**Oyster Harbour Catchment Group Inc.**

**Timesheet and TOIL Policy & Procedures**

**Document Number:** OHCG 005

**Custodian:** OHCG Inc. Chair

**Relates to:** OHCG Chair, Management Committee and Staff

**Adoption Date: 23rd April 2020**

**Next Review: August 2022**

**Version:** 2

### INTRODUCTION & PURPOSE

Oyster Harbour Catchment Group Employees are required to maintain timesheets of their working hours as required under their Employment Agreements. The OHCG recognises the seasonal and after hours work requirements of the positions of the organisation and the flexibility required in the workplace. For this reason, OHCG supports and provides time off in lieu (TOIL) whereby Employee overtime and undertime is recorded on their timesheets and monitored and any TOIL in the positive can be taken as time off in lieu.

This policy supplements Employee Employment Agreements in providing guidance for timesheet recording and clearly outlines the OHCG TOIL policy.

### COMMENCEMENT OF POLICY

This policy will commence on the Adoption Date set out above. OHCG undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all Employees and contractors are required to comply with those changes. Versions and revisions will be recorded as set out in Clause 8.

### SCOPE

This policy will apply to all OHCG Employees and persons responsible for human resource management whereby the staff and human resource managers (or Supervisor) maintain a record of staff hours, the balance of overtime and undertime and the time off in lieu of these hours (balance and when the time off in lieu is taken).

### DEFINITIONS & ACRONYMS

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| *Employee* | A person directly employed by the OHCG. |
| *Employment Agreement* | Agreement between OHCG and Employee which sets out conditions of employment. |
| *FTE* | Full time equivalent |
| *Overtime* | When an Employee has worked hours above what they are required to work. Overtime is recorded and monitored on Employee timesheets and contributes to the TOIL balance. Overtime shows as a positive value. |
| *Policy* | This Timesheet and TOIL Policy and Procedures. |
| *Timesheets* | A record of: start and finish times, breaks, activities during work hours, running tallies of leave entitlements and TOIL. |
| *TOIL* | Time off in lieu (TOIL). The concept of TOIL allows an Employee to work overtime, and then instead of being paid additional remuneration for working such overtime, the Employee is granted paid time off work by their employer, to the equivalent of the overtime worked. Overtime and undertime are recorded and monitored on Employee timesheets and contribute to the TOIL balance. |
| *TOIL Cap* | Maximum amount of overtime (TOIL) hours allowed to be accrued in either the negative or the positive by an Employee. |
| *Undertime* | When an Employee has worked under the hours that they are required to work. Undertime is recorded and monitored on Employee timesheets and contributes to the TOIL balance. Undertime shows as a negative value. |

### TIMESHEET POLICY REQUIREMENTS AND PROCEDURES

* 1. All Employees are required to maintain and regularly lodge their timesheets with their Supervisor as outlined in the Employee’s Employment Agreement and appended Job Description Form.
  2. Employees are to enter their times using the Keypay app or similar as agreed with their Supervisor.
  3. Employees are encouraged to enter their timesheet information daily to ensure accuracy of information.

### TOIL POLICY REQUIREMENTS AND PROCEDURES

* 1. The OHCG understand that its Employees may be required to work overtime as a result of seasonal requirements or out of office hours activities. Employee accrued overtime and the resulting TOIL balance represents a financial liability (wages) for the OHCG. Equally, it is understood that at times staff may manage their time and a negative TOIL balance may result. Flexibility in the OHCG workplace is important.
  2. Timesheets allow for the OHCG to be aware of the liability (positive and negative TOIL balances) both for individual Employees and cumulatively for the organisations.
  3. TOIL Caps have been determined to:
  + Reduce the liability risk to the OHCG,
  + Allow for effective human resource and project management, and
  + Ensure staff wellbeing and effective workload management.
  1. The overtime (positive) OHCG TOIL Cap is two (2) weeks of the Employee’s full time equivalent (FTE) week (as indicated in their Employment Agreement). For example, an Employee who is employed at 0.4 FTE can only accrue overtime/ TOIL to a maximum of four (4) working days at any one time.
  2. The undertime (negative) OHCG TOIL Cap is one (1) week of the Employee’s full time equivalent (FTE) week (as indicated in their Employment Agreement). For example, an Employee who is employed at 0.4 FTE can only accrue undertime/ negative TOIL to a maximum of two (2) working days at any one time.
  3. If an Employee has a TOIL balance approaching either a negative or positive TOIL Cap, they must seek approval from their Supervisor to breach the TOIL Cap. Approvals for breaching the TOIL Cap are reserved for exceptional circumstances and all Employees are encouraged to manage their work hours to remain below the TOIL Cap.

### COMPLIANCE WITH THIS POLICY

1. Failure to comply with this policy, and any resulting breaches will be treated as a serious matter and may result in disciplinary action including termination of employment.
2. If there is anything contained within this policy which is unclear, Employees are directed to the OHCG Chair for clarification.
3. OHCG reserves the right to vary, replace or remove any of the procedures and policies outlined in this policy at any time. In such an event, all Employees shall be informed of the changes.

### POLICY VERSION AND REVISION INFORMATION

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| **Policy Number:** | OHCG005 |
| **Policy Title:** | Timesheet and TOIL Policy & Procedures |
| **Current version:** | 2 |
| **Policy Authorised by:** | Heather Adams |
| **Title:** | Chair |
| **Original issue date:** | 23/4/2020 |
| **Policy Maintained by:** | OHCG Secretary |
| **Reference Document/s:** | Employee contracts |
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| **Approved by:** | OHCG Management Committee |
| **Approval date:** | 26th August 2021 |
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| **Review date:** | August 2022 |

### WORKPLACE PARTICIPANT ACKNOWLEDGEMENT:

*I acknowledge:*

* *Receiving the Timesheet and TOIL Policy & Procedures, and*
* *That I must comply with the policy and that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

## *Signed:*

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| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |