

# Employment of Part Time Staff Policy

## Section 1 - Policy Statement

(1) 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.

## Section 2 - Policy Purpose

(2) This Policy has been developed in support of the provisions for the employment of academic and professional staff members on a part-time basis.

## Section 3 - Application of Policy

(3) 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.

(4) Part-time work may be on an ongoing basis or for a specified period of time.

(5) A staff member may apply for a part-time fraction consistent with the [Parental Leave Policy](#).

(6) A staff member may apply to amend their 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.

(7) 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.

(8) 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.

(9) 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.

(10) 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.

(11) 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.

(12) 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 Professional Staff.

(13) 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.

## Section 4 - Approvals

(14) Part-time employment, or any variation to an approved time fraction, must be submitted for approval by the appropriate delegated officer using a Request to Vary form in Staff Connect. Information on delegated officers for part-time employment arrangement approvals is available in the [Delegations of Authority Policy and Register](#).

## Section 5 - Revisions made to the Policy

(15) The revision table includes revisions up until this document was migrated into the new policy system. Any later revisions will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
24 August 2018	Editorial	Updated ACU brand template and Section 4. Approvals regarding submitting applications via Staff Connect and Service Central link for further assistance.

(16) The University may make changes to this Policy and procedures from time to time to improve the effectiveness of its operation. In this regard, staff members who wish to make any comments about this Policy may forward their suggestions to People and Capability.

## Section 6 - Further Assistance

(17) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).

## Section 7 - Associated Information

(18) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	18th December 2023
<b>Review Date</b>	29th April 2024
<b>Approval Authority</b>	Vice-Chancellor and President
<b>Approval Date</b>	18th December 2023
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Angelle Laurence Chief People Officer
<b>Responsible Manager</b>	Angelle Laurence Chief People Officer
<b>Enquiries Contact</b>	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability