

Casual Staff Members Rostering and Breaks Policy



Queensland Institute of Business Technology Pty Ltd
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Document

Document Name	Casual Staff Members Rostering and Breaks
Brief Description	This Policy outlines Griffith College's meal and rest breaks for casual staff members.
Responsibility	College Director and Principal
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Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
01/08/2017	2	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

Related Documents

Name	Location
N/A	N/A

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1 Purpose and Scope

1.1 Introduction

This Casual Staff Members Rostering and Breaks Policy sets out the approach of Griffith College relating to the management of meal and rest breaks for casual staff members.

1.2 Purpose

The purpose of this Policy is to outline Griffith College's procedure for meal and rest breaks for casual staff members.

1.3 Scope

This Policy applied to all casual staff at Griffith College.

2 Policy Statement

2.1 Rostering

A casual staff member's ordinary working hours can be between 7:00am and 9:30pm Monday to Sunday. These hours shall be agreed between the casual staff member and the applicable line manager and will be subject to the demands of the position and the office.

The minimum engagement of a casual staff member will be two hours' work and the maximum standard working hours for a casual will be 7.5 hours per day. Where special circumstances permit, a casual employee may be asked to work up to 12 hours on a particular day.

Casual staff members can be engaged up to a total maximum of 75 hours per fortnight.

2.2 Meal and Rest Breaks

A casual staff member will be entitled to an unpaid meal break of 30 minutes after no more than five hours of work.

Casual staff members will be allowed rest breaks as follows:

- one 10-minute rest break between the time of commencing work and the usual meal break;
- a second 10-minute rest break between the usual meal break and the time of ceasing work;
- Or, one 10-minute rest break if working for less than five hours.

2.2.1 Meal Breaks

Line Managers will schedule meal breaks to accommodate local operating requirements. During unpaid meal breaks, casual staff members are relieved of all active responsibilities.

2.2.2 Rest Breaks

When possible, rest periods will be scheduled in the middle of work periods. Because rest breaks are paid breaks, the casual staff member must not be absent from your workstation longer than the rest period allows.

These breaks are not to be used to extend the lunch hour, to cover a late arrival or for leaving early.

Since operating requirements vary from day to day, scheduled rest breaks may also vary within these guidelines