

**OM00053 – Employee Remuneration and hours Policy**

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<b>AMENDMENT RECORD</b>				<b>ISSUE #: 1</b>		
				<b>ISSUE DATE: 10/09/2018</b>		
Rev. #	Date	Details		Description of Changes	Prepared By	Approved by
		Section #	Para. #			
1						
2						
3						
4						

## 1.1 ADMINISTRATION

### i) Payment

You will be paid on a weekly basis and by electronic funds transfer, but this may be varied by the Employer upon the provision of reasonable notice or in the case of emergency.

Wages will be paid in arrears.

You will receive a pay slip showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, for example, tax and agreed deductions.

Any pay queries that you may have should be raised with management. Your pay is to be considered confidential and should not be discussed with other employees.

### ii) Overpayments

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment. If this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

### iii) Overtime

Where you feel that additional hours are outside your normal duties, you must have these hours approved, in writing, by management prior to working these hours. You will not be paid any overtime unless this approval has been provided.

Additional hours worked to complete your ordinary duties, for example, staying back late to correct your own erroneous work, will generally be considered reasonable additional hours, and will not ordinarily be paid as overtime.

## 1.2 SUPERANNUATION

Superannuation contributions will be made on your behalf in accordance with legislation.

## 1.3 TIME RECORDING

You are requested to clock on and clock off using our Deputy time management system at the start and end of your shift and when taking breaks (including 10-minute tea break). If clock on or clock off has not been completed, please include a note on your time sheet. If you are unable to clock in or out using deputy, please advise your manager by text message or complete a manual timesheet (attached below in Procedure)

Recording your hours and breaks is your responsibility. Any failure to clock on and clock off in accordance with management instructions may result in the processing of your pay being delayed until the following pay period.

It is the responsibility of the manager to ensure all timesheets are submitted into deputy and approved by close of business Mondays for payroll processing on Tuesdays.

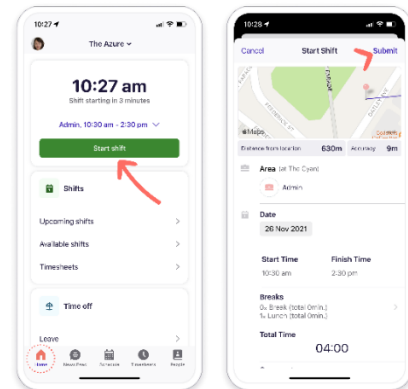
## 1. PROCEDURE

### i) Deputy iOS mobile app for iPhone

You can download the Deputy iPhone app from the App Store.

1. When you log in to the Deputy app on your phone you can see your upcoming shift on the Home tab.
2. Tap on Start Shift to review your shift details and tap on Submit to begin your shift.

You can also start and end breaks on this screen and also End Shift when you have completed your shift.

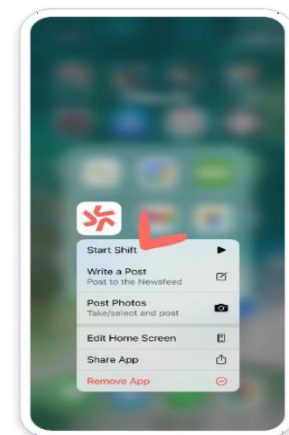


Tip: Can't see the button to start a shift on the Home page or can't start a shift?

- The Start shift button will not appear on the Home page if your organisation is subscribed to a Deputy plan (such as Scheduling only) that does not allow the use of the clock in and out functionality.
- You will receive a warning message and be blocked from starting a shift if your organisation has configured Deputy to not allow you to start shifts from the mobile app.

### ii) 3D Touch

It's also possible to access a shortcut to starting and ending your shifts and breaks on the Deputy iOS mobile app by hard pressing on the Deputy App icon to reveal the 3D Touch menu as shown



**iii) Apple watch**

You can also Start and End your shift and breaks via an Apple watch.

1. You will need to be logged into the Deputy iOS mobile app on the iPhone that is paired with your Apple watch.
2. Unlock your watch and open the Deputy app then hit Start Shift.



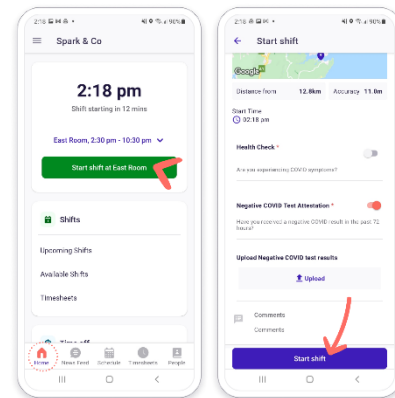
**iv) Deputy Android mobile app**

You can download the Deputy Android app from Google Play.

1. When you log in to the Deputy app on your phone you can see your upcoming shift on the Home tab.
2. Tap on Start Shift to review your shift details on the next screen then tap on Start shift to begin your shift.

You can also start and end breaks on this screen and also End Shift when you have completed your shift.

Tip: Can't see the button to start a shift on the Home page or can't start a shift?

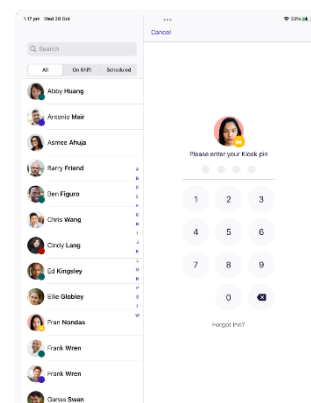


- The Start shift button will not appear on the Home page if your organisation is subscribed to a Deputy plan (such as Scheduling only) that does not allow the use of the clock in and out functionality.
- You will receive a warning message and be blocked from starting a shift if your organisation has configured Deputy to not allow you to start shifts from the mobile app.

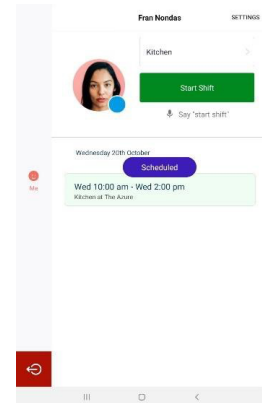
**v) Deputy iPad Kiosk**

The Deputy iPad Kiosk is an iPad app that your System Administrator can set up at your work location.

3. You will need to log in to iPad Kiosk either via a PIN that was sent to you in the Deputy invite email or via touchless clock in (if your system administrator has configured this).
4. To start and end your shift on the Deputy iPad Kiosk, locate your name on the left side of the screen. Tap your name and enter your Kiosk PIN.



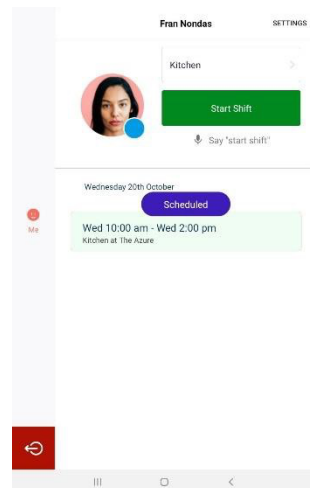
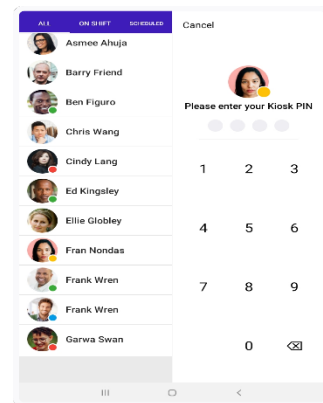
5. After entering your PIN, simply tap or say Start Shift.
6. The Kiosk will then take a photo for timesheet verification purposes. After the screen confirms that the shift has been started or ended, tap the Log Out button in the bottom left to ensure no one else can see your tasks or start and end your shift prematurely.



**vi) Android time clock**

The Deputy Time clock is an Android tablet app that your System Administrator can set up at your work location.

1. You will need to log in to Android Time Clock either via a PIN that was sent to you in the Deputy invite email or via touchless clock in (if your system administrator has configured this).
2. To start and end your shift on the Deputy Time Clock, locate your name on the left side of the screen. Tap your name and enter your Time Clock PIN.
3. After entering your PIN, simply tap or say Start Shift
4. The Kiosk will then take a photo for timesheet verification purposes. After the screen confirms that the shift has been started or ended, tap the Log Out button in the bottom left to ensure no one else can see your tasks or start and end your shift prematurely.



**1.4 HOURS OF WORK**

You may be rostered to work Monday to Friday. Currently, the usual business hours are 7.00am to 6.30pm, but these hours may change from time to time.

## 1.5 LATENESS/ABSENTEEISM

In the event you are going to be late to work, or following an authorized break, you are required to notify your manager as soon as possible and indicate when you expect to arrive.

If you are late to commence or return to work, the Employer will deduct an amount of pay equivalent to your lateness. If you arrive for work more than one hour late without having previously notified the Employer, other arrangements may have been made to cover your duties and you may be sent off the premises for the remainder of the shift/day without pay.

If at any time during your working hours, you believe that you are unfit to continue working or need to leave the workplace for any reason, you must approach your manager to discuss the reason for your departure and obtain approval prior to leaving the workplace. Your manager will then advise you of whether any evidence of the reasons for your absence, such as a medical certificate or statutory declaration, is required.

All absences due to illness must be notified in accordance with the sickness reporting procedures set out in this Employee Handbook.

Lateness or unauthorised absence may result in disciplinary action and/or loss of pay.

## 1.6 BREAKS

Breaks are to be taken when arranged by the Employer. You are required to adhere to the break length as directed by management and be ready to commence work at the end of the break. You are required to notify management immediately if you are struggling to take the break, so that it can be rectified or varied.

## 1.7 SHORTAGE OF WORK

If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment. With your agreement, we may place you on reduced hours, or alternatively, temporary leave. If you agree to be placed on reduced hours, your pay will be reduced according to time actually worked. If you are placed on leave, this will be processed as leave without pay unless you elect to utilise any accrued leave entitlements.

## 1.8 STAND DOWN

The Employer may send you home where there is no useful work for you to do, such as during:

- breakdown of equipment
- industrial action or
- a cause which the Employer cannot reasonably be held responsible, such as natural disaster.



This list is not exhaustive. Generally, you will not be paid for this time. However, by agreement you may be able to access accrued leave.

**FORMS AND REGISTERS**

Document number	Document Name