Part-Time Employment

This Guideline is to assist agencies and employees when establishing part-time employment arrangements. The Guideline is to be read in conjunction with Commissioner for Public Employment Determination Number 9 of 2012 and any relevant award, enterprise agreement and/or determination applicable to an employee. Agencies should note that changes to the Fair Work Act came into effect in June 2023 that strengthen the right to request flexible working arrangements to assist eligible employees to negotiate workplace flexibilities that suit both them and their employer. An employee has a right to request flexible work arrangements to care for a child under enterprise agreements and the National Employment Standards under the *Fair Work Act*. A refusal of part time employment or other flexible work arrangement must be based on reasonable business grounds.

1. Impact in the workplace

The introduction of part-time employment in a workplace may have an impact on other employees in the workplace. Employees directly affected need to be consulted on the implications for the workplace and their views properly considered before the arrangement is commenced.

2. Provision of information

An agency is required to provide to an employee the full details in writing of a proposed part-time employment arrangement prior to the employee commencing the arrangement. These details should include, but not be limited to:

- Job description / selection criteria;
- Duties, working arrangements, reallocation / abolition of duties (if relevant);
- Hours of duty, including normal start and finish times;
- How hours of work can be changed;
- Salary and allowances;
- Advice on salary increments;
- Period of part-time employment if the arrangement is only for a specified time;
- Leave entitlements;
- Any other information relevant to the employee's circumstances.

3. Job sharing

In some instances a job sharing arrangement, i.e. two part-time employees sharing the duties of one job, may be accommodated by the agency. In such circumstances, the agency and employees concerned should consider expectations, job requirements and arrangements, where one employee wishes to alter their hours of duty or cease employment.

4. Superannuation

Changing from full-time employment to part-time employment will generally affect an employee's superannuation, depending on the rules of the employee's particular fund. An employee should therefore enquire with their superannuation fund on the financial implications, consider these and if necessary obtain independent advice, prior to entering into a part-time employment arrangement.

5. Reference

- Determination Number 9 of 2012