

Roster Changes & Variations Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template provides general guidance on roster changes. Specific notice requirements and entitlements vary by award and enterprise agreement. Always check your applicable industrial instrument.

1. Purpose

This policy establishes the framework for making changes to published rosters at [Company Name]. It ensures roster changes are managed fairly while meeting operational needs and complying with notice requirements.

2. Scope

This policy applies to:

- All roster changes after publication
- Changes initiated by employer or employee
- All employment types

3. Types of Roster Changes

3.1 Employer-Initiated Changes

- Additional shifts
- Cancelled shifts
- Changed start or finish times
- Changed location
- Changed duties

3.2 Employee-Initiated Changes

- Shift swap requests
- Requests to reduce hours
- Unavailability notifications
- Leave requests

4. Notice Requirements

4.1 Standard Notice

[Company Name] will endeavour to provide:

- 7 days notice for roster changes
- Or as required by applicable award
- Longer notice where possible

4.2 Short Notice Changes

Changes with less than 7 days notice may occur due to:

- Unexpected absence of another employee
- Emergency situations
- Genuine operational necessity
- Employee agreement

4.3 Employee Notice

Employees requesting changes should provide:

- As much notice as possible
- Minimum [24/48/72] hours for non-urgent requests
- Immediate notice for emergencies

5. Cancelling Shifts

5.1 Employer Cancellation

When [Company Name] cancels a shift:

- Notice provided as early as possible
- Alternative shift offered where available
- Entitlements paid as per award

5.2 Minimum Payment

- Cancelled shifts may attract minimum payment
- Check award for specific entitlements
- May vary based on notice given

5.3 Employee Cancellation

Employees seeking to cancel a shift must:

- Notify manager as soon as possible
- Provide reason where appropriate
- Arrange replacement if required by policy

6. Changing Shift Times

6.1 Start Time Changes

- Changes to start times communicated directly
- Employee agreement sought where possible
- Award notice provisions apply

6.2 Finish Time Changes

- Early finishes may be offered
- Extended shifts subject to agreement
- Overtime provisions may apply

7. Additional Shifts

7.1 Offering Extra Shifts

- Offered to suitable available employees
- Acceptance is voluntary
- Fair distribution among team

7.2 Employee Rights

- May decline additional shifts
- No adverse consequences for declining
- Part-time contract variations may apply

8. Location Changes

- Changes to work location communicated in advance
- Travel time and costs considered
- Reasonable changes only

9. Communication of Changes

9.1 Methods

- Updated roster published via [system/noticeboard]
- Direct notification to affected employees
- Written confirmation where required

9.2 Employee Responsibility

- Check for roster updates regularly
- Acknowledge receipt of changes
- Raise concerns promptly

10. Refusing Changes

10.1 Employee Rights

Employees may refuse roster changes if:

- Insufficient notice provided
- Change is unreasonable
- Personal circumstances prevent acceptance

10.2 Resolution

- Discuss concerns with manager
- Alternative arrangements explored
- Escalate if not resolved

11. Recording Changes

- All roster changes documented
- Original and revised roster retained
- Reason for change recorded

12. Review

This policy will be reviewed annually or when rostering practices change.

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Roster Changes & Variations Policy.

Employee Name: _____

Signature: _____

Date: _____