



Hours of Work

As of 1 January 2010, the National Employment Standards will apply to all staff of the University of Adelaide. This fact sheet provides an outline of the maximum hours of work that apply to staff of the University of Adelaide.

What is provided for in the NES?

Under the NES, a supervisor or manager must not request or require that a staff member work more than 38 hours per week, except where reasonable additional hours are required.

What is considered 'reasonable additional hours' under the NES?

In determining whether additional hours are reasonable or unreasonable, a supervisor or manager must take into consideration the following:

- Any risk to the staff member's health and safety,
- The staff member's personal circumstances which may include family responsibilities,
- The needs of the workplace,
- Whether the staff member is entitled to receive overtime or penalty rates for the additional work required,
- The notice given to the staff member to work the additional hours,
- The usual patterns of work for staff in that industry,
- The nature of the staff member's role and the responsibility that staff member exercises in their role,
- Whether the averaging provisions of the staff member's agreement make it possible for the staff

member to work additional hours,

- Any other relevant matter.

What are the maximum weekly hours of work required at the University of Adelaide?

The University of Adelaide Collective Agreement 2006–2008 (Agreement) provides for the following hours of work:

- Academic staff do not have fixed weekly hours of work.
- The hours of duty for professional staff are 36.75 hours per week for full-time staff.
- Professional staff may on occasion be asked to work reasonable additional hours where required.

What has changed?

Nothing will change in respect of the hours of work for staff at the University of Adelaide.

Managers and supervisors should continue to apply the hours of work provisions in accordance with the Agreement.

What if I need more information?

If you have any questions about your hours of work, please contact the HR Service Centre at: hrservicecentre@adelaide.edu.au or 8313 1111.