

## SAS Staff additional hours and overtime provisions

The following information is provided to assist principals when there is the need for School Administrative and Support Staff (SAS staff) to work outside of their normal hours of duty.

**Additional Hours:** SAS staff members who are required by their principal to perform additional hours above their normal hours of duty are entitled to receive additional remuneration for the work performed at the relevant single time hourly rate. Additional hours for a full time permanent or temporary SAS staff member may be paid where:

- a School Administrative Manager is required to work beyond 6 hours 40 minutes in any one school day up to a maximum of 7 hours;
- where all other SAS staff are required to work beyond 6 hours 15 minutes in any one school day up to a maximum of 7 hours.

Additional hours may also be paid to a part time permanent or part time temporary SAS staff member when then work beyond their normal hours of duty for the school day concerned up to a maximum of seven hours.

Further information regarding additional hours can be found at Section 1.6.1 Additional Hours of the Non-Teaching Staff in Schools Handbook:

<https://education.nsw.gov.au/industrial-relations/media/documents/sasshbook.pdf>

**Overtime:** SAS staff members are entitled to the payment of overtime when they are required by their principal to work more than 7 hours in any one school day or to work on a weekend or public holiday. The overtime rates for weekdays, weekends and public holidays can be found at Clause 18 of the Crown Employees (School Administrative and Support Staff) Award (the Award). A link to this Award:

<http://www.ircgazette.justice.nsw.gov.au/irc/ircgazette.nsf/webviewdate/C8477>

Please note that overtime for work performed on a normal working day will not be paid to SAS staff members who are working under the averaging of hours provision (Clause 7.4 of the Award) except for work performed before 7:30am or after 6:00pm.

**Time Off in Lieu of Payment for Overtime:** A SAS staff member who at the direction of their principal works overtime may, within 2 working days of working the overtime. Elect to take leave in lieu of payment for all or part of the entitlement for the time worked. This leave in lieu accrues at the same rate as the overtime worked. For example. 2 hours overtime worked on a weekday would equate to 3 hours of leave in lieu (2 hours x time and a half).

Time off in lieu of overtime is to be taken in multiples of a quarter day only, is to be taken at the convenience of the school and is to be taken (generally) within 3 months of the date of accrual. If there is a balance of overtime entitlement not taken as leave in lieu the SAS staff member is entitled to be paid this balance.

The claim form for additional hours and overtime can be found on the Human Resources non teaching staff in schools intranet page at the following link:

<https://education.nsw.gov.au/human-resources/pay-leave-and-benefits/non-school-based-teaching-staff/employee-forms>