

# Standard Operating Practice (SOP)

## Distribution of Unplanned 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 unplanned overtime to Security staff across CCLHD.

### 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>unplanned overtime</i> becomes available at either Gosford or Wyong sites the Security Manager / On-call will send a text message to all staff whom have indicated they wish to be considered for overtime using the following order of priority to fill the available unplanned shift. 1. Part-time staff 2. Casuals 3. Full-time 4. All-point Security Dependent upon where the overtime shift is located will determine which staff will be offered the shift in the first instance and if not filled by an employee on this site it will be offered to the security staff at the other site, again in the above noted order of priority.
Step 3	The first staff member to respond to the text will be offered the shift, taking into account their health, safety and wellbeing in relation to the number of hours rostered within the fortnight.
Step 4	It is requested that the Security staff member responds to the text with either Yes or No to reduce the time that the Security Managers / On-call spends waiting for responses.
Step 5	Security Staff need to be aware that all overtime declines are considered to be an offer of overtime and will be logged as such.
Step 6	Security staff are responsible for agreeing or disagreeing with their timesheet via HealthRoster <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 7	Unplanned overtime receives meal allowance

## 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	