

PAID INSTRUCTION HOURS

Paid instruction hours including, rostered time on, minimum hours of employment, hours worked minimum break, cancellation issues, reimbursements and child care.

ROSTERED TIME ON

An instructor will be entitled to payment of the guaranteed rostered hours as published for the week if they have agreed to and signed the roster.

MINIMUM HOURS OF EMPLOYMENT

An instructor will be engaged for a minimum of 3 hours, unless otherwise booked. If bookings dictate the need to use an instructor for less than 3 hours, the instructors offered this work must be advised at the time the work is offered and indicated.

The 3 hours minimum shall include any paid 15 minute break that may be applicable to school pool instructors.

HOURS WORKED MINIMUM BREAK

Instructors must not work for extended periods of time without a break. The following provisions must be strictly observed:

HOURS WORKED	MINIMUM BREAK
Up to 3 hours	Nil
Between 3 and 4 hours	15 minutes
More than 4 hours	30 minutes

HPIs are not paid for these breaks.

Only School pool instructors employed before and after recess time can be paid for the recess a maximum of one 15 minute break each day.

CANCELLATION OF LESSON - PAYMENT

Each Instructor in Charge, Second Instructor in Charge, Senior Instructor, Instructor and Assistant Instructor will be provided with a weekly roster of work stating the guaranteed hours of engagement for that week.

The number of hours may be varied by agreement between the Instructor and the Instructor in Charge.

An Instructor who is absent without reasonable cause will not be entitled to payment.

An Instructor will be entitled to payment of the guaranteed rostered hours as published for the week if the lessons are cancelled and they attend and undertake alternative work as assigned by the Instructor in Charge.

REMIMBURSEMENT

Reimbursement can only be made for travel, postage or telephone calls where specifically agreed by the Manager Sport and Water Safety in advance.

CHILD CARE

In an emergency situation, when an instructor's child is ill, the instructor may bring the child to the centre providing that appropriate care facilities and supervision are available and the Instructor in Charge has approved.

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