

HOURS OF ATTENDANCE

This policy applies to teachers in preschools, primary schools, special schools, high schools and secondary colleges.

1. For the purposes of leave and pay the hours of work for teachers are recorded from 8.30am to 12.30pm and from 1.30pm to 4.51pm [7 hrs 21 minutes].
2. The ordinary minimum hours of attendance for teachers are between the hours of 9.00am and 3.30pm - Monday to Friday inclusive. However, as per Clause 166 of the 2007-2009 DET Union Collective Agreement, any hours of attendance beyond this minimum of 32 hours 30 minutes per week, may be varied by negotiation between the Principal and an affected individual or with the agreement of the majority of all teachers in the worksite.
3. The AEU position is that normally this variation will not exceed the 6 hour 30 minute time span and will not require attendance before 8.30am or beyond 4.00pm, but in exceptional circumstances where it may be necessary to increase the time span, then appropriate time in lieu will be provided to each teacher.
4. As required by Clause 167- School Monitoring of Workload and Practice and Clause 170 – Regular Part-Time Employment, the Principal and the Workload Committee will seek to ensure fairness in negotiations and equity in outcomes relating to teacher workload and a significant profile of work/ life balance.
5. The ordinary hours of attendance and flex-time provisions for office-based teachers are as contained in Section U of the 2007-2009 DET Teaching Staff UCA.
6. If there are disputes arising as a result of any aspects of the negotiations over hours of attendance, the matter should be referred to the relevant Schools Director as per Section F of the 2007-2009 DET Union Collective Agreement.