



Job Share Policy

Policy Name: Job Share Policy	Date of Origin: August 2009	Modification History: September 2018
Date of Most Recent Review: September 2018	By Whom: College Policy Committee	Commencement Date:
Policy Audience: Staff - Oaklife	Policy Status:	Policy Review Date: 2020
Policy Approval: This policy was approved by the Senior Leadership Team in September 2018.		

1.0 Rational

- 1 Oakhill College is committed to the pursuit of quality learning and teaching and recognises and support flexible working conditions under the guidance of the Multi Enterprise Agreement (MEA)

2.0 Guiding Principles

- 2.1 This policy applies to all staff who work under the College' Teacher and the Support Staff Multi Enterprise Awards (MEA).
- 2.2 Job share offers short term work arrangements at particular times and in certain circumstances tailored to suit the need /s of the workplace and the job share partners.
- 2.3 Appropriate reasons for a job share application may include carer's responsibility and/or extended periods of poor health.
- 2.4 The context within which employees may seek a variation of permanent employment based on carer's responsibilities is outlined in the 'Right to Request Flexible Work Arrangements' provisions in the relevant awards. Job share arrangements represent one type of part time employment in applying the Award provisions of the Right to Request clauses:

- Teachers Award clause 23 (Part F)
- Support Staff Award clause 28 (Part F)

3.0 Policy

- 3.1 Job share partnerships may be granted by the Principal where they meet the requirements set out in the relevant sections of the MEA and the operational needs of the College so as to fulfil its primary aim of quality education and duty of care.

4.0 Guidelines and Procedures

4.1 Application

A request for a job share arrangement is initiated in writing by both prospective job share partners generally 4 weeks before the end of Term 3. The request is to be submitted using the College Job Share Application form.

4.2 Determination

When assessing the application the employer will consider the request having regard to the employee's circumstances. The employer must be satisfied that the requirements of the role will be met by the proposed job share arrangement, as well as meeting the needs of the workplace. The employer (Principal) retains the final decision in relation to job share partner selection.

When assessing the application, the employer must refer to the factors covered in the MEA

4.3 Approval

Once a decision has been made concerning a job share application, the parties concerned will be notified in writing within 21 days from the receipt of a job share application.

4.4 Refusal

Where a refusal of a job share application is made, despite an employee having carer's responsibilities and where the employee could perform the inherent requirements of the job, the refusal may only be made on reasonable grounds relating to the effect of this work arrangement on the workplace. In accordance with the Family Provision Test Case (2005) this may include any of the following:

- a) Cost
- b) Lack of adequate replacement staff
- c) Loss of efficiency
- d) Impact on customer service (including negative impact on teaching and learning flowing from timetabling constraints, limited professional experience of one or both of the applicants or the unavailability of compatible job share partners as examples).

Where the request is made for a reason other than the employee's parental responsibilities the request may be refused provided that the refusal is not in breach of Anti-Discrimination legislation.

Reasons for refusal of a Job Share Application will be provided in writing to the applicant.

4.5 Appeal

An applicant may appeal the decision to refuse a Job Share Application within 7 days if there are further compelling reasons, by writing to the Principal and providing detailed reasons for their request for an appeal of the decision. The Principal will review a refusal of a job share request in light of all available evidence and make a final decision.

4.6 Implementation of the Job Share Arrangements

4.6.1 The job share arrangements are reviewed by the Principal or his/her delegate during Term 3 each year, or at other times if required, and this may include a new formal Job Share application for the following year.

4.6.2 When a job share concludes, the employees within the job share will revert to the employment status they held prior to commencing the original job share.

4.6.3 Where a job share partnership is assessed as ineffective any party to the agreement may request a review at any time.

4.6.4 If after a review and implementation of corrective strategies by job share partners, the job share arrangement continues to impact negatively, the Principal may terminate the job share.

4.6.5 Requests for a job share arrangement from a teacher intending to take Long Service Leave during the job share will not be considered due to the disruption to students unless the job share partner agrees to take the full load of the job share and this is outlined in the job share application.

4.6.6 Where an employee in a job share partnership resigns the existing job share agreement ceases. The remaining job share partner may be offered the position on a full-time basis until the end of the school year. If the remaining partner declines the full-time position the employer may appoint a temporary part-time employee to cover the role of the departing partner until the end of the school year. A change in one member of a job share arrangement will require documentation in a new Job Share Application.

5.0 Policy Review

5.1 The Principal is to ensure that this policy is regularly monitored and revised in the light of requirements related to section 47 of the Education Act 1990 (NSW); NESA requirements for the registration and accreditation of the school; and the MEA.

5.2 This Policy is to be reviewed every two years.

6.0 Explanatory Notes and Definitions

A job share exists where two people share the duties and responsibilities of one full-time job for a specific period of time, with each employee working part-time on a regular basis. This type of job share arrangement is termed a **shared responsibility** for the functions of one full time position. The job share partners must be very compatible, with similar vision, skills and attitude to work. The employment status of individual employees in a job share will vary and include temporary employees, permanent part time employees and permanent full-time employees with a temporary part time variation to their continuing (permanent) contract.

Frequently Asked Questions About Job Share Arrangements

6.1 Who is eligible to apply for a job share arrangement?

Both teachers and support staff are eligible to apply for job share arrangements.

6.2 How long can a job share last?

Individual job share arrangements are negotiated and reviewed on an annual basis.

6.3 Is there a limit to the number of job share arrangements in a school?

The number of job share arrangements in a school will depend on the particular circumstances at that school and the ability of the employer to accommodate the request for a job share in relation to the efficient operation of the workplace.

6.4 What is the impact on entitlements when job sharing?

Employees on a reduced load receive existing and future award and agreement entitlements on a pro-rata basis.

6.5 Do employees on a reduced load need to attend meetings or professional learning on days they don't normally work?

An employee needs to satisfy their professional duties and is required to attend official formal events such as parent teacher meetings, Open Day, Founders Day and Graduation.

Confirmation of attendance at meetings and professional development is to be documented by the applicant in the Job Share Application when applying for a job share arrangement.

6.6 What responsibilities does an employer have in considering a job share request?

The employer will be considerate of employees who have carer's responsibilities unless the employer is unable to accommodate a job share request because:

- the employee would be unable to carry out the inherent requirements of the job; or
- the accommodation of the job share request would impose an unjustifiable hardship on the employer.

Job share arrangements must be negotiated at the workplace, and should take into account the following factors:

- a) The organisational requirements of the running a school;
- b) In the case of teachers, the specific teaching and learning needs of students at the school;
- c) The nature of the position;
- d) The need to provide equitable work arrangements for all employees at a work site;
- e) The caring responsibilities of the employee seeking the arrangement;
- f) In the case of teachers, the number and type of part time and/or job share positions already at the school, the size of an individual school and its ability to accommodate part time requests.

The employer is required to:

- a) Manage administration for the job share partnership to facilitate acceptance by parents, students and other staff;
- b) Schedule professional learning to maximise attendance of all school staff, and/or negotiate appropriate arrangements for job share and part-time staff who may benefit from involvement in formal workplace learning.

6.7 What responsibilities do employees have in applying for a job share?

Teachers in a job share arrangement must outline in their job share application the following areas:

- a) Confirmation of work arrangements, for both partners, to the employer;
- b) Strategies for effective communication including approaches to planning and sharing of workload and curriculum;
- c) Assessment and evaluation processes for student reporting as a joint responsibility of both partners;
- d) Professional development options;
- e) Capacity for partners to undertake casual relief in the event of their partner's absence due to illness or attendance at professional development;
- f) Assessed compatibility with proposed job share partner.

6.8 What are the benefits to schools in offering job share arrangements?

- a) Retaining existing employee experience and skills;
- b) Decreasing absenteeism in relation to carers' responsibilities;

6.9 What are some of the challenges associated in the implementing of successful job share arrangements?

- a) Ensuring consistent approaches to curriculum planning and implementation;
- b) Ensuring equitable workloads for job share partners;
- c) Integrating job share partner working styles and practices.;
- d) In schools, providing a consistent teaching presence and access for the parents concerned;
- e) Minimising administrative workload for school executives in assessing and monitoring job shares;
- f) Managing timetabling issues in secondary schools.

6.10 When can a job share arrangement be terminated?

A job share arrangement may not always work successfully. The Principal may terminate a job share arrangement if a review of it shows that the arrangements fail to adequately satisfy the requirements of the role. See 4.6 Review of job share arrangements.

6.11 Can a temporary employee be involved in a job share arrangement?

A temporary employee can be involved in working as part of a job share arrangement.

A temporary teacher engaged to cover the class of a permanent teacher engaged in a job share partnership may be terminated if the job share ends. This potential early termination of temporary employment must be indicated in the letter of appointment for the temporary teacher.

7.0 Supporting Documents.

- Review of the provision of learning and teaching and work practices in job share arrangements in Parramatta Catholic Education (2007)
- Maintaining Right Relations (2006)
- Family Provisions Test Case (2007)
- Oakhill College Multi Enterprise awards (MEA)
- Oakhill College Staff handbook
- Oakhill College Job Share Application Form



JOB SHARE APPLICATION FORM

1.0 Job Share Dates:

2.0 Applicant Details:

Applicant 1		Applicant 2
Name		Name
Faculty		Faculty
Current FTE		Current FTE
Proposed FTE		Proposed FTE
Current Academic Head		Current Academic Head

3.0 Proposed School Timetable

Applicant 1					Applicant 2					
Mon A <input type="checkbox"/>	Tue A <input type="checkbox"/>	Wed A <input type="checkbox"/>	Thur A <input type="checkbox"/>	Fri A <input type="checkbox"/>		Mon A <input type="checkbox"/>	Tues A <input type="checkbox"/>	Wed A <input type="checkbox"/>	Thurs A <input type="checkbox"/>	Fri A <input type="checkbox"/>
Mon B <input type="checkbox"/>	Tue B <input type="checkbox"/>	Wed B <input type="checkbox"/>	Thur B <input type="checkbox"/>	Fri B <input type="checkbox"/>		Mon B <input type="checkbox"/>	Tues B <input type="checkbox"/>	Wed B <input type="checkbox"/>	Thurs B <input type="checkbox"/>	Fri B <input type="checkbox"/>

4.0 Rationale (Justification):

Applicant 1	Applicant 2

5.0 Proposed implementation of the job share (to be completed collaboratively by both applicants).

5.1 Proposed Work Arrangements For The Job Share Partners.

(Description of duties; understanding re style of teaching and management practices)

5.2 Curriculum/Learning Programs.

(Classroom/workspace organisation; expectations re use of College laptop)

5.3 Assessment and Reporting

(Tutor Teacher responsibilities; marking and reporting duties; parent-teacher nights responsibilities; whole school events such as Open Day, Founders Day, Graduation)

5.4 Communication

(What strategies will be put in place to maintain continuity of teaching and parent contact?)

5.5 Behaviour Management

((Your expectations in regard to student behaviour and how behavioural issues will be managed and followed up)

5.6 Co-curricular Activities (eg. sport, coaching, debating, school musicals)

(Proposed co-curricular involvement)

5.7 Absences

(How will short term absences be covered?)

5.8 Professional Development

(Understanding re attendance at staff days and faculty meetings; how will you maintain on-going professional development, in particular, the Annual Professional Learning Plan?)

5.9 Assessed Compatibility of Job Share Partners**5.10 Other Considerations**

6.0 Signatures

Applicant 1		Applicant 2	
Name		Name	
SIGNATURE		SIGNATURE	
DATE		DATE	

1. If one partner departs from the school during the job share partnership, the arrangement will lapse.
2. Where the job share partnership lapses, the remaining partner may assume the position on a full-time basis, or another partner may be appointed on a temporary contract.
3. When the job share partnership is concluded at the end of the job share term, both teachers will revert to their substantive status they held prior to the job share partnership unless a new Job Share arrangement is approved.
4. If, at the completion of the job share term, both parties wish to continue with the job share partnership, a new Job Share Application will be completed and if approved by the employer the Job Share Agreement finalised. This will be determined following a review of the arrangement.