

# Standard Operating Practice (SOP)

## Distribution of Planned Overtime for Security Staff

### 1. Applicable to

Role	All Security Staff
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### 2. Purpose

This SOP is to ensure the equitable distribution of planned overtime to Security staff across CCLHD.
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### 3. Standard Operating Practice

Step 1	Security Services Managers will establish & maintain a list of employees who have agreed to make themselves available for overtime shifts. The employee will advise the Security Managers via email of such availability. Changes to availability must also be advised by email. The notice of availability shall remain in effect until the employee advises the Security Manager in writing to rescind such notice.
Step 2	When <i>planned overtime</i> becomes available, due to no part-time or casual staff accepting the shift, the shift will be offered to full-time staff on a fair and equitable rotational basis, firstly at the site where the shift is located and if not filled it will be offered to the other site. Prior to allocating any planned overtime shift, the Security Manager / On-call will review the rostered shifts within the fortnight to ensure the security staff member's health, safety and wellbeing is not compromised.
Step 3	Security Staff need to be aware that all overtime declines are considered as an offer and will be logged as such. These offers / declines will ensure that an equitable rotational opportunity is available to all staff who wish to work overtime.
Step 4	Security Staff are responsible for agreeing or disagreeing with their timesheet via Health Roster <i>Employee on Line</i> (EOL) every fortnight, prior to the end of the pay fortnight. This is to ensure that all shifts have been rostered correctly, therefore, paid correctly to security staff.
Step 5	Nil meal allowance is included with planned overtime.

### 4. References

HEALTH EMPLOYEES (STATE) AWARD 2021 INDUSTRIAL RELATIONS COMMISSION OF NEW SOUTH WALES

### 5. Resources

NSW Health Service Leave Matters - PD2022\_006

## Revision and Approval History

Date Approved	Revision No.	Name and position of Author and Approver	Next Review due
02/07/2022	1.0	Glen Eade, Security Manager	
02/07/2022	1.0	Phillip Menge, Security Manager	
02/07/2022	1.0	Kylie Harrod, HR Advisor	