



Rights@Work

Information for CPSU Members about the Victorian Public Service Agreement 2006

HOURS, OVERTIME & WORKLOAD

Since the size of the public service was dramatically reduced in the early 1990's, workload and unpaid working hours have increased.

In negotiations on successive Enterprise Bargaining Agreements, CPSU has secured agreement with the State Government on provisions for reasonable hours of work and the management of workload to acknowledge this phenomenon.

In the **Victorian Public Service Agreement 2006**, CPSU has secured entitlements that enable members to say no to work overload, and to seek appropriate remuneration when additional work is unavoidable.

Relevant VPSA 2006 Clauses:

CI 11 – Workload, CI 33 - Hours of Work, CI 35* – Overtime, CI 36 - Meal Breaks.

The **workload** clause obliges your Employer to consider your hours of work, health, safety and welfare when allocating work. You can't be given additional work that routinely sees you working outside your ordinary hours of work, and if you haven't been given reasonable notice to work overtime, you can refuse to work if it would impose personal or family hardship or interfere with your personal commitments, except in an emergency.

You can also refuse to work overtime if your working hours put your health and safety at risk.

If you and/or a group of your colleagues believe there is an unreasonable allocation of work, leading to you being overloaded with work, you and your colleagues can ask for the allocation of work to be reviewed, to address your concerns.

If you work **overtime** you **MUST** be compensated.

Overtime is hours worked, at the employer's direction, outside your ordinary daily hours of work.

Your ordinary hours of work for most employees except shift, part time, and casual workers will average 76 (exclusive of meal breaks), to be worked over an average of no more than 10 days per fortnight.

An employee who works overtime, at the Employer's direction, must be paid the appropriate overtime rate. Overtime rates are detailed in full in ***Rights@Work – Overtime Payments*** and in the **Victorian Public Service Agreement 2006**.

If you would prefer to take time off in lieu instead of being paid the overtime penalties you can do so, but this can only occur if you request it. Your Employer cannot direct that you take time off in lieu instead of payment.

You can't be required to work more than five hours without a **meal break** of at least thirty minutes.

Your Employer has agreed to all of these conditions. You **CAN** say **NO** to **WORK OVERLOAD**.

Take breaks, try to leave work on time, don't take work home and join your union.

** Overtime arrangements for DPI/DSE employees are detailed in Appendices 8 and 9 respectively*

Visit www.cpsuvic.org to view/download the full Victorian Public Service Agreement 2006

One Service – One Agreement