Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Conversion of Appointments to Part-time for Family Care Purposes

Establishment: Council, 29 May 1997

Last Amended: EDA, September 2010

Nature of Amendment: Change of terminology - AOU to School

Date Last Reviewed:

Responsible Officer: Director, Human Resources

1. Introduction

1.1 The University is committed to providing, subject to its operational needs, a working environment which is flexible and responsive to a staff member’s family and personal responsibilities.

1.2 With the exception of casual employees, any member of staff may apply to convert his or her appointment to part-time for a specified period for the purposes of caring for a family member, as defined in 2 below.

2. Definition

A “family member” means

2.1 an immediate relative by blood, marriage, adoption, fostering, traditional kinship (including guardian, ward, grandparent, foster-grandparent, step-grandparent, and in-law relative); or

2.2 a person who stands in a bona fide domestic or household relationship with the staff member including situations in which there is implied some dependency or support role for the staff member.

3. Terms and Conditions

3.1 Minimum Fraction
The minimum fraction to which staff members may apply to convert their appointments under this policy will normally be half-time (0.5), however, lesser fractions may be negotiated with the manager of their area and the Manager, Human Resources.

3.2 Duration and Resumption of Substantive Appointment
3.2.1 Staff members may apply to convert their appointments for any period during their employment, provided that:
(a) a defined period is negotiated between the staff member and his/her manager; and
(b) the arrangement is reviewed at least two months before the end of the period.

3.2.2 Employees may convert their appointments under this policy on more than one occasion and there is no limit on the total period of conversion allowable during their employment at the University.

3.2.3 A staff member who completes a period of conversion under this policy will normally resume his or her substantive appointment at the previous time-fraction or will be transferred to another position of equal responsibility which is identical in classification, salary, and time-fraction to the appointment previously held. However, should a continuous period of conversion extend beyond six years, there will be no guarantee of resumption of the substantive appointment or transfer to an identical position.

3.3 Alternative Arrangements
Where it is determined that the duties of a particular position cannot be undertaken on a part-time basis and therefore conversion of the appointment would be impractical, every effort will be made to accommodate the application for part-time employment through alternative means, ie by transfer to another position or an alteration to the employee's duties.

3.4 Service Entitlements

3.4.1 Superannuation (where applicable)
(a) An employee who is a member of the Superannuation Scheme for Australian Universities (SSAU) may maintain superannuation contributions at the substantive rate by entering into an agreement to make both the employer and employee contributions applying to the difference between the substantive salary and the part-time salary for the period of conversion.

(b) Unless such an agreement is made, the contributions to superannuation during the period of the conversion will be based on the salary applicable to the part-time appointment.

(c) Further information or advice about superannuation arrangements should be sought from the Superannuation Office.

3.4.2 Salary
The salary payable during the period of part-time appointment will be the appropriate proportion of the full-time salary which the staff member would otherwise receive. Increments of salary where applicable will be paid in accordance with the provisions of the appropriate Award.

3.4.3 Maternity Leave
A female member of staff who converts her appointment to part-time under these rules will be eligible for maternity leave but any payment of salary for the mandatory period of maternity leave will be based on the salary applicable to the part-time appointment.

3.4.4 Long Service Leave
Long Service Leave will continue to accrue at the normal rate for each year of service. However, the rate of pay applicable to long service leave accumulated during a period of part-time employment will be based on the salary of the part-time appointment.

3.4.5 Outside Studies Scheme (where applicable)
Eligibility to undertake an Outside Studies Program in accordance with the rules of the Outside Studies Scheme will remain unchanged. However, the period of the fractional appointment will be taken into account in determining the amount of outside studies for which the staff member is eligible to apply. A staff member undertaking an Outside Studies Program during the period of part-time employment under this policy will continue to receive the salary applicable to the part-time appointment.

3.4.6 Recreation Leave and Sick Leave
(a) Teaching Staff - A part-time member of the teaching staff may be absent from duty for purposes of recreation or sick leave in accordance with the University's `Guidelines for Absences of Teaching Staff from the University'. Payment of salary during such absence within a period of part-time employment will be made at the salary appropriate to the part-time appointment.

(b) Professional Staff - Recreation leave and sick leave will continue to accrue at the rate appropriate to the circumstances in each case.
3.4.7 Tenure
A member of the academic staff occupying a full-time continuing position whose appointment is converted to part-time under this arrangement will continue to be regarded as a full-time member of staff for the purposes of The Flinders University of South Australia Act and of the Statutes made thereunder.

3.4.8 Outside Professional Activities
A member of staff who has converted to a part-time appointment may undertake outside professional activities (including where remunerated) under the University’s rules.

4. Applications for Leave

4.1 Subject to clause 1.1, a part-time appointment for the purposes of caring for family members will be granted in response to an application from the staff member concerned.

4.2 Applications for conversion to part-time must be made in writing through the head of Faculty/School/Division to the Manager, Human Resources as far in advance as possible of the date on which it is proposed that the conversion will become effective.

Related Links

Employment Variation Flinders Pro - Application for Conversion to Part-time (Family-Care Purposes)