

HOURS OF WORK

POLICY STATEMENT:

HR Staff n Stuff employs staff on either a permanent full-time or permanent part-time basis. Regardless of the nature of employment, it is the policy of HR Staff n Stuff that all staff are to work a minimum of their contracted hours and are to take rest breaks as needed to meet their rest and refreshment needs.

All salaried employees are required to work reasonable additional hours from time to time to suit the needs of the business.

PROCEDURES:

1. Rest Breaks

- b. As we can be working at client premises or in the HR Staff n Stuff office employees are expected to utilize breaks in between the needs of our clients. HR Staff n Stuff trust their employees to ensure they take an appropriate break when they are able to so.
- d. Staff who work more than five hours a day are expected to take their full thirty (30) minute unpaid lunch break.

2. Work Duties & Scheduled Hours

- a. All staff who work regular fixed hours, are considered to be on a fixed roster. Employees wishing to make changes to their rostered days must request to do so with the Director.
- b. Employees working on site at client premises who are working varying hours to suit specific site, project or job needs are trusted to organise and schedule themselves accordingly to suit the needs of the clients.
- c. HR Staff n Stuff trust that if employees need to alter their start or finish times and these are not disruptive to our clients then they can do so without prior approval from the Director.
- d. Employees wishing to take days off during a usual rostered work period must put their request in Xero. Requests will be assessed in the context of business needs at the time and are not guaranteed to be approved.
- e. All employees are to ensure that the whole of their work hours are spent on productive work tasks.