



# KNOW YOUR RIGHTS

A guide for station staff

## YOUR WORKING HOURS

You must not work more than 5 hours without a meal break.  
You cannot be required to work more than 10 hours, or 12 hours if on a Sunday.  
You must have 12 hours rest between duties.  
You cannot be required to work more than 7 days in a row, or 8 to facilitate a long weekend.

### Deferred Meal Relief:

A DMR is a deferred meal relief, paid only when your meal break is delayed, it is not a substitute for your 30 minute meal break which **must** be taken later in the shift but within five hours of your start time.

### Overtime and higher grade working:

Hours worked in excess of contractual hours will be paid at the appropriate overtime rate.

You must not work more than two shifts of up to 18 hours in any 28 day rolling period. Overtime should not be cancelled with less than 24 hours' notice.

## DUTIES, NOTICE, CHANGES

You **must** be provided with 28 days notice of duties and rest days.

Your rest days cannot be changed without your agreement.

Your manager cannot contact you outside of work without your permission.

Your duties are divided into rostered weeks and cover weeks.

- a roster may cover one or more stations.

- an area is made up of one or more rosters.

- some areas are combined to form cover groups.

### Allocation of duties, work location:

- rostered duties will be worked at any station on your roster.

- cover duties may be worked at any station in the area or cover group, in some cases at the adjacent cover group on the line.

### Rostered weeks and duty timings:

- any changes to duty times must in the first instance be by mutual agreement.

- staff **must be asked** before any changes are made.

- rostered start and finish times can be varied by up to 2 hours. 7 days notice is required and any other changes can be refused.

## COVER WEEKS & DUTY TIMINGS

Cover and SRT duty changes of more than 2 hours will be mutually agreed wherever possible. You must be asked before any changes are imposed.

Before any change with less than 10 days notice, management must use spares or mutually agreed changes.

Failing that they can use spare duties in the following order from:

- 1) adjacent cover groups.
- 2) lower or higher grade working.
- 3) overtime.

Each of these options must be considered in the following order;

- on the same roster
- on the same area
- on the same cover group
- on the adjacent cover group

Additionally, if all the above options have been exhausted and in response to urgent operational needs, a shift may be moved by more than 2 hours, if it is between 48-24 hours notice.

This can happen to you **only once** in a 6 month rolling period and can be without mutual agreement.

If **you** cancel within 24 hours you may not be offered overtime for the next 28 days.

You may be required to work at a higher grade at any station on your roster, subject to holding the relevant competencies.

Off roster HGW is by mutual agreement only.

Working a whole shift at a higher grade you will be paid the rate for that grade.

Or, if additional competencies are required, after working 2 hours at a higher grade you will be paid HGW for that shift.

### Over established staff:

OE staff are not permanent cover and should be work to a stand alone OE roster or shadow a line on the established roster. Should management not agree to this, then advise your RMT rep.



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