

When calculating your base rate of pay the following rules apply in your circumstances:

16 Meaning of base rate of pay

General meaning

- (1) The **base rate of pay** of a national system employee is the rate of pay payable to the employee for his or her ordinary hours of work, but not including any of the following:
 - (a) incentive-based payments and bonuses;
 - (b) loadings;
 - (c) monetary allowances;
 - (d) overtime or penalty rates;
 - (e) any other separately identifiable amounts.

20 Meaning of ordinary hours of work for award/agreement free employees

Agreed ordinary hours of work

- (1) The **ordinary hours of work** of an award/agreement free employee are the hours agreed by the employee and his or her national system employer as the employee's ordinary hours of work.

If the agreed hours are less than usual weekly hours

- (3) If, for an award/agreement free employee who is not a full-time employee, there is an agreement under subsection (1) between the employee and his or her national system employer, but the agreed ordinary hours of work are less than the employee's usual weekly hours of work, the **ordinary hours of work** of the employee in a week are the lesser of:
 - (a) 38 hours; and
 - (b) the employee's usual weekly hours of work.