

Variation of Hours



Principals cannot make a change to a part-time employee's hours, days and/or times of attendance unless it can be demonstrated that the change is required as a result of enrolment, organisation, funding, curriculum, structure, program and/or technology.

Identify the need for a variation

A principal can only make a variation to a part-time employee's number of hours and/or days and/or times of attendance where it can be demonstrated that such a variation is required as a result of a change in enrolment, organisation, funding, curriculum, structure, program or technology.

Specific reasons that may require consideration of variation of hours and/or days and/or times of attendance for part-time employees may include one or more of the following:

- The number of new enrolments is decreasing for the school
- The requirement for some specialist classes is decreasing
- There is a change in the delivery of a program e.g. change of day or times
- An employee is returning from parental leave on a part-time basis
- To avoid a redundancy
- The use of new technology, decreasing the number of hours required to undertake a task
- There is a reduction in funding for a particular program by 2 hours per week.

Process

In accordance with the *Victorian Catholic Education Multi Enterprise Agreement 2013* (VCEMEA), employers will need to undertake the following prior to varying a part-time employee's number of hours and/or days and/or times of attendance:

- Consult with employees and give due consideration to the impact of the variation
- Advise the employee why the variation is required
- Implement the variation if no other appropriate alternatives are available

An employer cannot vary the hours and/or days and/or times of attendance of a part-time employee unless that have complied with the provisions of clause 15.1 of the VCEMEA and provided the employee with a minimum of eight weeks' notice.



References

- *Victorian Catholic Education Multi Enterprise Agreement 2013* (clause 15, 68)
- Implementation Guide Part 6