

Australian Education Union

TAFE Fact Sheet:

Second Jobs

AEU's reaction to CIT document:

Institute Guidelines for Approval to Engage in Outside Employment [Second Job].

Members of the Union have expressed some disquiet at the fact that both paid and non-paid work are included within the second jobs policy document. This is, in fact, in accordance with the Public Sector Management Act 1994, the Standards, and Best Practice Notes' Code of Ethics, which refer to any employment whether remunerative or not. However, the CIT's phrase "any other endeavour" is not used in the Act.

Voluntary Work

Section 2.0, point [10] of the 'CIT Guidelines for approval to engage in outside employment' indicates that it is up to the staff member and their manager to decide if formal approval should be sought for voluntary work. This pre-supposes that they will be agreement on this. Members are referred to page 10 of CIT's document: Section 7.0, Assessing Applications. This section outlines the factors to be considered when a Manager assesses an application for right to a second job [paid or unpaid]. Note that it says that a balance should be struck between the interests of the employer and the rights of staff to "lead their private lives free from unnecessary intrusions". If members feel that this right is being infringed, they should immediately contact the AEU Office. Furthermore, on page 9, 5.0 Other Conditions - Voluntary Work, the Guidelines say "As a general rule managers should not interfere with officers involving themselves in outside voluntary and unpaid activities".

In addition, members are directed to the CIT Union Collective Agreement 2006-2009 clause 29 specifically addresses parameters to guide teachers and their managers in regards to application for additional paid and unpaid leave arrangements for teachers undertaking approved voluntary activities.

Part-time and Casual Work

The Guidelines refer to "full time or full time employment" within the Institute [page 4] in Section 1.0 Introduction, but in Section 5.0: Other Conditions, there is a sub-section on Casual Teachers. This suggests that if the Institute is the major employer, it can insist that a casual member of staff seek approval for a second job, but that this may not be required if the person has another, primary, employer. It says that a person employed to teach in their area of expertise for three hours a week would not need to seek approval for an outside job.

In accordance with the Public Sector Management Act, the AEU believes that only permanent officers of the Institute need to seek approval to engage in outside employment.

LSL and LWOP

Members are advised that they are required to state on their application for Leave Without Pay and Long Service Leave if they intend to engage in outside employment during their leave.

CIT Solutions

Working for CIT Solutions, in addition to your normal job in CIT, also requires the approval of CIT.

Members are advised, that while they may feel that these guidelines are an invasion of privacy, failure to disclose a second job could lead to misconduct charges under Section 186[1] of the Act. Help is always available from the AEU Office if you feel that you are being unfairly treated by a Manager in regard to an application for a second job.