

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA99/32

TITLE: The Mayne Logistics, New South Wales, (Stage I, II & III) Enterprise Agreement 1998

I.R.C. NO: 98/5369

DATE APPROVED/COMMENCEMENT: 16 October 1998

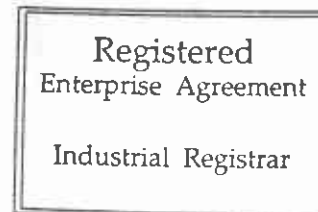
TERM: 31 December 1999

**NEW AGREEMENT OR
VARIATION:** New

GAZETTAL REFERENCE:

DATE TERMINATED:

NUMBER OF PAGES: 20



COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to employees engaged at the Company's operations at 56 Anzac Street, Chullora, NSW, and in any of the occupations, industries or callings specified in the NSW Transport Industry (State) Award

PARTIES: Mayne Nickless Limited -&- Transport Workers' Union of Australia, New South Wales Branch

“Without Prejudice”

ENTERPRISE AGREEMENT

(Stage I, II & III)



**Mayne Logistics - Australian Paper, Chullora
New South Wales**

(A Transport Service of Mayne Nickless Limited)

ACN 004 073 410

AND

**The Transport Workers Union of Australia
New South Wales Branch**

Date: 28 July 1998

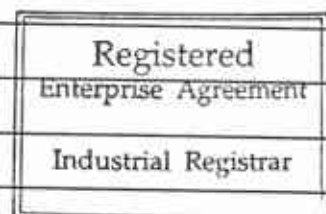
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Clause 1: Title

This agreement shall be titled The Mayne Logistics, New South Wales, (Stage I, II & III) Enterprise Agreement 1998.

Clause 2: Arrangement

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Clause 3: Purpose Of The Agreement

(i) Intent

This Agreement has been designed to provide opportunities for Management and staff to develop specific improvements or initiatives within the business. The Company, in conjunction with its employees and the Union, intends to achieve a stable and workable employee relations environment at the business unit/site to provide flexibilities, a competitive edge, improved efficiency and quality services. To this end the union and employees agree to work with the Company to facilitate:

- more dynamic and innovative working arrangements than exist at present.
- improved business and customer needs/servicing requirements;
- introduction of new technologies and related initiatives;
- new hours and start time initiatives;
- opportunities for staff to participate in new initiatives;
- potential for an annualised salary system;
- initiatives which improve restructuring initiatives/business plans/budgets/work culture and servicing requirements;
- award provisions being in plain English and simpler to read;
- a future comprehensive company Award.

(ii) Continuous Improvement Initiatives

- (a) The parties to this Agreement are committed to positively identify and implement measures to improve productivity and efficiency at an enterprise level during the life of this Agreement.
- (b) The parties will develop specific productivity, efficiency measures and key performance indicators (KPIs).
- (c) Specific measures to be considered as part of a broad agenda may include but not be limited to matters such as:

- improved service delivery;
- flexible work patterns;
- work roster modelling;
- work practice and restructuring reviews;
- workers compensation;
- continuous service improvement processes etc.



(iii) The Union will not unreasonably object to such matters being discussed or reviewed during the life of this agreement.

(iv) The consultative committee will be involved in monitoring such matters and the Union will not unreasonably object to such matters.

(v) **Management and Staff Commitments**

The parties agree that it is to their mutual benefit to commit to the following:

- (a) Focus decision making and responsibilities around customer satisfaction (internal and external).
- (b) Improve customer service expectations via continuous service improvement.
- (c) Deal honestly and fairly with each other at the workplace, including customers, suppliers and the wider community which the Company serves.
- (d) Ensure the needs of the business are a joint priority in assessing and implementing future initiatives under this Agreement.
- (e) Site specific agreements will be developed where nominated by the employer.

Note: Such Agreements will be included as an annexure to this Agreement.

- (f) Ensure the business and customers interests are not compromised or impacted on by industrial action, before ensuring consultation with Management levels occurs as an accepted standard practice. (The disputes procedure herein will be adhered to).
- (g) Upholding the Company's policies and procedures at each site and by each individual employee.

Clause 4: Relationship to Parent Award

This agreement shall be read and interpreted wholly in conjunction with the NSW Transport Industry (Interim) State Award (1991) provided that where there is an inconsistency, this Agreement shall take precedence to the extent of the consistency.

Clause 5: Scope and Application

This agreement shall apply and be binding on Mayne Logistics in respect of its employees at 56 Anzac Street, Chullora NSW and the TWU of Australia (NSW Branch) and its members and employees employed in any of the occupations, industries or callings specified in the NSW Transport Industry (State) Award.

Clause 6: Period of Operation

- (i) This agreement shall operate on and from the first full pay period this agreement is approved and shall remain in force until 31 December 1999.
- (ii) The parties undertake to commence discussions 6 months prior to the expiration of the Agreement, however, this agreement will continue in force until replaced by a new Agreement.

Clause 7: Duress

This Agreement was not entered into under duress by any party to it.

Clause 8: Structural Efficiency Principle

The parties agree that efficiencies introduced as a result of the Structural Efficiency Principle continue to have a positive impact on business performance. •

Clause 9: Enterprise Agreement - Stage 1 & 2

The parties agree provisions introduced as a result of the Stage 1 & 2 Enterprise Agreement shall continue to be applied unless better initiatives are introduced, in lieu, in this Stage 3 Agreement.

The Union and its officers in conjunction with management and employees will commit resources and energies to improving and achieving productivity, efficiency and performance outcomes in each business unit/site in a cooperative manner.

Clause 10: Wage Increase

Employees will as a result of this agreement, have their rates of pay increased by 10% overall from the first full pay period as follows:

Stage 1 - Wage Increase

Rates of pay will increase by 3 ½ % from the first full pay period on December 1997, subject to employee's adhering to the dispute settling procedures in this Agreement.

Stage 2 - Wage Increase

Rates of pay will be increased by 3 % from the first full pay period at the time of signed Agreement.

Stage 3 - Wages Increase

The remaining 3 ½ % will be paid at 30th June 1999.
Scope for further 2% end of April 2000.

Grade	TWU Award Rate	Current Rate 3 ½ %	1 st Increase 3 %	2 nd Increase 3 ½ %
1	11.7552	12.1684	12.5335	12.9721
2	12.1657	12.5921	12.9699	13.4238
3	12.45	12.8868	13.2734	13.7380
4	12.6973	13.1421	13.5364	14.0102
5	13.3368	13.8053	14.2195	14.7172
6	13.4974	13.9711	14.3902	14.8939
7	13.9842	14.4737	14.9079	15.4297
8	14.9763	15.5026	15.9677	16.5265

Note: Overaward payments will be absorbed by the wage increase provided for in this clause.



Clause 11: No Extra Claims

The Union undertakes that there shall be no further wage increases during the life of this Agreement.

Wage rates paid pursuant to this Agreement are inclusive of State Wage Case determinations for the life of this Agreement.

Clause 12: Flexible Lunch Arrangement

The parties agree that where opportunities exist to enhance company efficiencies through increased vehicle utilisation, employees will ensure, they arrange the taking of their meal breaks to complement customer meal break times and to ensure down time is eliminated on routes.

Accordingly, meal breaks may be varied to ensure lunch breaks are taken at a more convenient time during the employees shift.

Clause 13: Annualised Salary

(i) Intent

- a) Where efficiencies and flexibility's can be identified as part of implementing an annualised salary system in lieu of the traditional Award wage plus extra's associated with an Award, then the parties will work co-operatively towards implementing an annualised salary, which will be paid by Electronic Funds Transfer (EFT) weekly.
- b) Any new Annualised Salary scheme will not create any additional wage costs to the Company, since the calculations for Annualised Salaries will involve averaging existing wage rates, allowances, overtime, shift/weekend (as applicable) and public holiday payments previously paid, to establish an Annualised salary on an all up rate in return for employees working flexible hours without start and finish time restrictions and satisfying all work demands as required.

Note: An Annualised Salary will be designed as an incentive for work done within the business.

The Union and its officers will discuss the concept of Annualised Salaries with flexible arrangements applying for the business.

(ii) The parties agree to have in place provisions which meet clients needs and ensure operational coverage is enhanced through having flexible and innovative hours. It is important drivers are ready to commence driving duties at starting times which optimise the achieving of route services in a timely manner, therefore, the parties commit to this objective.

Any re-arrangement of hours will be arranged around business priorities and services, subject to the following:-

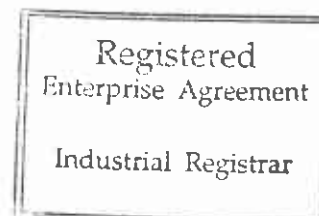
- a. Ordinary hours of work may be an average of 38 hours over a 4 week cycle of 152 hours.
- b. The working of the 38 hour week may be arranged in any of the following ways:-
 - 1) In shifts of varying lengths which average a total of 38 hours per week.
 - 2) 152 hours to be arranged in order that an employee shall not be required to work their ordinary hours on more than 20 days in a 28 day cycle.
 - 3) Each shift shall consist of not more than eight (8) ordinary hours of work per day, provided that by mutual agreement between the employer and employee(s) up to a maximum of 12 ordinary hours maybe accommodated as part of providing service delivery to clients.
- c. Nothing contained in this clause shall limit the method of the working of the 38 hour week, where various sections of the establishment have different needs and/or services to be maintained.

Clause 14: Flexible Starting Times

Subject to the employer and employee agreeing on a competitive rate of pay it is agreed flexible hours maybe worked over any five days in a week. It is agreed employee(s) may have their starting time varied for shift work and also between 5.30 am and 9.00 am, provided notice is given to the employee(s) prior to the cessation of the previous shift. Where starting times are to implemented outside 5.30 am to 9.00 am the employer will give 7 days notice unless mutually agreed.

Clause 15: Casual Employees

- (i) A casual employee is one engaged on an hourly basis otherwise than as a permanent part time or full time employee.
- (ii) All casuals engaged shall receive a minimum payment of 4 hours for each start.



Clause 16: Permanent Part Time Employees

Permanent Part Time provisions have been agreed to ensure more flexible provisions for employees maybe utilised. This provision compliments the Company's Affirmative Action strategies for 1996/97 and the need to cater for different family responsibilities/gender issues.

The Permanent Part Time employee provision is as follows:

- I. A Permanent Part Time employee (inclusive of drivers) is one who is permanently appointed by a facility to work a specified number of hours which are less than those prescribed for a full time employee. By Agreement between the employer and employee the specified number of hours may be balanced over a week, fortnight and/or monthly period, provided that the average weekly hours shall be deemed to be the specified number of hours for the purposes of accrual of annual leave. Provided further that there shall be no interruption to the continuity of employment merely by reason of an employee working on a week on, week(s) off basis in accordance with this subclause.
- II. Employees engaged under this clause shall be paid an hourly rate calculated on the basis of 1/38th of the appropriate rate prescribed by this Agreement. Minimum engagements will be arranged by mutual Agreement.
- III. Permanent Part Time employees shall be entitled to all other entitlements on a pro-rata basis.

Clause 17: Management Operational Assistance

It is agreed by both parties, that MOA will be permitted within the Agreement where no Award Worker is available. This Clause shall not be used to willing reduce Award Workers overtime.

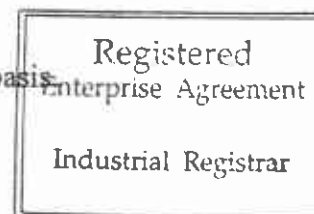
Clause 18: Vehicle Computer Downloading

The parties agree that the measurement of vehicle and driver performance and driver techniques is imperative to ensure competitiveness and Occupational Health and Safety.

Therefore, after the implementation of a structured training program, all employees will be required to download their Circuitlink or other Vehicle Internal Computer system and submit periodically the output to his or her supervisor.

Adequate downloading capabilities will be provided by the company to each yard to facilitate this activity.

The downloading of Tachographs by drivers must be done on a weekly basis.



Clause 19: Payment for Meetings and/or Training

It is agreed that the company can conduct one (1) training course on one (1) Saturday for the term of this agreement where eight (8) hours pay at ordinary time will be paid, additional hours will be paid at time and a half.

Examples would be, but not limited to the following.

- O.H.S. Meetings.
- Toolbox meetings
- Management meetings
- Any training courses.

Note: Alternative arrangements maybe entered into where there is mutual agreement.

Clause 20: Substitution of Union Picnic Day

To ensure flexibility and to allow mutual arrangements between the employer and employee(s), the following arrangements will be implemented:-

Union Picnic Day provided for under the parent award maybe substituted for another day off by Agreement between the employer and the employee(s) to be taken adjacent to a period of annual leave or at another time to suit the needs of the business.

Clause 21: Housekeeping and Maintenance

It is agreed that all employees, including management will be responsible for ensuring their work environment is maintained in a clean and tidy state.

Further the company may request employees undertake general yard cleaning/loading/ housekeeping duties as and when the need arises. This may also involve the Occupational Health & Safety issues.

Drivers are responsible for maintaining vehicles, such as:

- I. VFR (Vehicle Fault Report) to be completed when necessary. White copy of VFR is to be forwarded with daily timesheet to management.
- II. DVC (Daily Vehicle Check) to be completed at the start of each shift. Also includes both trailers and skels.
- III. Ensuring vehicles are washed (on a weekly basis) and cleaned as required by the customer or employer.

Warehouse Staff / Drivers:-

- I. Safety Vests are to be worn onsite at all times.



Clause 22: Dispute Procedures

Disputes Avoidance and Settlement Procedure

The following procedure represents the joint commitment by the parties to the EBA process to ensuring, through a defined consultative process, all matters of concern to the parties can be resolved so that the interests of all those affected, including clients, are protected from disruption and the value of the productivity and efficiency improvement benefits provided by the EBA's are sustained. The process emphasises the need for local management and union officials to expedite the effective resolution of issues as they arise.

Disputes Avoidance Procedure

Application:

The following disputes avoidance procedure will apply in the event that a question, dispute or difficulty arises involving employees and the management of the Company (activity).

Objective:

The objective of this procedure is to establish a means of facilitating the resolution of questions, disputes or difficulties without disruption to the operations of the Company. It is based on the intent of the parties to support the timely and orderly determination of issues which arise in the workplace from time to time.

Process:

Dispute Avoidance and Settlement Procedures

Dispute occurs;

- Stage 1 - Site procedures are followed (ie. conferences with, member, delegate, local official).
- Stage 2 - After stage 1 is completed there is a 24 hour cooling off period where the status quo is retained.
- Stage 3 - During the stage 2 cooling off period conferences will be held between State Management of Mayne Logistics and State Secretaries of the TWU.
- Stage 4 - After stage 3, there is a further minimum 24 hour cooling off period where the status quo is retained.
- Stage 5 - During stage 4 there are conferences between national Management of Mayne Logistics and the State Secretary of the TWU.
- Stage 6 - After stage 5 is completed there is a further minimum 24 hour cooling off period where the status quo is retained.

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Stage 7 During stage 6, the matter is referred to the IRC. Both parties will agree to the IRC's decisions.

Variations

- a) Safety issues will be dealt with as determined by OH & S Chairman/representative, or the State OH & S bodies in accordance with the correct procedures.
- b) Essential Services - such as supply of blood, medical services and perishable items shall not be interrupted through industrial disputation. Additionally where specific EBA exemptions/priority services have been agreed, these shall continue to apply.

Status Quo

Special Note: The TWU commits to communicate their support and agreement in regard to the adherence to disputes procedures contained in this agreement.

The Status Quo is defined as the practice in place prior to the dispute.

If the Status Quo position cannot be agreed then the procedure is to fast track to the State level of the IRC with no commitment given.

Notwithstanding anything contained in this procedure, both parties reserve the right to notify the IRC at any stage of the process.

Clause 23: Payment of Wages

All employees (including casuals) are to be paid weekly by Electronic Funds Transfer (EFT). The company will pay wages to accounts by close of business each Wednesday.

The company may vary paydays around public holidays or where circumstances beyond the control of the employer necessitates the moving of pay days without penalty.



Clause 24: Labour Portability

1. A fundamental discipline of the Company's business is the ability to effectively utilise its resources, including employees and equipment.
2. Customer requirements vary on a day to day basis, and as such the Company must respond accordingly.
3. The parties have agreed that in order for the Company to respond to customer requirements it must have the flexibility to move both labour and equipment to match these requirements.
4. As such, where work volumes dictate, all employees following consultation will be portable from one section/location to another section/location within the company.
5. Consideration will be given to the employees qualifications, capabilities and specific product knowledge.

Clause 25: Code of Conduct

The following Codes of Conduct have been designed to ensure all employees understand their obligation / responsibilities with regard to Acts of Dishonesty, Company Policy and General Discipline.

a) General

All employees including management are required to:

- (i) Treat customers and colleagues with honesty, courtesy and respect.
- (ii) Effectively perform their duties in line with business objectives, awards / agreements policies, rules and procedures.
- (iii) Work in a Safe and Healthy manner.
- (iv) Attend work when required and report absences immediately.

b) Acts of Dishonesty

The following examples are listed as a guide to ensure that all employees clearly understand that such acts are dismissible offences.

- (i) Proven cases of theft and Pilferage (stealing).
- (ii) Falsifying of documents so as to achieve a benefit one is not entitled to (wages / time sheets etc.).
- (iii) Clocking off or on Bundy cards other than the Bundy card displaying the employees own payroll number.
- (iv) Any form of proven malicious violence towards:
 - Company property
 - Customers and / or their property
 - Any member of the public and / or their property
 - Fellow employee's and/or their property



Above relates to during working hours and on Company or clients property, however, it does not prevent employees using self defence to defend themselves.

- (v) Refusal to follow or carry out a Lawful and Reasonable request / directive given by a Supervisor, Fleet Controller, Managers.
- (vi) The use of, or being affected by or in possession of illegal drugs and / or substances in Company time, on Company property.
The use of prescription drugs which may affect any employee / s performance must be brought to the attention of the employee/s supervisor or manager. Such information will be deemed confidential.
- (vii) Consumption of alcohol during working hours.

The above list is not exhaustive and employees should take care and avoid placing themselves in such a situation.

c) **Misconduct**

The following list represents a guide for employees to ensure they understand that such misconduct can lead to Disciplinary Action being taken against an employee:

- (i) Driving any vehicle in the yard complex at excessive speed.
- (ii) Mishandling (throwing, kicking) thereby causing damage to Freight.
- (iii) Failing to ensure a vehicle check occurs for - Oil, Water, Tyres and Fuel, which results in a breakdown, vehicle damage, or loss to productive time.
- (iv) Not approaching or treating employees in a reasonable and civil manner.
- (v) Failing to notify the Company via a Supervisor, when arriving later than normal starting time (within one (1) hour).
- (vi) Unacceptable attendance, continual lateness, patterned absences, failure to notify the Company via a Supervisor, for a pending absence (prior to rostered start time).
- (vii) Failure to wear Company uniform while representing the Company whilst effecting pick-ups and deliveries.
- (viii) Failure to effectively perform duties.
- (ix) Failure to be Free from the Influence of Alcohol when reporting to work.
- (x) Failure to work in a Safe and healthy manner.
- (xi) Failure to comply with Operating Procedures which may lead to injury/damage to property/person or productivity.

The above list is not exhaustive and employees should take care and avoid placing themselves in such a situation.

d) **General Conduct**

In cases of serious misconduct, the employee may be given a verbal warning, a written warning, or dismissed depending on the following criteria:

- (i) Circumstances and work relevance of the misconduct.
- (ii) Seriousness of the misconduct.
- (iii) Employee's explanation of his / her conduct.
- (iv) Employee's past conduct and personal situation.



Note 1:

At the discretion of the Company, an employee involved in Misconduct (other than Acts of Dishonesty) may be stood aside on normal pay pending a full investigation.

Note 2:

Letters of Warning for Misconduct (other than Acts of Dishonesty) will remain on an employee's file as follows:

First	-	9 months
Second	-	12 months
Third and Final	-	24 months

Exceptional circumstances may deem it necessary for Letters of Warning to remain on file for less or more time as applicable.

Note 3:

The employee shall have the right to have a witness of their choice present during all the above steps

Notwithstanding anything contained in this Code of Conduct, the employee has the right to have a Union official and / or delegate present during any of the steps outlined in this clause

(Note 2 above) and the employee will be required to sign such letters of warning to confirm he / she understands their content.

Clause 26: Multi Skilling / Rotation

It is agreed that all employees, as and when directed by the company will make themselves available to work in any section/s to gain experience in performing all tasks and functions associated with company operational activities.

Employees will undertake any necessary training to facilitate the skill enhancement associated with multiskilling.

Clause 27: Annual Leave

The parties agree to implement an Annual Leave Roster, this system will call for employees to nominate when they wish to proceed on Annual Leave, the employee would also be required to give alternative dates. The submission of an annual leave request does not constitute that the leave will be approved.

The introduction of Roster Annual Leave will reduce the need for Outside/ Casual hire employees as well as provide a more stable level of resources.

The Company will call for Annual Leave dates on yearly basis and respond to employees within 30 days as to their allocated leave dates.



This annual leave roster will be compiled taking into account the operational needs of the business. These being that where sites close or scale down for Christmas, Easter, Builders R.D.O.'s etc. the workforce will be required to take annual leave.

Clause 28: Future Technology

Presently, the Company and its customers have been working together to develop new work processes.

The objective of this exercise is to enhance customer service levels through quantum changes to how both the Customer and the Company presently deliver their respective services.

The parties agree that any changes to this work methodology brought about by the process re-design will be implemented in a co-operative manner.

Clause 29: Consultative Process

The Parties agree that a consultative approach to workplace change programs will apply. The Site Consultative Committee will meet on a regular basis to monitor the effectiveness of the Enterprise Agreement and identify new areas of workplace activity that can be improved to enhance productivity, customer service and job satisfaction. Those meetings ought to be held at least bimonthly or as necessary and on company time during the life of this Agreement.

Clause 30: Crib Breaks

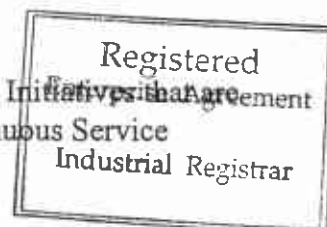
The Company requires as a general rule, that all employees take their crib breaks during overtime periods.

To ensure that this practise occurs, all employees returning to the depot/ yard will be deemed to have taken a crib break, unless authorised otherwise by an appropriate officer of the Company.

Clause 31: Total Quality Management / CSI

The parties agree to embrace the principles of Quality Management to every day working life.

The parties commit to participating in any Productivity Improvement Initiatives that are introduced from time to time ie. Quality Improvement Teams, Continuous Service Improvement Teams.



Clause 32: Rostered Days Off

The parties agree that the company may request an employee to take a single RDO as the business unit requires on the provision that:

1. It is by mutual agreement or where no agreement has been reached, the company may direct an employee to take an RDO by giving appropriate notice.
2. Employees give 7 days notice and management respond within 24 hours of acceptance or rejection.
3. That employees be paid out at Christmas each year outstanding RDO's.

Clause 33: Sick Leave Bonus Scheme

That employee's be paid out at Christmas each year outstanding Sick Leave (as per the Attachment / Bonus Scheme).

Clause 34: Spread of Hours

The parties agree that the current starting times applying to various depots/yards reflect the agreed position of the parties, and where those times are contrary to the Award spread of hours, the starting time shall be deemed to be the commencement of the spread of hours.

Clause 35: Hours

The parties agree that where circumstances exist to provide clients with enhanced operational coverage through variation of work hours, then and by agreement with those employees concerned a re-arrangement of hours may be introduced.

Provided that where a re-arrangement of hours has been introduced the following guidelines apply:

1. Hours of work will be up to a maximum of 10 hours a day
2. Ordinary hours may be worked Monday through Friday
3. Maximum hours of ordinary time work over a 4 week period will be 152 hours.

