



ROSTER CHECKLIST

Does your roster meet the requirements of the **WA Health System Medical Practitioners AMA Industrial Agreement** (WAH) or the **St John of God Health Care – AMA WA – Medical Practitioners Enterprise Agreement** (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 four weeks' notice of your clinical rotations (incl. locations) at the start of each calendar year
- Does your roster, including start and finish times, match the hours you are being paid for and the hours you are expected to work?
- 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 eight days off in each 28-day cycle (including four days free from all duty, incl. 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 second weekend must be free from all duty, incl. on call (on average)

HOURS

- Split shifts are not allowed (SJOG by mutual agreement only)
- Shifts must be a minimum of three hours and a maximum of 14 hours long (incl. breaks)
- If a shift commences after 12 noon (midday) it must be no longer than 12 hours (incl. 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 (excl. meal break time)
- There must be at least 10 hours break between shifts (if breached, a 50% loading applies to the subsequent shift worked, separate & in addition to any other penalties applicable e.g. shift or overtime)
- Rostered hours must not exceed 75 hours in any seven-day period, or exceed 140 in any 14 consecutive days
- A maximum of four night shifts in a row, or five if the total rostered hours do not exceed 50 hours
- You must have a 24-hour break (incl. on call) following working either a single, or two or three consecutive night shifts, and a 48-hour break (incl. on call) following four or five consecutive night shifts
- Unless exceptional circumstances apply, you must not be rostered to work a night shift (incl. on call) immediately prior to approved leave
- If part-time, additional hours beyond your agreed/contracted minimum weekly hours should not be rostered without your prior agreement



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