

Part-time / Job share arrangements

KNOW YOUR RIGHTS

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA), specifically Clause 73.

1) How is a part-time officer defined?

A part-time officer is a CSIRO staff member who works less than 36 $\frac{3}{4}$ hours per week; has specified hours of work and receives pro-rata pay and conditions relative to full-time officers of equivalent classification (Clause 73.1).

2) How are part-time working arrangements commenced?

Prior to commencing part-time work, CSIRO and the staff member shall agree in writing on a regular pattern of work; specifying the hours to be worked each day, which days of the week are to be worked; the starting and finishing times each day and whether the part-time work is for a specified period.

No pressure will be exerted on full-time staff to go part-time or to transfer to another position to make way for part-time work (Clause 73.2).

3) Can part-time arrangements be varied?

Yes. Any part-time work arrangement may be varied by agreement and shall be recorded in writing (Clause 73.3).

4) Can CSIRO staff initiate a part-time or job share work proposal?

Yes. Officer initiated proposals for part time work will be considered promptly and with due consideration for the reasons put forward. Consideration of the proposal is however subject to operational requirements (Clause 73.5a).

5) Can my request to go part-time or enter into a job share arrangement be refused?

A request for part-time or job share can only be refused on reasonable business grounds and the reasons will be provided in writing (Clause 73.5c).

6) Do part-time CSIRO staff have a right to revert to full-time?

Yes. Where the part-time arrangement is for a specified period the officer will revert to full-time employment at the expiry of the specified period unless there is agreement to the arrangement continuing or being varied. Where the part-time arrangement is not for a specified period the officer will notify CSIRO and CSIRO will revert the officer to full-time status as soon as practicable (Clause 73.6).

7) Do female staff have a right to work part-time if returning to CSIRO from maternity leave?

Absolutely. A proposal for part-time work from a female officer returning from maternity leave will be approved unless there are strong reasons for not doing so. Having an operational need for a full-time person is not, of itself, an acceptable reason for denying an application for part-time work in this instance (Clause 73.5b).

Important points

- A part-time officer is defined as a CSIRO staff member who works less than 36 $\frac{3}{4}$ hours per week with specified hours of work paid at pro-rata rates relative to full-time staff at equivalent CSOF Level.
- Part-time arrangements must be agreed to in writing and specify hours of work per day, days of work per week, starting and finishing times and whether a specified period for the arrangements apply.
- Part-time or job share arrangements can be initiated by CSIRO staff and management will provide prompt consideration of these requests.
- Female staff returning to work from maternity leave have a right to return to use part-time arrangements.
- Part-time arrangements may be varied by agreement.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email csstaff@cspu.org.au or visit www.cpsu-csiro.org.au



**CSIRO STAFF
ASSOCIATION**



CSIRO STAFF ASSOCIATION

APPLICATION FOR MEMBERSHIP

I apply for membership of the CSIRO Staff Association (a section of the CPSU) and declare that the information provided is true and correct and agree that if admitted, I will abide by the Constitution and Rules of the Union.

CSIRO IDENT: _____ **DR/MR/MRS/MS/MISS/Other** (Circle one) **FIRST NAME:** _____

SURNAME: _____ **D.O.B:** _____ **M/F/Unspecified** (Circle One)

FLAGSHIP/BUSINESS UNIT: _____

SITE NAME: _____ **BUILDING:** _____ **CSOF LVL & STEP:** _____

TENURE (Indefinite or Specified): _____ **FULL or PART TIME** (Circle one) **ATSI origin YES/NO**(Circle one)

HOME ADDRESS: _____

POSTAL ADDRESS: _____

WORK EMAIL: _____

HOME EMAIL: _____

PH (Mob): _____ **(Work):** _____ **(Home):** _____

SIGNATURE: _____ **DATE:** _____

Please complete the next section of the form, then hand to your delegate or organiser, or email to csstaff@cpsu.org.au

FOR YOUR INFORMATION

To be financial, a member must have paid all subscriptions and all other amounts owed within 30 days of becoming due. In order to resign from the union, a member must give 2 weeks notice, in writing, to the union.

Privacy Statement: The CPSU uses members' personal information for membership management and services. Any personal information collected will only be used for this or a directly related purpose. In that context, we may contact you at a later date. Your personal information will not be disclosed to anyone or any organisation outside of the CPSU unless you consent or we are required to do so by law. You can access our privacy policy and any information we hold about you by calling 1300 137 636 8am to 8pm (AEST) Monday to Friday.

AUTHORISATION FOR PAYROLL DEDUCTION

TO: THE CSIRO PAY OFFICER

Please credit 0.60% of my salary to MEMBERS AND EDUCATION CREDIT UNION (MECU)/LABORATORY CREDIT UNION (LCU) from the first available pay period after receipt of this authority. This is in addition to previous authorities for deductions to MECU/LCU and should remain in force until further notice.

The amount to be deducted and credited to MECU/LCU may be varied from time to time and the amount of variation shall be as certified and advised to you by the CSIRO Staff Association office.

CSIRO IDENT: _____ **FIRST NAME:** _____ **SURNAME:** _____

D.O.B: _____ **CSOF LVL/STEP:** _____ **LOCATION:** _____

SIGNATURE: _____ **DATE:** _____