



ROSTER CHECKLIST

Does your roster meet the requirements of the WA Health System Medical Practitioners AMA Industrial Agreement 2022 (WAH) or the St John of God Health Care – AMA WA – Medical Practitioners Enterprise Agreement 2021 (SJOG) - Use this checklist to find out!

THE BASICS

- Full Time employees' hours are averaged to 40 hours per week
- Rosters must be:
 - issued at least 14 days in advance (WAH at least 21 days if possible)
 - be posted for a minimum 28-day period (WAH) or at least aligned to one pay cycle e.g. fortnight (SJOG)
 - include start and finish times for each shift
- You must receive 4 weeks' notice of your clinical rotations (incl. locations) at the start of each calendar year
- Rosters not to be amended during their currency unless you agree (except in cases of emergency)
You should seek advice if changes to a roster are being imposed without your agreement

THE 28 DAY CYCLE

- You must have 8 days off in each 28-day cycle (including 4 days free from all duty including on call)
- You can work a maximum of 12 days in a row, which must be followed by 48 hours free from all duty
- You must have 12 weekday evenings off (6pm-8am) in each 28-day period
- Where practicable every 2nd weekend must be free from all duty including on call (on average)

HOURS

- Split shifts are not allowed (SJOG by mutual agreement only)
- Shifts must be a minimum of 3 hours and a maximum of 15 hours long (inclusive of breaks)
- If a shift commences after 12 noon (midday) it must be no longer than 12 hours (inclusive of breaks)
- You are entitled to a paid 30 minute break each shift, and an additional 30-minute break if the shift is longer than 10 hours (exclusive of meal break time)
- There must be at least 8 hours break between shifts (if breached a 50% loading applies to the subsequent shift worked, separate and in addition to any other penalties applicable e.g. shift or overtime)
- Rostered hours must not exceed 75 hours in any 7-day period, and not exceed 140 in any 14 consecutive days
- A maximum of 4 night shifts in a row, or 5 if the total rostered hours does not exceed 50 hours (If 5 consecutive nights are worked, you must be given the following two days free from all duty)
- If part time, additional hours beyond your agreed/contracted minimum weekly hours should not be rostered without your prior agreement
- Does your roster, including start and finish times, match the hours you are being paid for and the hours you are expected to work?



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