

AUSTRALIAN FEDERATED UNION OF LOCOMOTIVE EMPLOYEES



Circular: 37/21
Ref: AJZ SEQ
11/06/2021

SEQ Rostering FAQ's

Dear members,

Over the last weeks there have been an increase in queries in relation to shift alterations or cancelations. It appears there is some confusion within rostering, supervisors and or live run as to when and how your rostered shift may be altered or when it has been deemed cancelled.

Master/ Forecast working altered

If your master/forecast working is cancelled, or you are not working it for a range of reasons, the company may alter your forecast rostered shift start time by a maximum 4 hours earlier or later (6 hours for planned network shuts). Anything outside of these timeframes can only be rostered with your agreement and hours agreed to beyond these timeframes are paid at 100%. This alteration cannot take place after the Daily roster is posted.

64.14. The start time of a rostered shift can be altered to a maximum of four hours earlier or later. Any hours agreed in addition to this will be paid at ordinary time. This will be a stand-alone payment.

64.15.2. Where there are network disruptions which result in a whole or partial network shut and employees are required to work an operational shift, changes to the start time of a rostered shift can be altered to a maximum of six hours earlier or later.

Master/ Forecast AVAILABLE not converted to a shift

In the event your AVAILABLE shift is not converted into a working in the Daily roster, you may be allocated an AFD window. The AFD window is a maximum of 4 hours in duration and unless you agree otherwise, you must commence your shift within that 4-hour window. A shift allocated during an AFD window must not impact on your next rostered shift unless you agree and AFW windows must be a minimum of 12 hours apart.

64.25. AFD windows will be a maximum of four hours when allocated in the daily roster.

64.26. Successive AFD windows will be subject to clause 50.25.(break between shifts)

64.27. Employees must be signed on within the AFD window.

64.28. Employees will be provided with the notice they have nominated as their call time.

64.29. A shift allocated within an AFD window must not impact on the next rostered shift unless agreed otherwise.

64.30. Only one AFD window may be allocated to an employee each day.

64.31. The start time of an AFD window may only be altered by agreement.

Daily rostered working altered

Your daily rostered working may be altered by a maximum of 1 hour earlier or 3 hours later. Any movement outside of these hours is by agreement only. All hours altered from your daily roster are paid at 100%

64.18. The Company may change the start time of rostered shifts by up to one hour earlier (lift up) or three hours later (lay back) than the start time in the daily roster. Changes to the start time exceeding this will only be made by agreement.

Daily rostered working cancelled

In the event your daily rostered job is cancelled. The company may allocate you to an AFD window. The AFD window commences at the start time of the cancelled shift and unless you agree otherwise, you must commence work within that 3-hour timeframe. Example. 1800hrs shift cancelled. Window commences at 1800 and closes at 2100. You must start between 1800 and 2100 unless you agree otherwise.

64.33. Where an employee's rostered shift is cancelled the employee may be allocated an AFD window of three hours duration. The AFD window will commence at the designated start time of the cancelled shift. The employee must start work within the three-hour window.

If you have any questions, please contact your state office on 3844 9163, email statesecretary@afule.org.au or contact your local AFULE representative.

In Solidarity,

A handwritten signature in black ink, appearing to read 'Mick McKittrick', is written over a solid black horizontal line.

Mick McKittrick,
State Secretary