

## Ministry for Primary Industries Verification Services and Professional Verifiers Institute Library Resource

### HOURS OF WORK

#### A) Essence:

*“The essence of hours of work acknowledges that veterinary verifiers are professionals working in an industrial environment. The industry dynamics are highly variable. These principles are to assist you to make quality professional judgements about the self-governance your hours of work and to provide the optimum value of veterinary present and industry relationships.”*

#### B) Principles:

- 1) Veterinary verifiers are predominantly employed to provide New Zealand Primary Industry operators with the required veterinary presence across their individual establishments to enable the confidence of and access to international export markets for their products.
- 2) Verifiers are employed across establishments to provide the optimum value, efficiency and effectiveness of the investment in veterinary/verifiers presence within the current industry dynamics, stock availability and processing patterns.
- 3) Verifiers, as professionals employed by Verification Services, are ultimately responsible for being cognisant of operator and VS business needs, by utilising time on-site responsibly, minimising unnecessary costs on industry, and operating within agreed VS operational parameters.
- 4) It is acknowledged that the high variability of stock availability and processing pattern of individual establishments, necessitate the “on plant” (mandatory) presence of vets at times beyond 8 hours per day, and at other times less than 8 hours per day and at unsociable times and these hours are outside the direct influence of establishment vets on a day to day basis.
- 5) Within the variation of the industry dynamics and the nature of the work undertaken, it is acknowledged that individual veterinarians’ ability and capacity to consistently ensure the quality of their professional judgement and industry/stakeholder relationships is, largely through maintenance of their own health and wellbeing. Such protection is ensured through limits to the length and span of the working day and week (i.e. overtime and penal time for unsociable hours).
- 6) In the case of mandated “continuous veterinary presence” a minimum of 1 FTE veterinarian per establishment is employed for a guaranteed 40 hours “work” per 5 day week.
- 7) The verifiers’ “work” is inclusive of both mandatory (by market regulations) “on plant” time and professional time (which includes all other non-mandatory functions and roles as per their job description and legislated functions).

#### C) Application to the CEA:

**Related Employment agreement clauses:** 8: Hours of Work, 10: Overtime rates, 11: Penal time 12: Call back/out, 13: Nine hour break.

- 1) The **Hours of Work** for veterinarians will be agreed and documented between the operator, MPI Verification Services, and veterinary staff for each establishment and will consider:
  - a) How the pattern of such hours delivers the optimum value, efficiency and effectiveness of the investment in veterinary/verifier presence; and how the pattern of such hours maintains the good health and wellbeing of veterinary staff within an establishment and, where practicable, across regional localities.

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- b) Periodic evaluation of establishment and, where appropriate, regional locality hours of work arrangements (rosters) is desirable to maintain above principles.
  - c) There may be more than one agreed profile per establishment (as described in the "Hours of Work") throughout the year.
- 2) **Professional authorisation of overtime payments** provides that:
- a) Veterinarians will have the responsibility of self-managing and minimising their overtime within the above *Hours of Work* principles
  - b) It is expected that overtime will only occur where production times are extended or when the operator request the veterinarian to extend their hours; not for administrative reasons.
  - c) Where there is legitimate reason for raising concerns about patterns of claims for overtime payments a management by exception process will be applied on a case by case basis.
- 3) **Overtime payments** apply and are paid at relevant rate when the vet works hours:
- a) Beyond 8 hours per day, where 40 hours have been completed Beyond 10 hours on a single duty, Monday to Friday;
  - b) The individual is directed to go home by way of Verification Services policy (e.g. for safety reasons during the night shift).
  - c) Where there has not been a break of at least nine continuous hours between two periods of duty, whether the duty is normal, overtime or call back hours.
- 4) **Overtime for Part Time vets** applies in the same way for part time and full time veterinarians, whereby:
- a) 10.1 states "*Overtime... after 8 hours providing a 40 hour week has been worked*" This would apply for part time staff in the following way "*providing a 24 (3 days) or 32 (4 days) hour week has been worked*".
  - b) Where a part time vet works a 10 hour day and subsequently works less than an 8 hour day the following rostered day(s) then over time would not apply unless the vet had worked their normal full time equivalent week as per (a) above.
- 5) **Overtime payments** would **not** apply where:
- a) Veterinarian staff enter into mutually beneficial work arrangements within or across establishments that provide the best use of veterinary resource and supports the health and wellbeing of individual staff (For example through shift swaps or lengthening or shortening the length of their daily hours, or changing their start time).
  - b) As a result of reduced processing, the veterinarian having established their services are no longer required, chooses on their own volition, to leave work prior to completion of 8 hours that day and where 40 hours have not been completed that week.
  - c) Hours of work that attract penal time payments (i.e. night shift and early starts) are excluded and considered under unsocial hours/penal payments below.
  - d) The work relates to professional time worked beyond standard daily hours and within 10 hours, for veterinarians who:
    - Engage in, attend and travel to training, professional development or Verification Services meetings (including team meetings),
    - Attend or represent Verification Services at professional or stakeholder meetings and presentations outside the normal hours and of place of work.
  - e) Where professional work time expectations for attending meetings, presentations or training exceed 10 hours, the employee and their Regional Technical Manager may agree to

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apply Time off in Lieu (TOIL) on an hour for hour basis or other suitable arrangements specific to the situation that recognises the degree of inconvenience and excess of hours worked by the individual veterinarian.

- 6) **Unsociable hours/penal time** payments apply and are paid at relevant rates when the vet works hours:
- a) Between 12am and 6am;
  - b) on or after midnight Friday/Saturday through to midnight Sunday/Monday;
  - c) on public holidays;
- 7) **Call back payment (including out of hours work off site)**
- a) Where the employee does not need to return to a premises or office a payment, if any, should reflect the degree of inconvenience caused by the “callout”, including the:
    - waiting time requirement
    - actual time taken as well as the degree of unsociable hours
    - regularity of the occurrence



Signed:

\_\_\_\_\_  
Director,  
MPI Verification Services

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President,  
Professional Verifiers Institute

Date:

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25/03/2014

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27/03/2014