

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

PATTERNS AND CHANGES TO AGREED HOURS OF WORK

A) Essence:

"The essence of patterns and changes to agreed hours of work acknowledges the high variability within the meat industry and provides an agreed process to evaluate and, where appropriate, make changes to the hours of work in a way which is effective for industry while maintaining the health and well-being of the verifier."

Principles:

To support the development and application of healthy and effective hours of work and roster patterns, consideration will be given to the following parameters and the Safe and Responsive Service Delivery, Contextual Resourcing Framework documents.

Application to the CEA:

1) The application of the 5x8 and 4x10 Roster Patterns

- As per the CEA the standard hours of work for veterinary verifiers are "8 hours of work per day and 40 hours per week, except where otherwise agreed".
- Refer to "Safe and Responsive Resourcing documents in the VS Homepage – Organisational information – VS Activities, and the Safe and Responsive material is under 'Professional Practice'.
- In instances where either a 5x8 or 4x10 roster pattern routinely requires veterinary staff to consistently work beyond 45 hours per week or 10 hours per day, then consideration will be given to the utilisation of the shift pattern that is best able, within the establishment, to:
 - deliver the optimum value, efficiency and effectiveness of the investment in veterinary/verifier presence by utilising time on-site responsibly and minimising unnecessary costs on industry, including overtime; and
 - maintain the good health and wellbeing of veterinary staff within an establishment by ensuring hours do not routinely exceed 45 per week and 10 per day; and
 - where appropriate employ the FAID fatigue measurement tool to check that rosters will not cause excessive fatigue.

2) Notice of change to current shift patterns (e.g. 5x8 to 4x10 or reverse)

- a) The current industry dynamics and the high variability of stock availability and processing patterns for an establishment may necessitate periodic evaluation of the current establishment Hours of Work and shift patterns with the operator, MPI Verification Services, and veterinary staff. These changes may be temporary, permanent or seasonal.
- b) Where such evaluation may potentially result in changes to roster patterns from 5x8 to 4x10 or vice versa, either party may initiate a review as follows:
 - The initiator will provide a business case;
 - The business case should be consistent with the principles outlined above;
 - The business case should be presented to PVI and this would apply even where the current staff are not PVI members, as a change in hours of work may affect members indirectly or in the future.

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3) Notice for changes to hours of work to attend team meetings or professional time

- a) Verification Services staff are expected to attend their team meetings (approximately 3 per year) and other meetings, presentations or training within professional (non-mandatory) time.
- b) It is acknowledged that it will not always be possible to avoid such professional time requirements falling on a rostered day off for individual veterinarians.
- c) Veterinarian staff will be provided with as much notice as practicable, which will generally be not less than 2 weeks.
- d) Where it is necessary for staff to forgo their rostered day off, an alternative day will be assigned as soon as practicable.

4) Short notice changes to operator requirement for veterinary presence on rostered night shift

- a) Where an operator initiates short notice (i.e. less than 7 days) changes to processing patterns for rostered night shift veterinary presence (i.e. reducing the requirement for night shift duties within a week), establishment veterinarians may enter into mutually agreeable alternative work arrangements.
- b) Such alternative arrangements may include shift swaps, lengthening or shortening the length of their daily hours, or changing their start time (i.e. starting earlier or later).
- c) Such changes should be confirmed by the manager, be cost neutral, have regard for the health and wellbeing of veterinary staff within an establishment and be agreed by all involved parties.
- a) Ongoing disruption to pre-established roster patterns for optimum veterinarian presence, through short notice changes to processing will be addressed through a review of establishment Hours of Work with the operator, MPI Verification Services, and veterinary staff (refer Point 2 above).

5) Cancellation of Rostered Night shift

- a) As per section 4 above, in the event of a cancelled night shift, the rostered night shift vet, where practicable, would make themselves available to commence work earlier (after an appropriate break) and share the work with the day shift vet.
- b) The practicality of commencing early the following day would consider such issues as childcare or other prearranged commitments.

Signed:


Director
MPI Verification Services


Director
Human Resources


President
Professional Verifiers Institute

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