

## HOURS OF WORK POLICY

CCGT has a policy to ensure that all employees receive fair remuneration for work undertaken. It is also to ensure that they are compensated in a consistent, fair and equitable way for any additional work required.

Employees will be remunerated in accordance with their Modern Award, Enterprise Agreement or Employment Contract as agreed upon at the commencement of their employment or as modified by request.

All employees will receive a standard weekly roster notifying them of the days and times they will be required to work. CCGT will be responsible for ensuring that rosters accurately reflect the minimum contracted hours agreed upon at the commencement of the employment contract or as modified upon request.

Any variances to standard weekly rosters will be modified in accordance with standards required by Fair Work Australia.

All employees will be remunerated for their minimum contracted hours as agreed in their standard roster. Please note all leave entitlements such as annual leave, sick leave, long service leave and rostered days off, can be used as part of the minimum contracted hours for the week. However if CCGT or in the case of apprentices/trainees, their host employer, are unable to provide sufficient work as scheduled to meet the minimum contracted hours required, the employee will still receive remuneration to meet their minimum contracted hours.

Additional hours worked will include all work performed outside an employee's ordinary start and finish time on any one day.

Where additional hours are required the following applies:

- In the case of CCGT internal staff, Senior Management must approve the claim prior to additional hours being worked.
- In the case of CCGT apprentices or trainees, an authorised Host Employer representative must approve the claim prior to additional hours being worked.
- Payment can be taken as payment or credited as time in lieu. Where payment is desired, it must be authorised by Senior Management or a Host Employer representative **prior** to being worked.
- Payment or time in lieu accrual will be in accordance with the rate of payment as prescribed in the employee's Modern Award, Enterprise Agreement or Employment Contract.

Endorsed by the Board of Directors on ..... 11/04/2017 .....

.....  
CCGT Chairman

.....  
CCGT Senior Manager

