

Roster Publication & Notice Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template provides general guidance on roster publication. Most modern awards require a minimum of 7 days notice for rosters. Always check specific requirements under your applicable award or enterprise agreement.

1. Purpose

This policy establishes when and how rosters are published at [Company Name]. It ensures employees receive adequate notice of their working hours and shifts, enabling work-life balance and compliance with award requirements.

2. Scope

This policy applies to:

- All rostered employees
- All departments and locations
- All employment types

3. Legal Requirements

3.1 Award Requirements

Most modern awards require:

- 7 days notice of rosters
- 7 days notice of roster changes
- Roster displayed in accessible location

3.2 Enterprise Agreements

Enterprise agreements may specify:

- Different notice periods
- Specific publication methods
- Consultation requirements

4. Roster Publication

4.1 Notice Period

[Company Name] will publish rosters:

- At least [7/14] days before commencement
- By [day of week, e.g., Thursday] for the following week
- Earlier where operationally possible

4.2 Publication Methods

- Via [rostering system/app name]
- Email notification to affected employees
- Display on workplace noticeboard
- [Other methods as applicable]

4.3 Roster Content

Published rosters will include:

- Employee names
- Shift dates and times
- Work location
- Role or duties (if applicable)
- Break times

5. Roster Periods

5.1 Standard Period

- Rosters published for [1/2] week periods
- Consistent roster cycle maintained

5.2 Advance Rosters

- Draft rosters may be provided further in advance
- Subject to change until final publication
- Final roster confirmed at notice deadline

6. Accessing the Roster

6.1 Employee Responsibility

- Check roster when published
- Note scheduled shifts
- Raise discrepancies promptly

6.2 Access Methods

- Online via [system/app]
- Physical copy on request
- Workplace noticeboard

7. Roster Changes After Publication

7.1 Employer Changes

- 7 days notice for changes where possible
- Direct communication for shorter notice
- Employee agreement sought where required

7.2 Short Notice Changes

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

- Unexpected absences
- Emergency situations
- By agreement with the employee

8. Employee Requests

8.1 Before Publication

- Submit availability before roster creation
- Request time off in advance
- Provide notice of changed circumstances

8.2 After Publication

- Shift swaps may be arranged
- Changes subject to manager approval
- Refer to roster changes policy

9. Part-Time Employees

- Rostered according to contracted hours
- Additional shifts offered separately
- Contract variations for ongoing changes

10. Casual Employees

- Shifts offered in advance where possible
- Acceptance confirms commitment
- May decline offered shifts

11. Responsibilities

11.1 Managers

- Publish rosters by deadline
- Ensure all employees notified
- Communicate changes promptly

11.2 Employees

- Check roster when published
- Attend scheduled shifts
- Notify of issues promptly

12. Review

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

Employee Acknowledgement

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

Employee Name: _____

Signature: _____

Date: _____