

4 Application for review of
part time weekly hours

EBA 6 – PART TIME EMPLOYEES – REVIEW OF WEEKLY HOURS

This bulletin provides advice on Clauses 6.20, 6.21 and 6.22 of EBA 6, which gives part-time employees a right to seek a review of their weekly hours.

Circumstances In Which A Change Will Be Approved

Given the Hours of Duty provisions in our award for Part-time employees, your weekly hours can only be adjusted for additional/extended hours being worked to the extent that these additional/extended hours can be specified in advance for the following 3 months (in relation to the number of hours which will be worked on each day and the start/finishing times).

Outlined below are some examples which illustrate circumstances in which an adjustment would and wouldn't be appropriate:

Example 1 – Adjustment of hours not appropriate

- An employee has ordinary hours of duty prescribed at 20 per week but consistently works additional hours (averaging 25 hours over a 12 month period) to provide ad hoc relief for full-time staff.
 - The underlying hours of this position for the purpose of Clause 6.20 would be 20 hours per week as the additional hours would not be predictable on a daily basis.

Example 2 – Adjustment of hours appropriate

- An employee has the same ordinary hours (20 per week) but works an additional 2 hours every Monday.
 - The underlying hours of this position are 22 hours per week and the rostered hours need to be adjusted.

Example 3 – Adjustment of hours appropriate

- An employee's ordinary hours of duty cover 4 days each week (4 hours per day) but the employee is always required to work an additional 4 hours on the fifth working day each week.
 - The underlying ordinary hours of this position should be adjusted to 20 per week and the rostered hours need to be adjusted (provided the additional hours on the fifth day are worked on a regular predictable basis).

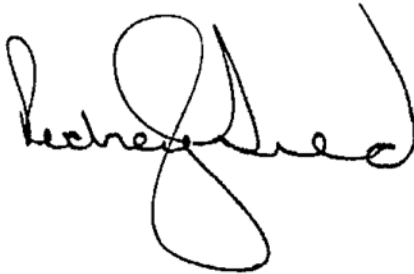
How Do I Seek a Review?

An application for review is attached to this Bulletin. You should complete the opening details and Part A and then give it to your Manager. He/she will then complete Part B and arrange a discussion with you on the intended response to your application.

Other Points to Note

- EBA6 specifies that you can request Union involvement in this process and that no employee will be discriminated against or disadvantaged because they have sought a review of their hours.
- Your Manager will give you a copy of the completed form when the outcome is being discussed with you.
- If dissatisfied, you can seek a review of the decision through the Dispute Resolution Procedure as set out in Clause 12 of EBA 6 (a copy of this procedure is attached to this SIB)

It is important that you understand that EBA6 does not provide that your hours will be adjusted to reflect the average number of additional/extended hours worked over the last twelve months. Your weekly hours can only be adjusted to reflect hours which are predictable and capable of being rostered on a daily basis 3 months in advance.



Appendix 1

Rod McDonald
GROUP MANAGER, CORPORATE HUMAN RESOURCES
APPLICATION FOR REVIEW OF
HOURS OF DUTY OF PART-TIME POSITION

I wish to seek a review of the hours of duty of my nominal position (Clauses 6.20,6.21 and 6.22 of EBA 6 refers).

Name :

Position :

Facility :

APS No. :

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(Signature)