

Revised clauses

Implemented administratively from 1 January 2014

Clause 37

Managing workloads (General staff employees)

- 37.1** The objective of this clause is to ensure that workloads are equitable, transparent, and manageable within the ordinary hours of duty and without risks to health and safety.
- 37.2** The University does not require staff to work excessive hours and does not encourage or condone workplace culture that requires staff to work long hours. It is the responsibility of the University's supervisors to ensure that unreasonable expectations are not put on staff members that result in working excessive hours and it is the responsibility of the University and of staff members to ensure they are not working excessive hours.
- 37.3** Workload allocations will take into consideration the staff member's level of appointment and time fraction and the importance of maintaining an appropriate balance between work and family life. Workload allocations will also allow for the staff member's contribution to the University community through roles such as, but not limited to, health and safety representative and building warden.
- 37.4** The University shall take reasonable steps to ensure that employees:
- 37.4.1** do not work excessive or unreasonable hours; and
 - 37.4.2** are not working in excess of any hours of work prescribed by this Agreement; and
 - 37.4.3** are being paid or otherwise recompensed for their work as an employee under this Agreement.
- 37.5** In key maintenance functions, which include cleaning (including "residences" cleaners), trades and grounds, the University will maintain the completion of essential tasks, including agreed cleaning service standards, through the use of additional staffing which would be arranged to cover an employee's absence which has exceeded two days. If it is known at least three days in advance that an employee will be absent for more than two days then the additional cover will be arranged from the first day of the absence.
- Whilst preference shall be given to arranging for additional staff or casual staff to ensure that essential tasks including agreed cleaning service standards are met when an employee's absence exceeds two days, the University may also engage contractors in such circumstances.
- Planning for tasks such as furniture shifts should include adequate notice for the employee involved.

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