

Sheriffs Operations Centre Shift Agreement 2017

1. SCOPE

- 1.1. This Agreement ("the Agreement") is the ***Sheriffs Operations Centre Shift Agreement 2017***
- 1.2. The Agreement:
 - 1.2.1. applies in conjunction with the Crown Employees (Sheriff's Officers) Award ("the Sheriff's Award") and the Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 ("the Conditions Award"); and
 - 1.2.2. is made pursuant to Clause "10. Local Arrangements" of the Conditions Award; and
 - 1.2.3. applies to all Department of Justice (DJ) employees who work at any time in the Sheriff's Operations Centre (the employees).

2. PARTIES

- 2.1 The Agreement is made between:
 - 2.1.1 the Public Service Association of NSW (PSA); and
 - 2.1.2 the Department of Justice (DJ) (Courts and Tribunal Services Division) ("the Department")

3. DURATION

- 3.1 This Agreement will take effect on **[insert date]** and remain in force for:
 - a period of three years,
 - or until the Sheriff's Officers Award is reviewed and/or varied, whichever falls first,
 - or unless otherwise terminated or varied.

- 3.2 Either party may terminate the Agreement by giving at least 3 months' notice to the other party in writing.

4. PURPOSE

- 4.1. The purpose of the Agreement is to outline shiftwork provisions within the Sheriff's Operations Centre.

5. LOCAL ARRANGEMENTS TERMS AND CONDITIONS

5.1 Hours of Work

The employees will work 140 hours over a 4 week period in accordance with a roster provided by the Department. The normal working hours per shift is 7 hours 15 minutes, with a 45 minute break during an 8 hour shift period. Time worked beyond 7 hours per shift will accrue at single rate and be taken as time in lieu, at a time convenient to operational needs.

5.2 Overtime

Time directed to be worked beyond the rostered eight hour shift, will be overtime.

5.3 Shift allowances

Monday – Friday - for ordinary rostered time worked, ordinary rates plus the following additional shift loadings depending on the commencing times of shifts:

Day - at or after 6am and before 10am	Nil
Afternoon - at or after 10am and before 1pm	10.0%
Afternoon - at or after 1pm and before 4pm	12.5%
Night - at or after 4pm and before 4am	15.0%
Night - at or after 4am and before 6am	10.0%

Saturday

For ordinary rostered time worked - ordinary salary and an additional payment at the rate of half time.

Sunday

For ordinary rostered time worked - ordinary salary and an additional payment at the rate of three quarter time.

Public Holiday

When rostered on and works on a public holiday - ordinary salary and an additional payment at the rate of time and a half.

When rostered off on a public holiday - ordinary salary and an additional day's pay.

5.4 Annual leave

Annual leave at the rate of four weeks per year, that is 20 working days plus 8 rest days

Additional leave on the following basis:

Number of ordinary shifts worked on Sunday and/or public holiday during a qualifying period of 12 months from 1 December one year to 30 November the next year	Additional leave
4-10	1 additional day
11-17	2 additional days
18-24	3 additional days
25-31	4 additional days
32 or more	5 additional days

5.5. Rotation of Sheriff’s Officers into and out of the SOC –

5.5.1 Sheriff’s Officers within the SOC will be required to rotate to other areas applicable to their classification to cater for operational and/or training needs, for a period of at least 3 months every year.

5.5.2 SOC Relief

A Sheriff’s Officer who relieves within the SOC without prior notice will be eligible for overtime at the applicable rate for that shift.

A Sheriff’s Officer who relieves within the SOC with prior notice shall receive the appropriate shift allowance for the relevant shifts worked.

6. ENDORSEMENTS & SIGNATORIES

This Agreement was made on the [insert day] day of [insert date], 2017 between the Public Service Association of NSW, and the Deputy Secretary, Courts and Tribunal Services

SIGNED BY:
General Secretary Public Service Association of NSW

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SIGNED BY:
Deputy Secretary Courts and Tribunal Services

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