

Clause 13

13.0 Part-time Employees

13.1 Establishing Part-time roles

- 13.1.1 The parties acknowledge there is increasing demand from RMOs for part-time employment for a variety of reasons including improving work-life balance, and greater flexibility.
- 13.1.2 Each District shall commit to a positive process of introducing part-time employment opportunities for RMOs including reviewing whether part-time roles can be established or offered as part of any service or roster reviews.
- 13.1.3 Each District shall have a process for RMOs to take up part time employment opportunities and shall make all reasonable efforts to facilitate part time employment applications, including through job sharing.
- 13.1.4 To facilitate increasing part-time opportunities for RMOs (other than job share arrangements), the parties agree that the individual employee and the employing District may agree a run description that sets out the duties of the part-time role.
- 13.1.5 Such run descriptions shall be specific to the individual RMO's tenure in the part-time role, and their establishment shall not constitute a change in accordance with clause 14.2 unless there is a consequential change to the responsibilities of other RMOs on the run.

13.2 Conditions of Employment

- 13.2.1 Part-time work by an Employee is to be paid as a proportion of whole-time salary. Whole-time salary for the purposes of this clause shall mean the salary for which the run is categorised. Where an RMO does not undertake a common proportion of the whole-time ordinary and out-of-hours duties, the proportion of salary shall be established based on the relative proportion of ordinary and outside ordinary duties relative to those required of the whole-time RMO.
- 13.2.2 Part time employees are entitled to other conditions of employment on a pro rata basis as appropriate. For the sake of clarity, the annual practicing certificate, indemnity insurance and costs of training are to be reimbursed in full unless the employee has other permanent private sector employment as a doctor.
- 13.2.3 A part time employee shall only be required to work out-of-hours in proportion to their contracted ordinary hours, unless agreed otherwise by the individual employee and the employing District District in their run description.

Frequently Asked Questions (FAQs)

1. What is a part time employee?
 - An RMO who has discussed and agreed part time hours with the District, either due to service need or at the request of an RMO. Requests by RMOs to work part time will be considered on a case by case basis.
 - The definition of a part time employee is someone who is not casual and works on a regular basis, but less than full time.
2. Is a locum a part time employee?
 - No. A locum is a casual worker employed to cover an absent RMO for periods up to one month
 - A locum may work part time or full time for the period of their employment.
3. How are my part time hours determined? Do I have to work out of hours if I am part time?
 - The hours of work will be as agreed with the District. This may be certain days each week or it may be based on FTE where you work flexible days.
 - As a 'part timer' you may not be required to work out of hours duties, depending what has been agreed with the District.
4. If I am working 3 days p/week what out of hours can I expect to be rostered to?
 - If out of hours work is agreed, you will only be required to work out-of-hours in proportion to your ordinary hours, unless you agree otherwise with the District.
 - If you work 3 days per week (0.6FTE based on scenario below) you would not be expected to work more than six tenth (6/10) of the out of hours shifts on your roster over the course of the roster pattern
 - i. For example, if a full time RMO is rostered to work 10 after hours shifts in a run, you can expect to be rostered no more than 6 after hours shifts in the equivalent period.
5. What are my annual leave entitlements as a part time employee?
 - You are entitled to 6 weeks annual leave per leave year which is paid in accordance with the Holidays Act 2003 and prorated to your FTE.
 - For example if your FTE is 0.5 and you work 20 hours every week and you took 6 weeks leave, you would get paid 6 weeks at 20 hours per week.
6. Are any other leave entitlements prorated?
 - From 24 July 2021 the Holidays (Increasing Sick Leave) Amendment Act 2021 came into effect and all employees, including those working part time became entitled to 10 sick days per annum. The first 10 day entitlement will fall due on the next sick leave entitlement date on or after 24 July 2021.
7. If I am working part time will this affect my annual salary increment date?
 - No. Your increment date does not change whether you are full time or part time. It is only when you have a break in service that this will change.
8. Am I entitled to claim reimbursement for my annual practising certificate, indemnity insurance and training related expenses?
 - Yes. You be reimbursed the full cost although if you are also working in the private sector as a doctor or are undertaking work as a locum (outside of Health NZ), then these expenses will be paid on a pro-rata basis.

Scenarios

Part Time Employees Scenario # 1

The table below demonstrates the difference between Part Time, Full Time and Casual Employment

Note: reference to FTE means full time equivalent

Full Time	Part Time	Casual
An RMO who is employed on a full time basis and works a minimum of an F category run (40-44.9 hours per week). 1.0 FTE employee	An RMO who works less than a full time equivalent either on a permanent or temporary basis. As an example this could be an RMO who is rostered Monday and Tuesday every week and no other days. 0.4 FTE (based on 40 hour week)	An RMO who works only when the service call them in to cover an absent RMO for periods of up to one month. 0.00 FTE employee

Part Time Employees Scenario # 2

An RMO who is a part time employee works 3 days per week on a B category run as set out in the Hours and Salary Category table below.

- Their full time equivalent (FTE) would be 0.6. Payroll would use this FTE to calculate the pro-rated salary. Annual leave would be calculated to 0.6 FTE.
- If your FTE is calculated to be 0.6, based on the rostered additional hours detailed below you would not be expected to work more than 10.73 rostered additional hours per week across the course of the run.

Section 6: Hours and Salary Category		
Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40	The Service will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	17.88	
All other unrostered hours	3.12	
Total hours per week (Full time)	61.00	

Salary: The salary for this attachment will be detailed as a Category B.

Comparison STONZ and NZRDA CAs

There are no differences between the STONZ CA and NZRDA CA.