

<b>Name of Policy</b>	<b>Employment of Part-Time Staff Policy</b>
<b>Description of Policy</b>	This policy describes the arrangements and conditions surrounding the employment of part-time staff members of the University.
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision	
<b>Description of Revision</b>	<i>Delete</i> Please type brief description of the deletion and specify information to be deleted
	<i>Insert</i> Please type brief description of the insert and specify information to be inserted

### Human Resources Directorate

<b>Policy and Revision Number</b>	
<b>Original Effective Date</b>	
<b>Review Due Date</b>	
<b>Revision Effective Date</b>	
<b>Senate Approval Date</b>	
<b>Vice Chancellor's Approval Date</b>	7 April 2008

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## **1. Policy Statement**

The University supports the employment of part-time staff members to achieve its strategic goals through the efficient and effective deployment of staff. Consistent with its Mission, the University aspires to achieve proper and efficient operations and a work-and-life balance that equitably and fairly recognises the needs of the University and the employee.

## **2. Policy Purpose**

This policy has been developed in support of the provisions for the employment of academic and general staff members on a part-time basis.

## **3. Application of Policy**

Part-time employment provides a mechanism for the engagement of staff consistent with the funding requirements of the University and the proper and efficient operations of the University. The use of part-time employment will be managed in line with these provisions.

- 3.1** Part-time work may be on an ongoing basis or for a specified period of time.
- 3.2** A staff member may apply for a part-time fraction consistent with the Parental Leave Policy.
- 3.3** A staff member may apply to amend her/his hours of work on a temporary or permanent basis to balance the work-and-life needs of the staff member consistent with the Work-Life Balance arrangements.
- 3.4** There is no minimum or maximum time fraction a part-time staff member may be engaged to work, although, the part-time fraction is subject to relevant approval.
- 3.5** The fraction requested by a staff member shall be in writing indicating the proposed fraction and the required period. The arrangement will be agreed in writing between the staff member and the University prior to the commencement of part-time employment.
- 3.6** The fraction to be worked may be varied subject to a request made by the staff member with reasonable notice and following consideration by the University. The varied arrangement will be agreed in writing between the staff member and the University prior to the commencement of the varied part-time employment.
- 3.7** The University may seek to vary part-time employment arrangements with a staff member to meet the proper and efficient operations of the University. The varied arrangement will be agreed in writing between the staff member and the University prior to the commencement of the varied part-time employment.
- 3.8** The University may need to vary the employment arrangements of a staff member to meet a particular need affecting the staff member concerned. Such a need may arise as a result of a staff member returning to work part-time through a Return to Work Program approved under relevant Workers' Compensation provisions.
- 3.9** To meet the proper and efficient operations of the University, following consultation with the staff member, the nominated supervisor will determine the number of hours to be worked on a daily basis and which days of the week will be worked by the staff member consistent with the principles of assigning annual academic workloads or working arrangements for general staff.

- 3.10** It is normal practice for a nominated supervisor to undertake a review of the actual hours and pattern of work to be undertaken, at least on an annual basis, and to advise the staff member of the required pattern of work and the specific days to be worked.

#### **4. Approvals**

Part-time employment, or any variation to an approved time fraction, must be submitted for approval by the appropriate delegated officer. Information on delegated officers for part-time employment arrangement approvals is available in the University Staff Delegations which are published on the Human Resources Directorate website.

#### **5. Policy Review**

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward her/his suggestions to the Director, Human Resources.

#### **6. Further Assistance**

Any staff member who requires assistance in understanding this Policy should first consult her/his nominated supervisor who is responsible for the implementation and operation of these arrangements in her/his work area. Should further advice be needed, she/he should contact the relevant Human Resources Consultant responsible for her/his Campus.