

# Core Hours- Employment Availability

## POLICY AND PROCEDURE

### Core Hours and Employee Availability

Employees under this Agreement will be engaged as either a full-time, part-time or casual employee. The nature of employment, rates of pay and employee entitlements will be confirmed in writing at the commencement of employment.

#### Full-time Employment

- A full-time employee is an employee who is engaged to work an average of 38 hours per week, 76 hours per fortnight or 152 hours over a four-week period.

#### 12.3 Part-time Employment

- A part-time employee is an employee who is engaged to work a guaranteed minimum number of hours. These hours shall 40 or more hours but less than 152 hours over a four-week period.

#### Prior to Employment

Subee and the employee will agree to the guaranteed minimum number of hours to be worked and the rostering arrangements which will apply to those hours. For employees in the Administration stream, this will include

- (a) Part-time employees shall be entitled to receive all benefits of a full-time employee under this Agreement on a pro-rata basis for

ordinary hours worked.

- (b) Part-time employees may be offered additional hours in accordance with subclause 22.2 EBA.

#### Review of Part-time Hours

- (i) At the request of the employee, the guaranteed minimum number of hours to be worked by the employee will be reviewed. Such a request cannot be made more than once per financial year. Where the employee is regularly working more than their guaranteed minimum number of hours, then such hours may be adjusted by Subee to reflect the new guaranteed minimum number of hours. Such change shall be confirmed in writing by Subee.

- (ii) Any agreement to adjust an employee's guaranteed minimum number of hours will be subject to client and operational needs.

- (iii) The hours worked in the following circumstances will not be incorporated in the adjustment:
  - a. where the increase in hours is as a result of an employee being absent on leave, such as for example, annual leave, long service leave, parental leave or workers compensation; and
  - b. where the increase in hours is as a result of temporary changes to the needs of clients.

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### Casual Employment

(a) A casual employee is an employee engaged and paid as such.

(b) Casual employees will be paid the ordinary time rate of pay for the classification plus a casual loading of 25%. The casual loading is paid in lieu of annual leave, annual leave loading, personal/carer's leave, compassionate leave and notice of termination and redundancy.

(c) Casual employees are not entitled to payment for public holidays not worked.

(d) Casual employees are entitled to long service leave in accordance with the Long Service Leave Act 1955 (NSW).

(e) A casual employee's engagement shall begin from the time of arrival at the

(f) location where the service is to be provided or where the work is to be performed (whether this is the client's home or another location) and cease when the employee departs the location.

(g) Right to Request Casual Conversion

(i) An employee engaged by

Subee as a regular casual employee may request

(ii) that their employment be converted to full-time or part-time employment.

(iii) A regular casual employee who has worked equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to full-time employment.

(iii) A regular casual employee who has worked less than equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to part-time employment consistent with the pattern of hours previously worked.

(iv) Any request under this paragraph must be in writing and provided to Subee.

(v) Where a regular casual employee seeks to convert to full-time or part-time employment, Subee may agree or refuse the request, but the request may only be refused on reasonable grounds and after there has been consultation with the employee.

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published on the Thursday prior to commencement.

### Part- Time Benefits:

- Weekly hours of work guaranteed
- Requests for flexible working arrangements
- Parental leave and related entitlements
- Annual leave
- Personal/carer's leave, compassionate leave and unpaid family and domestic violence leave
- Community service leave
- Long service leave
- Public holidays
- Notice of termination and redundancy pay

Please visit the fair work ombudsman for current information.

### Expectations and Employee Responsibility

Subee expects all employees that are onboarded on a part time basis to be reliable and responsible to commit to their given availability. Your employment maybe subjected to performance review if this is not followed.

### When can you change your core availability?

The roster for full time and part time employees will be prepared by Subee and

Except in the case of extenuating circumstances, no changes shall be made to the roster once published due to changes in an employee's core availability.

It is not obligatory for Subee to publish a roster of the hours of work for casual employees

### Core Availability:

(a) Subee requires all part-time and casual employees to provide details of their availability to work. This shall be referred to as an employee's "core availability"

(b) Employees shall be rostered for shifts in accordance with their core availability.

(c) Where a part-time employee needs to make a permanent change to their core availability, Subee shall require two weeks' notice of this change to allow for changes to be incorporated into the roster.

(d) Where a part-time employee needs to make a temporary change to their core availability, such change must be notified to Subee prior to 4.00 pm of the proceeding week.

(e) maybe required to undertake in operational needs to work outside this core availability on extreme occasions.

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### Variations

*Subee reserves the right to vary, replace or terminate this policy from time to time.*

### Associated documents

Leave Policy

### Workplace participant acknowledgement

*I acknowledge:*

*receiving the Subee Policy;*

*that I will comply with the Policy; and*

*that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Your  
name:

Signed:

Date:

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