



CONSULTATION PAPER

Transition to 37.5 hour week

OPS2, OPS3 and OPS4 Sheriffs Office Employees

1 November 2025

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Purpose

This paper has been prepared as a supporting document to the information presented by Deputy Sheriff Steve Duncan in the consultation forum of 5 November 2025.

This Consultation Paper outlines proposed changes to industrial conditions for Sheriff's Office employees under the Operational Services Stream (OPS), including:

Transition to 37.5-hour work weeks for full-time employees, replacing the current 38-hour arrangement. This change removes access to Rostered Days Off (RDO's) but retains Time Off in Lieu (TOIL) and overtime entitlements.

Full-time employees may elect to adopt the new 37.5-hour arrangement or retain their existing conditions. Part-time and casual employees will transition to the new 37.5-hour rate, resulting in a higher hourly wage. This change does not affect hours of engagement or other conditions.

Feedback is sought from impacted employees and the Public Service Association of SA (PSA) on transition from OPX conditions to OPS conditions in line with the SA Public Sector Enterprise Agreement: Salaried 2021.

Rationale for change

Initially, the Sheriff's Office employment conditions were subject to the South Australian Government Services Award (the SA Gov Award).

Under this award, full-time employees were paid their annual salary divided into 38 hours per week. Further, they accrued 0.4 unpaid hours per day towards an RDO. Part-time employees receive the same annual rate, paid pro-rata to their contracted hours.

In 1997, the Sheriff's Office's employment conditions became subject to the South Australian Public Sector Salaried Employees Interim Award. At that time, the Sheriff's Office elected to retain legacy employment provisions, electing not to transition to the standard 37.5-hour work week.

Currently, within the Sheriff's Office, all Administrative Services Stream (ASO) classified roles operate on a 37.5-hour week. As do the OPS6 Operations Manager roles. However, fulltime OPS2, OPS3, and OPS4 roles remain at 38 hours.

This inconsistency creates operational challenges, particularly in rostering, workforce flexibility, and the provision of a safe and secure environment for all court users. This also creates a disparity across the Sheriffs Office and the wider CAA as all other employee engaged under the SA Public Salaried EA work a 37.5-hour week or equivalent.

Proposed change



All vacant full-time positions will be made 37.5-hour positions (OPS) from the commencement of pay period 300, 29 November 2025. This will replace the current 38-hour OPX conditions, except for full-time employees who elect to retain their current conditions.

For full-time employees that elect to move to 37.5, this increases the hourly rate, reduces the working day from 8 hours to 7.5 hours, removes access to Rostered Days Off (RDO's) but retains Time Off in Lieu (TOIL) and overtime entitlements.

Part-time and casual employees will move to the OPS 37.5-hour conditions. The only change will be that all part time and casual employees will receive a higher hourly rate. This change does not affect hours of engagement or other conditions for part-time or casual positions.

Please note: There is no change to the full-time annual salary, only to the hourly rate and conditions around RDO accrual.

Whilst the current Salaried EA is still subject to negotiation, based on the current OPS pay scales, the change in the hourly rate for full-time and part-time employees would be as follows:

Classification	Hourly rate under 38 hour week / OPX conditions (current)	Classification	Hourly rate under 37.5 hour week / OPS conditions (future)
OPX2 - 1	\$29.62	OPS2 - 1	\$30.01
OPX2 - 2	\$30.74	OPS2 - 2	\$31.15
OPS2 - 3	\$31.86	OPS2 - 3	\$32.28
OPX3 - 1	\$34.10	OPS3 - 1	\$34.55
OPX3 - 2	\$35.21	OPS3 - 2	\$35.68
OPX3 - 3	\$36.34	OPS3 - 3	\$36.82
OPX4 - 1	\$38.62	OPS4 - 1	\$39.14
OPX4 - 2	\$39.46	OPS4 - 2	\$39.99
OPX4 - 3	\$40.30	OPS4 - 3	\$40.83
OPX4 - 4	\$40.49	OPS4 - 4	\$41.03

Benefits of the change:

- Higher hourly rates for employees who do not have access to RDO provisions
- The higher hourly rate also increases the annual leave, leave loading and overtime rates
- The higher hourly rate applies to casuals before the 25% casual loading is applied
- Consistency of pay rates between the OPS stream employees and ASO stream employees
- Alignment with the current industrial instruments
- Alignment with all CAA employment conditions
- Efficiencies with operational and workforce planning



What is changing

For full-time employees who elect to transition:

- Contracts will be based on 75 hours per fortnight not 76
- Hours worked per week will be 37.5 not 40
- RDO's will not be applicable
- Hourly rate will increase
- One day of leave (sick, recreation, etc) will be paid at 7.5 hours not 7.6

For part-time employees:

- Hourly rate will increase

Casual employees:

- Hourly rate will increase

What is not changing

For full-time employees who elect to retain 38 hours plus RDO

- There will be no changes

For full-time employee that wish to transition:

- There is no change to leave balances, overtime provisions, TOIL
- There is no change to access to overtime
- There is no change to rosters and/or other operational matters

For part-time employees:

- There is no change to contracted hours
- There is no change to leave balances, overtime provisions, TOIL
- There is no change to overtime conditions
- There is no change to rosters and/or other operational matters

Consultation Process

The staff forum for the 'Transition to 37.5 hours', followed by the distribution of the presentation, signals the commencement of the consultation process.

Consultation will be conducted in accordance with consultative principles of the *South Australian Public Sector Enterprise Agreement: Salaried 2021*. A copy of this paper has been provided to the Public Services Association (PSA) as the relevant union.



A PSA representative has been invited to attend this staff forum and was provided with a copy of this paper.

The feedback, views and suggestions of impacted employees and the PSA regarding this change are welcomed and valued.

Feedback is due by closed of business Wednesday 19 November 2025 and can be lodged via email at CAAPMSOFeedback@courts.sa.gov.au

Employees affected by the changes or seeking to provide their views and feedback on the proposal can provide input either individually, collectively as a group or through their PSA representatives.

Consideration of feedback

All feedback will be received during the consultation period will be considered. Communication will be provided to this effect. This includes the provision of responses to FAQs and comments received. This will be communicated via email and printed material.

Key dates

Subject to consultation and consideration of feedback, the below is provided as a guide for planning only.

Date	Activity
Wednesday 5 November 2025	Staff forum via teams including recording for those absent on the day
Wednesday 5 November 2025	Commencement of Consultation period for the 'Transition to 37.5 hours' proposal
Friday 14 November 2025	FAQs based on consultation feedback received
Wednesday 19 November 2025	End of Consultation Period
Friday 21 November 2025	Feedback considered and adjustments made as needed
Saturday 29 November 2025	Implementation of 37.5 hour conditions (in line with commencement of pay period)

Contacts and Support

If you have any queries regarding this proposal, please email Ms Belinda Stevens, Strategic Initiatives and Business Transformation Manager, at belinda.stevens@courts.sa.gov.au .

Employee Assistance Program

It is recognised that each employee experiences workplace change differently. The Employee Assistance Program (EAP) is available by contacting Cognition on (08) 8373 2688

Attachments

1. SA Public Sector Enterprise Agreement: Salaried 2021.

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