

# QBuild

## Part time work arrangements

### Guideline for Employees



**QBuild**

Queensland Government  
Department of **Public Works**

# Part-time work arrangements **Guideline for Employees**

## **What is the definition of part-time work?**

- Part-time employees work a regular pattern of hours and days each fortnight. The hours worked are on average less than the prescribed weekly hours for equivalent full-time employees.
- An employee does not need to work consecutive days, nor the same hours each week, however, it is important that the pattern of hours and days worked each fortnight is regular. For example, an employee may work Monday and Tuesday one week and then Wednesday, Thursday and Friday the second week of each fortnight.
- All part-time work arrangements must comply with the provisions of the relevant Award and Hours of Work Arrangements.

## **Who is eligible to work part-time?**

- All employees are eligible to work part-time.
- While family responsibilities and phasing into retirement are likely to be the primary reasons part-time work arrangements are sought by employees, there are many other different reasons why people seek to work part-time.

## **How are the employment conditions of full-time and part-time employees different?**

Similar employment conditions and administrative arrangements apply to both full-time and part-time employees, however, where appropriate a proportionate calculation of the full-time entitlement is made based on the part-time hours worked.

## **Can part-time employees work variable hours?**

YES! Starting and finishing times may be varied for part-time employees provided that the hours worked are within the bandwidth approved under the relevant Enterprise Agreement.

## **Is it possible to work part-time on either a temporary or permanent basis?**

YES! An employee may request to work part-time for a specified period of time to meet a particular need such as having to care for a family member, and then when circumstances change, return to work on a full-time basis. Alternatively they may seek to work part-time on a permanent basis.

## **Can part-time employees work additional hours?**

YES! There may be circumstances where it is necessary for a part-time employee to work additional hours, either within or outside the spread of ordinary hours. In such situations the employee shall either:

- Be paid overtime or time off in lieu of overtime (TOIL); or
- Accrue time in lieu in accordance with any applicable legislation and relevant industrial instrument.

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## **What happens if a part-time employee seeks to change their working hours to full-time?**

- There are some circumstances where an employee who is working on a part-time basis has an automatic right of return to full-time employment. For example, an employee who has entered into an approved part-time work agreement in accordance with the provisions of the Family Leave Award is able to return to full-time employment at the expiration of the agreed period of part-time employment.
- For other employees, such an arrangement is negotiable though not necessarily guaranteed.

## **How will working part-time impact on your leave entitlements?**

- Part-time employees accrue leave on a pro-rata basis. For example an employee who works three standard days each week would receive 3/5 of the annual recreation leave entitlement of an equivalent full-time employee.
- The exception to this is for the following types of leave – parental leave, bereavement leave and emergency or compassionate leave where the entitlements are the same as for full-time employees.

## **How will working part-time impact on your superannuation?**

- If you are considering working part-time, you should seek advice from QSuper on how this will impact on your superannuation benefits.
- Generally, if you are being paid a proportionate full-time salary your superannuation benefits will be reduced. However, if you work part-time and supplement your income through long service or recreation leave so that you continue to be remunerated the equivalent of a full-time employee then your superannuation benefits will not be affected.

## **How will working part-time impact on your allowances?**

Part-time employees are entitled to any applicable allowances on a pro-rata basis. The exception to this is for allowances that are not divisible such as travelling, meal and on-call allowance which will be the same as for full-time employees.

## **Are there any part-time work arrangements that would be considered unacceptable within QBuild?**

- Part-time work arrangements that do not comply with the requirements of the relevant Award or industrial instrument, or that are in breach of the Department of Public Works' Code of Conduct will not be considered.
- It would also be unacceptable for an employee to seek an arrangement where the hours and days worked vary from week to week. Workloads need to be appropriately managed hence the hours and days that are to be worked each week should be regular.
- Subject to management approval, the occasional variation to days would be considered acceptable, for example to meet family responsibilities or to attend a conference that occurs on a day that is not usually worked.

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## What do you need to do if you are considering working part-time?

- You should organise a face-to-face discussion with your supervisor and think about and plan for how the part-time work arrangement might be best managed. Make sure you think about any impacts on the work of colleagues and on service requirements.
- Think about alternatives and whether working part-time is in fact the best option for you.
- Work with your supervisor to put an agreement in writing.

## What should be included in a written agreement?

At a minimum the following information should be clearly documented in a part-time work agreement and signed by the employee, his/her supervisor and the delegated approving authority:

- Hours and days to be worked
- Period of part-time employment
- Any changes to duties and responsibilities
- Reversion to full-time employment (if relevant)

Any changes to part-time work arrangements must be documented in writing and agreed to by all parties.

## Who can approve part-time requests?

All part-time work arrangements are to be approved in accordance with the QBuild Delegations Policy.

## Who can you contact if you have any questions?

- Any questions of a general nature may be directed to Human Resources.
- All questions of a financial nature should be directed to either QSuper or QInvest.

## Further information

Further information on part-time work arrangements can be found in the following documents:

- Family Leave Award – Queensland Public Sector (2004).
- Department of Public Works Phased Retirement and Re-Employment Policy.
- Department of Public Works Work and Family Policy.