

12. PART-TIME EMPLOYMENT

- 12.1 The concept of part-time employment in the Public Sector was introduced in the 2008 PRB Report with the objective of allowing certain categories of public officers to opt for part-time work for the rest of their career, thus, offering them the opportunity for a better balance between working life and family responsibilities, training, leisure or civic activities. Given the importance of this mode of employment, the Bureau has been maintaining the provisions in respect thereof in its previous Reports. However, as at date, there is no evidence on record to show high prevalence of part-time working, save for a few grades in the Local Authorities and some Parastatal Bodies.
- 12.2 So far, the advice of the Bureau has not been sought regarding public officers who have opted for part-time employment for the rest of their career. Nevertheless, a few odd cases have been reported where some organisations have appointed officers on full-time basis despite the grades being classified as part-time. This change in employment status when done casually has even led to industrial disputes. It is, therefore, inappropriate to resort to such practice. **We hold that organisations should re-assess the need for having grades on a part-time basis based on their operational requirements. Should it be considered suitable to have full-timers instead of part-timers, the necessary procedure should be followed to have the grades established.**
- 12.3 Enlistment for part-time working should, in principle, be limited to entry grades, including entry levels in professional cadres only **and under no circumstances in promotional ones**. It is also applicable where recruits do not have to undergo formal theoretical and practical on-the-job training but only a short induction course to be able to perform the duties of the grade.
- 12.4 Although a low prevalence of part-time working in the Public Sector has been observed, we still hold that this mode of employment should continue in view of its adaptability for certain work situations.

Recommendation 1

12.5 **We recommend that:**

- **Heads of Ministries/Departments and Chief Executives of Parastatal Bodies and Local Authorities should be allowed to enlist the services of part-time employees. The recruitment of such employees should, however, be made according to the existing procedures as for full-time employees;**
- **all new grades identified that could be filled by part-time employees should be submitted to the MPSAR, which would examine each case on its own merits prior to submission to the High Powered Committee for approval;**

- subject to exigencies of service, public officers aged 55 years or more holding substantive appointment should be allowed to opt for part-time work for the rest of their career. This provision should not apply to officers at the level of Deputy Permanent Secretary and officers in scarcity areas;
- the pay for part-time workers should, in principle, continue to be on a *pro-rata* basis, that is, a proportion of the full-time rate of pay appropriate to the net number of hours worked. As regards serving officers opting for part-time working, the pay should be the salary point drawn, on a *pro-rata* basis, at the time of exercising the option and the officer should be allowed to continue to be eligible to earn the annual increment;
- once the *modus-operandi* of part-time working in respect of any grade has been determined by any public sector organisation, the advice of the Pay Research Bureau should, invariably be sought through the MPSAR, for pay determination; and
- for pension purposes, any period of part-time working for officers holding substantive appointment should be reckoned as pensionable service but on a *pro-rata* basis.

Conditions of Service

- 12.6 The Conditions of Service of part-time employees should, in principle, be in line with those recommended in the relevant sections of this Volume.

