations to the Agreement	Any variation must be recorded in writing and made by a Manager holding the relevant HR Delegation. No variation can be permanent and must be reviewed no less than annually. Variations can be terminated by the Department if the circumstances of the employee or Department change.	Clause 18
Term of Agreement	Three years 12 Months notice of termination required. 3 months notice for MOG changes	Clause 20