

Work/Life Balance 2: Support through part-time work

The ACT Department of Education and Training supports teachers in part-time employment, either on a temporary or permanent basis.

Part-time work and job sharing:

It is recognised that regular part-time work and job sharing can be an effective means of reconciling the sometimes conflicting demands of an employee's work and personal commitments. To that end, regular part-time work and job sharing are available to employees on the following basis.

Regular part-time work:

Employees who work part-time hours are those whose regular hours of work are less than those of a full-time employee for that relevant classification over a four week period. The Department is committed to providing employees with opportunities to access part-time work so that they can more easily balance their work and life responsibilities. These responsibilities might include primary responsibility for a pre-school child, care of elderly parents or caring for a family member with a disability.

How do I become a part-time teacher?

Applications for part-time work will be considered on the basis of the personal needs of the employee, taking into consideration operational requirements.

The term "part-time teacher" includes both permanent and temporary part time teachers. A "permanent part-time teacher" means a teacher who holds a fractional teaching position, established at the initiation of the department on a permanent basis. Part-time teachers may work up to 0.9 in increments of 0.05 [full-time = 1.0].

Permanent part-time work:

In negotiating the placement of a permanent part-time position, the Department will employ a permanent part-time teacher at any fraction from 0.4 to 0.8 inclusive, unless a higher or lower fraction is agreed to by the teacher and the principal. Once set for each school year, although the part time work fraction will not normally be altered, a temporary variation in the fraction, including a temporary conversion or reversion to full-time work, may be approved by the Department in special circumstances to meet the teacher's and school's needs.

Teachers working part-time may undertake casual relief teaching, up to the equivalent of a full-time load. Part-time teachers who were previously full-time permanent teachers may only revert to full time work at their substantive level:

- at the date initially agreed, or;
- by applying as a voluntary transferee for full time positions in the annual Level 1 Transfer/Placement Round.

Permanent part-time teachers may only convert to full time work substantively by applying for full-time positions in the annual Level 1 Transfer/Placement Round.

Temporary part-time work:

Part-time temporary employment of teachers below 0.8 of a full-time teaching load for periods of one school term or more, is to be used to fill vacancies for defined periods of each school year, or for known periods greater than one school year with a defined "end" date. Salary and entitlements for part time temporary teachers below 0.8 of the full-time teaching load will be on a pro rata basis analogous with temporary employees working 0.8 and above. As a means

of promoting family friendly policies in the workplace, the Department and the AEU fully support part-time employment. A part time teacher's load will be structured to take into account family friendly policies and an appropriate pattern of attendance will be negotiated.

Job sharing:

Full-time employees may request in writing permission to work in a job sharing arrangement. The delegate will not unreasonably refuse, subject to operational requirements. Employees working under job sharing arrangements share one full-time job and will be considered to be part-time with each working part-time on a regular, continuing basis. The pattern of hours for the job sharing arrangement will be agreed between the employees and the Delegate. However, any single attendance at the office-based worksite will be for not less than three consecutive hours. An employee who is in a job sharing arrangement and who was previously working full-time may revert to full-time employment before the expiry of the agreed period of job sharing if all parties to the arrangement agree. In the event that either employee ceases to participate in the job sharing arrangement, the arrangement will terminate.

In the Transfer Rounds, the department will continue to make provisions for "tandem" applications where teachers propose to jointly apply for a position in a job share arrangement.

Regular part-time employment following maternity or parental leave:

Employees returning from maternity or parental leave will be entitled to access regular part-time employment for a period up to two years from the birth or adoption of their child.