



28. Part-time employment



CSIRO Staff Association

This is the twenty-eighth (and last) in a series of fact sheets to assist CSIRO union members better understand and enforce our rights at work. The source of these rights is contained in the new CSIRO Enterprise Agreement 2011-2014 (EA).

Where are the rights for part-time officers contained?

There are a number of sections of the EA as well as CSIRO policy which pertain to part-time officers, but the key EA Clause is No. 75 (Part-Time/Job Share Arrangements).

How is a part-time officer defined?

A part-time officer is a staff member who works less than 36 $\frac{3}{4}$ hours a week; has specified hours of work; and receives pro-rata pay and conditions relative to full time officers of equivalent classification (Clause 75a).

How are part-time working arrangements commenced?

By an officer and relevant CSIRO manager agreeing in writing on a regular pattern of work, including the hours to be worked each day; which days of the week are to be worked; starting and finishing times for each day; and whether or not the part-time work is for a specified period and if so, for how long (Clause 75b).

Can an officer be required to agree to part-time work?

No. Clause 75b states that no pressure can be applied to full-time staff to go part-time or to transfer to make way for part-time work. If CSIRO no longer requires work to be performed on a full-time basis, the redeployment and redundancy provisions of the EA apply.

How can part-time arrangements be varied?

By agreement and in writing between an officer and the relevant manager (Clause 75c).

Can an officer initiate a part-time or job share work proposal?

Yes. Officer initiated proposals for part time work must be considered promptly and with due consideration given to the reasons put forward. Consideration of the proposal is however subject to operational requirements. Any rejection of a part-time or job share proposal must be justified in writing (Clause 75e).

Can officers returning from maternity leave access part-time work?

Yes. A proposal for part-time work from an officer returning from maternity leave should be approved unless there are strong reasons for not doing so. Having an operational need for the role to be performed full-time is not an acceptable reason, of itself, to reject a part-time proposal (Clause 75e).

Can a part-time officer work overtime?

Yes, but only in particular circumstances where the overtime is authorised in accordance with Clause 24 (Overtime).

Does a part-time officer have a right to revert to full-time?

Yes. Where a part-time arrangement is for a specified period, an officer will revert to full-time at the expiry of the specified period, unless there is agreement to the arrangement continuing or being varied. Where the part-time arrangement is not for a specified period, an officer may notify CSIRO of their wish to revert and CSIRO will revert the officer to full-time status as soon as practicable (Clause 75f).