



ROSTER TEMPLATE

A roster is a list or a plan that shows when people who work on the farm will be on duty. Rosters are typically used to schedule time off and to schedule tasks. A roster can be a formal computer-generated spreadsheet or written on a year planner, calendar, whiteboard or a roster template.

You should notify your employees of their ordinary hours of work in accordance with a roster which you are required to provide to them in advance:

- From 1 January 2014, all awards include a term that requires employers to **genuinely consult** with their employees about changes to their regular roster and ordinary working hours.
- You should display rosters for your full and part-time employees that show the starting and finishing times of their shifts.
- The rosters should be displayed in an obvious place where all of your employees will see them – such as noticeboard.
- You are required to roster a part-time or casual employee for a minimum of three consecutive hours on any shift.

- Include time for taking breaks and going on leave
- Make sure people are covered for when they are on leave
- Breaks are important for providing rest time as well as an opportunity to get together and chat
- Adhere to the Pastoral Award 2020 and the NES for entitlements to meal breaks, rest breaks and leave
- Under the National Employment Standards, certain employees (including parents with children under school age or a disabled child under 18) have the right to request flexible working arrangements – visit fairwork.gov.au/Employee-entitlements/Flexibility-in-the-workplace/flexible-working-arrangements

Step 2 Consult with employees and gain their commitment

Step 3 Stick to your roster

- Rosters should only be changed in exceptional circumstances
- Changes should only be made after **genuine consultation** with employees

Week beginning:/...../.....

Suggested steps for doing up a roster

Step 1 Draft your roster, with the following points in mind

- Ensure everyone on the farm (including yourself) have the time and opportunity to pursue interests on a regular basis outside of work on the farm
- Ensure the hours worked by all the people on the farm are consistent with their expectations
- Roster on extra people if needed rather than allocate too many hours to a few individuals
- A carefully designed roster can help avoid the need to pay penalty rates for overtime

Note: If you want to change a roster for regular employees you need to consult with them. Visit thepeopleindairy.org.au/employment-rewards/pastoral-award-2020

Pastoral Award 2020:		Minimum shift length (part-time): 3 hours	Maximum hours of work without a meal break: 5 hours	Other break entitlements: 10 minutes paid rest break each morning
Minimum shift length (casual): 3 hours		ALL STAFF NOTE: You must take your break as rostered below. Ensure you have at least 30 minutes off if working more than 5 hours.		
Employee's name	Start	Meal break	Finish	
Monday:				
Tuesday:				
Wednesday:				
Thursday:				
Friday:				
Saturday:				
Sunday:				

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