

Changes to Part-Time Hours at CBA: Know your rights

Does CBA want to change your part-time hours? Your Agreement provides protection for you if the bank wants to change your hours, and changes can only be made according to the process in the Agreement.

Your rights under the Agreement:

- You have the right to be informed.
The bank is required to provide you with all necessary and appropriate information about the need for change.
- You have the right to notice
The bank is required to give you four weeks written notice of a change to your part-time hours. Your manager should also be available to discuss changes during the notice period.
- The bank must be reasonable
Your manager must reasonably consider your preferred working arrangements including days of work and work locations and any options you put forward to achieve the change required. The bank must not unreasonably withhold agreement to changes to working arrangements to meet business or employee needs.
- You have a right to appeal
If there is a problem with proposed working arrangement then you can raise the matter with your manager once removed. If you are still not satisfied with the outcome you can raise the matter with your manager twice removed.

Changes to part-time hours are also subject to the dispute resolution procedure under the agreement and could be referred to Fair Work Australia for resolution if it can't be resolved at the workplace level.

CBA can require you to change your working arrangements at short notice when a pressing operational necessity arises such as a short term emergency. However, once the situation changes you have a right to revert to your previous working arrangements.

If you are approached about a change to your part-time hours, it is important for you to let your manager know in writing about all of the information that is relevant to the proposed change of hours.

The factors which may be relevant depend on your personal circumstances but may include your responsibilities to care for children, elderly parents or ill relatives, your study commitments, your travel arrangements, or community involvement. By putting this on the record you protect yourself if you need to dispute the change later on.