

CHANGES TO YOUR HOURS OF WORK – PART-TIMERS KNOW YOUR RIGHTS!

From time to time, CBA may require you to make changes to the hours you work. Where the Bank seeks to change your part-time arrangements, the Commonwealth Bank Enterprise Agreement 2011 (clause 12(h)) provides a process that must be followed.

Step 1 - Your Manager must consult with you

Before any changes go ahead, your Manager should have an open discussion with you about the reasons for change and provide you with all necessary and appropriate information. During this discussion you should discuss your personal and family responsibilities and preferred working arrangements (including days, hours and locations) and you can propose alternative options for consideration. This process should take around a week.

Step 2 – Written notice

You should receive notice of any proposed changes to your working arrangements at least four weeks in advance of the change. Your Manager should be available during this time to discuss the proposal with you. Both you and your Manager should examine all reasonable options available. Neither of you can unreasonably withhold agreement to a proposed option.

Step 3 – Escalating the Dispute

Where you and your Manager can't agree, you should refer the matter to your Manager Once Removed. If the Manager Once Removed can't resolve the issue, it will be referred to their Manager. FSU can assist you at this stage to seek resolution.

Step 4 – Referring the matter externally

If you still feel the outcome is unreasonable, FSU can escalate your issue to Fair Work Australia for a decision on the matter.

What is 'reasonable'?

Unreasonable changes may include those which would require you to significantly alter existing arrangements you have for, e.g.

- **Childcare** – delivering/collecting children from school, looking after children out of school hours;
- **Caring** – for an aged or ill family member;
- **Study commitments**;
- **Community commitments** – to your children's school or your church;
- **Family budget** – if the reduction in income from a change to your work arrangements is unreasonable, or would require you to incur significant extra expenses.

During the dispute

No change to your working arrangements can occur until the dispute is resolved, unless there is a pressing operational necessity. However, once the pressing operational necessity ceases, you should revert to your previous working arrangements until the dispute is resolved

For more information call the **FSU Member Rights Centre on 1300 366 378**.