



**St George's, University of London**  
**POLICIES AND PROCEDURES**  
**PART TIME STAFF**

**1. EQUALITY OF TREATMENT**

- 1.1 Part-time staff should receive equal treatment with their full-time colleagues. Discrimination of any kind against part-time staff is against the spirit of St George's Equal Opportunities Policy and is unlawful under the provisions of Employment Relations Act 1999. Under these provisions St George's has a duty to ensure that part-time staff are treated no less favourably than full-time staff.
- 1.2 St George's terms and conditions of employment do not distinguish between full and part-time staff, except in the areas of salary and annual leave entitlement which are pro-rated against the number of hours worked in relation to the full-time hours of the post.
- 1.3 Care should be taken to ensure that part-time staff have equal access to resources, including training and development opportunities, and that they receive the same level of support as their full-time colleagues. Heads of Divisions have a responsibility to ensure that part-time staff are given the opportunity to contribute to the Division's decision making processes, for example it may be necessary to vary the timing of Divisional meetings to meet the needs of part-time staff.

**2. PART-TIME APPOINTMENTS**

- 2.1 The requirements or funding for a post may determine that the hours will be less than full-time. Alternatively, some posts are advertised as being available on a full-time or part-time basis; this can be a helpful way of widening the pool of applicants.

**3. REDUCTIONS IN HOURS OF WORK**

- 3.1 Part-time posts may also be created as a result of a request from a member of staff to reduce his/her hours of work to meet a change of circumstances, for example, a request under the Flexible Working Policy.
- 3.2 Whilst the employee does not have an automatic right to a reduction in hours of work, he/she has a right not to have the request unreasonably refused. Once the request has been received it must receive full and proper consideration from the relevant supervisor. Consideration must be given to the feasibility of accommodating the request, including methods for alleviating any perceived difficulties. The new pattern of working hours must be mutually agreeable; for the Division it is important to ensure that the remaining duties can be covered by another member of staff or by a new part-time appointment.

- 3.3 It may be advantageous to introduce the reduced working hours on an initial trial period, for example for 3 months. The arrangements would need to stipulate the actions at the conclusion of the trial period.

These would normally be:

- if the reduced hours are mutually agreeable they will be confirmed as a permanent change to the contract of employment, or
- if the reduced hours are not acceptable to the employee and/or to the Division, either the hours of work will revert to the former level or the employee will resign (on the grounds that he/she cannot meet the requirements of the post).

A temporary reduction in working hours is a variation to the contract of employment and must be confirmed in writing by the HR Department.

- 3.4 Should an employee enter into an agreement to modify his/her hours of work, no contractual entitlement to a subsequent return to the former hours of work can be given, although St George's will give full consideration to such a request.

January 2000  
Revised January 2008 to reflect the Flexible Working Policy