

AGRICULTURAL TRAINING INSTITUTES WORKING HOURS POLICY

DIRECTORATE: SECTORAL COLLEGES



**agriculture,
forestry & fisheries**

Department:
Agriculture, forestry & fisheries
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1. INTRODUCTION

The Policy on working hours for the Agricultural Training Institute defines the principles of working hours, core working hours and flexi time as guidance to the Principal and managers for the management of working hours at Institute level.

2. PURPOSE

The purpose of this policy is to regulate working hours at ATI creating a conducive working environment that is supportive and flexible, aimed at the achievement of the Institute's strategic intent.

3. DEFINITION OF TERMS

3.1 **Core working hours** means the working hours in a day that all employees must be on duty i.e. between 08:30 and 15:30.

3.2 **Employer** means the Agricultural Training Institute (ATI) Council.

3.3 **Employee** means any official, excluding an independent contractor, who is employed by the ATI Council.

3.4 **Flexitime** means the time period, outside the core working hours within which Principal and managers are flexible to define starting and closing times i.e. 07:00 until 08:30 and 15:30 to 17:00.

3.5 **Manager** means any person in a supervisory capacity.

3.6 **Operational function**, when referred to work that is done outside the normal working hours, means work that needs to be done within such

a timeframe that require work outside the normal working hours. E.g. Teamwork after hours under supervision, marking/moderation of assessment papers, work with clients.

3.7 **Voluntary work** at home means official work that an employee chose to do at home without instruction from the supervisor. Work such as preparation of presentations and lectures, typing of documents such as theses and data typing are examples of voluntary work at home.

3.8 **Working day** means a period of 8 hours measured from the time when the employee normally commences (starting time) and ends work (closing time), but excluding night time.

3.9 **Working hours** mean the earliest and latest boundaries within which a working day of 8 hours may be defined i.e. 07:00 until 17:00

4. ABBREVIATIONS

4.1	ATI	Agricultural Training Institutes
4.2	DAFF	Department of Agriculture, Forestry and Fisheries
4.3	PSCBCR	Public Service Coordinating Bargaining Council Resolution

5. SCOPE OF APPLICATION

This policy is applicable to all employees of ATI.

6. OFFICIAL WORKING HOURS FOR ATI

6.1 The working day for ATI is defined with a starting time of 07:30 and a closing time of 16:15. This complies with the principles of working hours, core working hours and flexi time.

6.2 An employee shall not be forced to work more than:

6.2.1 40 hours in a week; and

6.2.3 8 hours in a day, for normal office bound duties, unless otherwise arranged.

6.3 All employees must work 8 hours a day, excluding the lunch break.

6.4 Employees are entitled to a lunch break of 45 minutes or as mutually agreed, between 12:45 and 13:30 and two tea breaks one of 15 minutes in the morning and a second one of 15 minutes in the afternoon.

7. FLEXTIME PRINCIPLES

7.1 Where operational functions require that employees deviate from the official working hours, the principle of flexible working hours can be utilized as mutually agreed between supervisor and employee. Time worked in excess of 8 hours on certain days must be given off within the same month or, if not possible, as mutually agreed between supervisor and employee.

7.2 Where operational functions require an employee to work more than 8 hours a day, an agreement must be reached between such an employee and the manager concerned.

7.3 The starting and closing times specified in can be changed if the majority of employees agree and if it will not compromise any hours of work or outputs.

7.4 As the application of flexitime and the determination of starting and closing times is a management prerogative of the Principal: ATI will communicate the control measures contained in this policy to all.

7.5 Flexi Time is not intended to be used as an alternative means of accumulating vacation leave and therefore, flexi time that can be taken off uninterrupted, is limited to 5 hours.

8. GENERAL CONDUCT, RULES AND REGULATIONS OF WORKING HOURS

- 8.1 The Principal: ATI is responsible to manage working hours and must ensure that working hour arrangements at ATI are complied with as agreed upon.
- 8.2 No employee shall be absent from work without approval of his/her supervisor after starting and before closing time. Time lost by employees for private reasons, such as doctor's appointments, other private appointments or for any other reason an employee might be absent from work for other than official duties, shall be recorded in the Leave Registers.
- 8.3 Lost time should be made up as mutually agreed between supervisor and employee. Supervisors and employees may mutually agree to work through afternoon teatimes and to utilize such accumulated time to take time off for private reasons such as time off on paydays. Teatime hours worked and hours taken off must also be recorded in the Flexi Time Register.
- 8.4 Additional work that is performed on a voluntary basis at home and outside working hours cannot (i) be taken off, (ii) be used to make up for time lost or (iii) be claimed as overtime.
- 8.5 The time that employees drive when working away from office before starting time and after closing time cannot (i) be taken off, (ii) be used to make up for time lost or (iii) be claimed as overtime, unless mutually agreed between the supervisor and employee and recorded in the Flexi Time register.
- 8.6 Casual/contract workers (excluding independent contractors) will work the number of hours per day/week/month as specified in their employment contracts.

- 8.7 Occupational categories where other arrangements are applied, for example employees working according to a set shift system, will be dealt with as already agreed upon.
- 8.8 Overtime and work on Sundays and public holidays shall be managed in accordance with the overtime policy of the Institute and recorded on the registers prescribed by the Institute.
- 8.9 It should be stressed that no employee may be absent from work without the prior approval of the supervisor and adherence to starting and closing times is still compulsory as in the past.
- 8.10 The Institute Policy was derived from and is in line with the Public Service Coordinating Bargaining Council Resolution (PSCBCR) No. 1 of 2003 and the Code of Conduct of the Department of Agriculture, Forestry and Fisheries (DAFF), shall apply if any individual contravenes the official working hours of ATI.

Supervisors and employees may mutually agree to work through afternoon teatimes and to utilize such accumulated time to take time off for private reasons such as time off on paydays. Teatime hours worked and hours taken off must also be recorded in the Flexi Time Register.