



CEPU Telecommunications & Services Branch
1st Floor, 139 Queensberry Street
MELBOURNE VIC 3000
Ph: (03) 9349 4411
Fax: (03) 9349 3488
Email: cdtsvic@victs.cepun.asn.au

fact sheet

Part Time Employment in Telstra *Frequently Asked Questions*

Question: What is the definition of a regular part-time employee?

Answer: A regular part-time employee is a person who works less than full-time hours, and has reasonably predictable hours of work.

Question: I work weekdays part-time can I be made to work weekends?

Answer: Most part-time staff are scheduled over normal working hour's period 7am-7pm Monday – Friday. It may depend on when you started, (see below) and if you were employed as a shift worker.

Question: As part-time employees can I work shift work and be paid penalty rates?

Answer: Yes, if you work in a shift centre, you may be required to work rotating shifts and will be paid penalty rates if any part of the shift falls outside the span of hours 7am - 7pm and weekends, public holidays as per award.

Question: What are the minimum hours I can be rostered daily on a part-time shift?

Answer: Your minimum daily P/T hours will be no less than three.

Question: Do I receive the same pay and benefits as full-time staff doing the same work?

Answer: Yes, all part-time employees receive equivalent pay and conditions on a pro-rata basis to those of full-time employees who do the same kind of work.

Question: Will I receive overtime payments as a part-time employee?

Answer: Yes, if authorised, overtime is paid to part-time staff after you have worked ordinary hour's equivalent to a full time employee, or weekly hours exceeding 36 3/4.

Question: What if it is not paid as overtime?

Answer: If not authorised or defined as overtime it will be additional time if worked and will be paid for at the ordinary time rate. Any additional hours paid at ordinary time will count for the pro rata accrual of annual leave and sick leave.

Question: Will I have to sign a letter if I change to part-time employment?

Answer: You may be asked to confirm your part-time agreement and will be entitled to receive in writing from your employer your part-time employment arrangements that specify: regular pattern of part-time, the ordinary hours worked each day, and over which days of the week; the actual start and finish times (however, you should not sign if you do not agree with it or did not consent to the change).

Question: When I start working part-time, do I have a say in what part-time hours I want to work?

Answer: Prior to the commencement of part-time employment you should have agreed on your hours of work, and be provided in writing the specific details of your part-time conditions. This could be in fixed part-time or rotating part-time hours depending on your work centre

Question: I work 25-hrs/week can that be reduced without my consent?

Answer: No, your part time hours can only be reduced by agreement between you and management.

Question: How much notice is to be provided for changes to my part-time hours?

Answer: Telstra may vary your part time hours of work by agreement with you or following 7 days notice. Or for a new roster rotation, 4 weeks notice. However this may also depend on whether your work area operates under committed scheduling or shift work arrangements.

Question: I currently work full-time can I change to part-time employment?

Answer: Full time employees may revert to part time if agreed by the manager. Which can be for any job in Telstra and will specify: the agreed period of part time employment; the ordinary hours worked each day; and which days of the week the employee will work; the actual start and finish times; and the method by which the hours may be varied.

Question: Can I go back to full-time employment?

Answer: At the end of the agreed time, the employee will revert to full time employment unless there is another agreed period of part time work.

Question: Do I have to go on an AWA to change to part-time?

Answer: No for existing staff, you have a choice of accepting or rejecting an AWA.

Question: Is there any difference between the EBA/ Award and AWA for part-time?

Answer: The Award/ EBA clearly sets out all the conditions of employment for part-time employees. AWA conditions are mostly contained in Telstra policies, which Telstra can change at any time. For more detailed information contact the union office.

Question: I have been working part-time since Jan 2000 7.21 hours per day 3 days per week and my manager is trying to change my part-time hours. What are my rights?

Answer: If you commenced part-time employment before 20th December 2000, your current working hours and days cannot be changed without your consent.

Question: What if I started part-time hours after December 2000?

Answer: If you commenced part-time employment after 21 December 2000 your hours of work may be varied on the same basis that they are varied for a full time employee working in an equivalent job in the same area. Any variation will depend on whether your work area operates under committed scheduling or shift work arrangements.

Question: I am a full-time employee and due to come back to work after Maternity leave, can I be requested to go part-time for 6 months then go back to full-time employment?

Answer: Yes, this may be requested as long as reasonable notice is provided.