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7.1 Introduction

- a) Part time work provides teachers with a diversity of choice with regard to patterns of work on either a short or long term basis and may be available as:
 - i) Permanent part time work which allows a teacher to make a long-term variation to work patterns whilst retaining permanent status.
 - ii) Part time leave without pay which is intended to provide teachers with an opportunity to work in their own positions for a reduced number of days for a period of up to two years. [See Section 4.11, Leave Without Pay for details.](#)
 - iii) Part time maternity leave which is available to female teachers after the expiration of all paid maternity leave. [See Section 4.2, Adoption, Maternity and Parental Leave for details.](#)
- b) Permanent part time work involves a deliberate decision by a teacher to work less than full time on an ongoing basis, with reversion to full time work possible only through transfer via the staffing operation.
- c) The effective delivery of educational programs must be maintained in all schools and applications for permanent part time work will be considered where they are to be to the mutual convenience and benefit of the school and the teacher.
- d) Teachers may be employed on a permanent part time work basis in positions ranging from 0.2 to 0.8 equivalent full time, corresponding to one to four days which are the ordinary working days of a school.

7.2 Creation of Positions

- a) The creation of a permanent part time work position must have regard to the maximum number of positions that may be created state wide and at the school level. The maximum number of positions that can be established is reviewed by the Department on a regular basis.
- b) A teacher may work on a permanent part time basis by occupying a fractional position, whether created for this specific purpose or not.
- c) Positions may be created deliberately, rather than simply being constituted out of fractional positions which happen to occur in the school establishment.
- d) Positions may also be established by way of job sharing of whole positions. Applications for job sharing, whether by two permanent part time teachers or a combination involving temporary teachers, or teachers on leave without pay or unpaid maternity leave, with authorisation to work as relief teachers, will also be considered.
- e) Permanent part time work positions will be available to classroom teachers including specialist teachers.
- f) Although positions will generally be limited to unpromoted teachers, permanent part time work may however be available to teachers in promotion positions. An application to job share a promotions position that both the school and district believe has merit, should be referred to the Assistant Director, Staffing, Data, Classification and Support. It should be noted, however, that opportunities will be limited, given the needs and demands associated with promotion positions.

7.3 Filling of Positions

- a) Positions will generally be filled as part of the annual staffing operation.
- b) Teachers applying for permanent part time work must understand that just as with full time positions, enrolments or school organisation may, in any given year, be such that the position which existed at the school in the previous year is no longer available.
- c) A teacher whose position is not available in the following year will be treated as a nominated reduction and may be transferred to:
- a vacant position of similar hours in another school (if available) as a nominated reduction; or
 - a vacant position of different hours in the same school (if available); or
 - a vacant position of different hours in another school (if available); again as a nominated reduction.
- A vacant position of different hours may include a full time position, but full time nominated reductions, and transfer of full time teachers will have preference for full time vacancies, in accordance with the recruitment procedures, over teachers engaged in permanent part time work. It is not intended that full time vacancies be divided to accommodate permanent part time teachers on nominated reduction.
- d) The identification of teachers as nominated transfers will be undertaken in accordance with Departmental policy applying to full time teachers, i.e. on the basis of schools' educational and curriculum needs. The fact that a position is a permanent part time position does not mean that it will be treated differently.
- e) Unfilled vacant permanent part time work positions will be advertised on *Jobfile* and selection made, following application, in accordance with existing procedures.

7.4 Applications for Permanent Part Time Work

- a) Applications for permanent part time work may be made by:
- full time permanent teachers;
 - casual or temporary teachers who hold approval to work as a full time or permanent part time teacher;
 - teachers seeking re-employment or initial employment.
- b) Applications should be made on the *Promotion and Transfer* form and submitted in the ordinary staffing operation. Applications from school based teachers should be made through school principals to the Assistant Director, Staffing, Data, Classification and Support. Non-school based teachers should forward applications through general managers, executive directors, directors or district superintendents to the Manager of the Corporate Staffing Unit.
- c) All teachers, including teacher librarians and other specialist areas such as ESL and support teaching who apply for a permanent part time work position, are required to have recognised training or to be currently engaged in full time teaching in the specialist area concerned.
- d) A full time permanent teacher may apply in conjunction with another full time permanent teacher to job share a 1.0 position in their current school.
- e) Approval of an application for permanent part time work cannot be automatically expected even when satisfactory arrangements, which must be recommended by the principal, can be made at an individual school. State wide and school limits in regard to the overall number of permanent part time work positions must be maintained.
- f) Teachers who apply for permanent part time work and whose application is rejected at the school level have the right to refer their application to the Assistant Director, Staffing, Data, Classification and Support.

7.5 Variations to Arrangements

- a) A teacher who takes up a permanent part time work position will be eligible to apply for transfer to another permanent part time work position or to a 1.0 full time position on the basis of transfer points after three years of service. The transfer points system will apply to permanent part time work on a pro rata basis.
- b) Applications by teachers to vary permanent part time work arrangements (including reversion to full time status) may be made in the usual way within the normal staffing operation.
- c) Permanent part time teachers may apply to vary their arrangements at other times but must understand that such variations (including reversion to full time status) will not necessarily be approved.
- d) A teacher who, immediately prior to taking up a permanent part time position, was a full time permanent teacher may apply for reversion to full time status in any annual staffing operation but will generally be considered in a category after applications for transfer from full time teachers but before any persons on the unemployed list.
- e) A permanent part time teacher applying for a variation (other than in circumstances where the permanent part time work arrangement is not available in the ensuing year) will be treated, if transferring from one school to another, as a teacher transferring at his or her own request.
- f) Where some additional amount of permanent part time work becomes available e.g. when there is a fractional increase in permanent part time establishment, the extra hours will first be offered to the permanent part time teacher associated with the position affected. If that teacher does not wish to accept, there will either be the opportunity to use casual or temporary teachers or recruit on a permanent part time work basis.
- g) Where a permanent part time teacher is sharing a position and the other teacher leaves, that permanent part time teacher will first be offered the opportunity for the full time position until a replacement can be appointed.

7.6 Conditions

7.6.1 General

- a) Teachers who are re-employed or initially employed as permanent part time teachers will be appointed as permanent on probation and will be required to serve the equivalent of a minimum one year of full time teaching service on probation.
- b) A permanent part time teacher will be eligible for a Teacher's Certificate after completing the equivalent of one year's full time service and meeting the Department's policy requirements for the award of a Teacher's Certificate.
- c) Full time teachers on a category of leave with right of return to former position will forfeit that right of return following appointment to a permanent part time work position.
- d) A permanent part time teacher may accept casual or temporary teaching work on days when not employed in a permanent part time work position. The salary and conditions of employment for any casual or temporary work undertaken will be in accordance with the *Crown Employees (Teachers in Schools and TAFE and Related Employees) Salaries and Conditions Award*. The appointment notice will provide details of eligibility to undertake casual or temporary teaching work.
- e) Permanent part time teachers may seek approval for employment outside the Education Teaching Service in accordance with the usual procedures and provided such work does not interfere with classroom duties.
- f) Leave accrues on a pro rata basis. Permanent part time teachers will have access to previously accrued entitlements, i.e. long service leave, cumulative sick leave, family and community service leave and personal carer's leave.

7.6.2 Duties and Hours of Duty

- a) Permanent part time teachers will be required to undertake, on a pro rata basis, the full range of duties as provided by the *Teaching Services Act* and Regulation.
- b) Arrangements of between 0.2 and 0.8 equivalent full time may in general be worked in patterns mutually convenient to the school and the teacher.
- c) In secondary schools, the period requirement based on a 40 minute x 40 period school will be:

EFT		Periods			Periods		
0.2	4	+	sport	or	6	+	no sport
0.3	7	+	sport	or	9	+	no sport
0.4	10	+	sport	or	12	+	no sport
0.5	13	+	sport	or	15	+	no sport
0.6	16	+	sport	or	18	+	no sport
0.7	19	+	sport	or	21	+	no sport
0.8	22	+	sport	or	24	+	no sport

- d) Where a full time position is split, one of the resulting permanent part time teachers must supervise sport each week if required and the combined face to face period loading of the two permanent part time teachers should total 28 plus sport.

In schools with timetabled sport, a total of 30 periods is required.

- e) Where the equivalent full time of the permanent part time work positions equals or exceeds 1.0 then one of the permanent part time teachers must do sport, if required, with the corresponding lower face to face period loading as in c) above.

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- f) In primary schools release time will be provided on a pro rata basis for those categories of teachers for whom release is an entitlement i.e. 0.2 to 0.8 of that available to full time teachers.
 - g) Permanent part time work arrangements must be made so as to permit the teachers to participate as necessary in staff meetings and related activities. Additional pay will not be granted for attendance at these activities.

7.6.3 Pro Rata Entitlements

- a) Conditions of work will apply on a pro rata basis.
- b) "Pro rata basis" shall be taken to mean a calculation in which the quantum of hours, leave, pay or other remuneration is determined by multiplying the quantum applicable to full time teachers by the appropriate equivalent full time (0.2 to 0.8).
- c) Salary and conditions for permanent part time work will attract a pro rata entitlement of that associated with full time permanent employment.

7.6.4 Leave

7.6.4.1 General

- a) In determining the quantum of leave actually taken, the general principle is that leave can only be taken in relation to a period of time (day or part of day) during which a permanent part time teacher would otherwise have been on duty.
- b) Where a public holiday falls on the usual working day of a permanent part time teacher, the teacher will be paid for the period of time during which they would otherwise have been on duty.

7.6.4.2 Long Service Leave

- a) As for full time teachers, long service leave for teachers employed in part time work accrues on the basis of years of service. The long service leave entitlement, however, will be paid on a pro rata basis.
- b) A permanent teacher converting to a permanent part time teaching position will have service credited in full, but the accrued long service leave entitlement will be converted to the appropriate fractional proportion of equivalent full time.
- c) Permanent part time teachers are eligible to take long service leave on the same basis as full time teachers. The debit against the long service leave entitlement will be based on a seven day week ([refer to Section 4.7 for details](#)).

7.6.4.3 Sick Leave

- a) Annual and special sick leave will be calculated on a pro rata basis.
- b) Sick leave will accrue on the basis of actual service and the accrued sick leave entitlement at any given time will be a pro rata of the full time entitlement. Sick leave accrued during any previous full time service may be utilised.

- c) Sick leave will be granted on a pro rata basis e.g. a permanent part time teacher working two days per week who takes one weeks sick leave will be entitled to one weeks ordinary pay, i.e. 0.4 of the full time rate. The teacher's leave entitlement will be debited in the same way i.e. the teacher loses two days full pay sick leave from his or her credit.

7.6.4.4 Family and Community Service Leave and Personal Carer's Leave

Family and community service leave and personal carer's leave may be granted on a pro rata basis.

7.6.4.5 Maternity Leave

- a) All permanent part time female teachers are eligible for maternity leave from six weeks before the expected date of the birth of the baby. A female teacher who has provided 40 weeks permanent full time or part time continuous service is entitled to paid maternity leave.
[Refer to Section 4.2.3.1 a\)](#) for further detail on service which may count towards the 40 week qualifying period.
- b) Paid maternity leave will be on a pro rata basis i.e. the equivalent of six weeks full pay and six weeks half pay will be granted at the part time rate.
- c) Permanent part time teachers who take maternity leave will have right of return to their former position on the same basis as for full time teachers.

7.6.4.6 Annual Leave Loading

- a) Permanent part time teachers are eligible for annual leave loading.
- b) Where full time service merges without a break with permanent part time work both periods of service will accrue annual leave loading.

7.6.4.7 Other Leave

Permanent part time teachers are entitled to other forms of leave on a pro rata basis.

7.6.5 Allowances

Except as otherwise provided, all allowances will be paid on a pro rata basis.

7.6.6 Increments

- a) Increments will be payable on completion of the equivalent amount of full time service, e.g. 2½ years work at 0.4 equivalent full time will be required for incremental progression.
- b) Incremental progression to the top of the salary scale will be in accordance with the provisions of the *Crown Employees (Teachers in Schools and TAFE and Related Employees) Salaries and Conditions Award*.
- c) Permanent part time work and casual or temporary employment cannot be amalgamated for the purpose of incremental progression.

7.6.7 Access to Promotions Positions

- a) A permanent part time teacher may apply for promotion. If appointed to a position, and the position is a full time position, the teacher must be prepared to accept appointment on this basis.

- b) Permanent part time work does not affect a teacher's appeal rights.
- c) Service will not be regarded as having been broken by permanent part time work.

7.6.8 Expenses Relating to Transfer

Subject to meeting the same service requirements as for full time teachers, payment of expenses on transfer will apply as for full time teachers but benefits will be paid on a pro rata basis.

7.7 Superannuation

7.7.1 Existing Contributors

7.7.1.1 State Superannuation Scheme

A reduction in salary consequent upon entering a permanent part time work position will generally result in a reduction in unit entitlement.

Provision exists for an employee who moves to permanent part time employment to continue to contribute to the Scheme but with an appropriate reduction in unit entitlement (provision is also made for a revision of that reduction where an employee later varies the hours of employment).

When an employee changes from full time to permanent part time employment, the person will continue to contribute to the Scheme on the following basis:

- Contributions paid prior to the change are allocated to purchase full-paid units in the Scheme;
- The employees "new" unit entitlement is determined having regard to the equivalent full time salary for the position and after a deduction factor is applied which takes account of the difference between the total period of Scheme membership the employee would have achieved on a full time basis and the total period of Scheme membership the employee would achieve taking account of the part time employment;
- Contributions are payable in respect of the difference between full paid units and the contributor's "new" unit entitlement.

7.7.1.2 State Authorities Superannuation Scheme (SASS)

Members of SASS must maintain contributions during any period of permanent part time work. Two rules affecting benefit points accrual during a period of part time employment are as follows:

- The maximum number of benefit points which attract employer - financed benefit in respect of a year as a part time employee is six multiplied by the "salary ratio". If the salary ratio were 0.5, the maximum would be three benefit points.
- The actual number of points accrued in a year is the percentage rate of contribution for that year multiplied by the "salary ratio". For instance if the percentage rate of contribution was four per cent and the "salary ratio" is 0.5, the actual accrual for that year would be two benefit points.

7.7.2 Information about Superannuation

The above information is based on superannuation provisions applicable prior to the issue of the Teachers Handbook. As changes to superannuation legislation can have a significant impact on entitlements, teachers should contact the Superannuation Pillar Customer Service Centre for advice.