

HAWGOOD HAULAGE PROLONGED WET WEATHER POLICY

FULL TIME EMPLOYEES: DURING PERIODS OF PROLONGED WET WEATHER OR PERIODS OF INSUFFICIENT WORK...

Hawgood Haulage will endeavour to keep all staff employed for as long as can be financially sustained.

We will continue to provide payment of 40 hours /week for as long as is financially viable and then further to that, will negotiate options with employee as per listed below:

- Request drivers provide productive assistance at workshop with cleaning, maintenance or vehicle related tasks (short term)
- Take available annual leave
- Revert to a casual classification for this period - paid at casual AWARD rates
- Take payment as a retainer at the AWARD minimum weekly rate
- Take leave without pay

Please note: After one month of insufficiently viable work contracts, if downsizing the number of vehicles becomes necessary, the employee's contract may need to be terminated."

Review the examples below to help clarify this: The Wet Weather/Insufficient work policy is to ensure you are paid a minimum of 40 hours per week for as long as financially viable.

EXAMPLE 1: This week, Nigel had worked 11 hours each day from Monday to Thursday but there was no work for him on Friday.

This meant he had worked 44 hours from Mon to Thurs. Since **he had worked more than 40 hours in this week**, he would not be paid for Friday unless it had been requested that he came into the workshop and was involved in productive work whilst there. If he worked Friday, Nigel would complete the "Paid for Workshop Hours" form:

<https://forms.office.com/r/SRwYPZ6Byh> This form will ask Nigel to give a description of the productive work he has done in his time at the workshop or in other related duties. If Geoff does not require Nigel at the workshop, he is free to go home to enjoy his own domestic bliss. Any **overtime hours** worked between Monday to Thursday would still **be paid at the overtime rate**.

EXAMPLE 2: Nigel has worked Mon to Fri but the work has been very slow.

At the end of the week, he has only had work for 28 driving hours. He has also been asked to do 4 hours productive work in the workshop, cleaning/tidying, updating training materials/paperwork or ferrying of vehicles, drivers or parts. Nigel would have completed the "Paid for Workshop Hours" form <https://forms.office.com/r/SRwYPZ6Byh> to reflect what he has done for the 4 productive hours outside of his driving duties. This had given him a total of 32 hours for the week and was then sent home. ***This week, Nigel would be paid the extra 8 hours to total 40 hours for the week even though he had only worked 32 before being sent home.***

EXAMPLE 3: Nigel has worked 32 hours for the week however, there was no driving work available on the Wednesday because it was pouring rain.

Geoff decided to have a workshop clean up & training day to cover everyone's 8 hours on the Wednesday, however, Nigel had decided his doona was calling and had made an excuse not to come in. **Nigel will only get 32 hours pay** because he had made himself unavailable even though there were other tasks that could have been done. He could request extra payment from his annual leave accruals.