



Related Policies

Nil

Purpose

This policy supports the Catholic Education Office's endeavour to implement 'Family Friendly' employment practices.

Policy

Job-sharing is supported by the Catholic Education Office and the Independent Education Union as a valid and worthwhile work option for those individuals who wish to reduce work involvement during particular periods in their working lives.

Definitions

Job-sharing is a voluntary arrangement in which two people share one full-time job, each working part-time on a regular on-going basis. Job share does not include regular part-time employment or executive relief employment.

Procedures

1. When considering job-sharing, the impact on the educational programs being offered to the students should be assessed.
2. Staff members wishing to participate in a job sharing arrangement should address their applications in writing to the school Principal. Following consideration of the applications, the Principal will respond to the applicants in writing. The final decision rests with the Principal.
3. Prior to approving any applications by staff to participate in a job sharing arrangement, the following should be considered:
 - the well being of the students must remain the issue of paramount importance;
 - the appropriate number of job share arrangements that the school can undertake concurrently in a school year;
 - the suitability/compatibility of the applicants; and
 - the implications of the NSW Anti-Discrimination Amendment (Carer's Responsibilities) Act 2000.

Job Share

4. Job share arrangements will be reviewed at the end of each school year. If the job share is to continue into a following year then both parties will be re-classified as permanent part-time within the content of the job share. Should one party leave the job share arrangement then the unassigned FTE will be offered to the other party in the first instance.
5. No more than two persons shall share the one position.
6. All conditions relating to the job share are to be in writing prior to the commencement of the arrangement and the implementation of any arrangement must not incur an additional cost to the school.
7. Staff should be aware that the Principal, in approving a job share application, may request any or all of the following undertakings:
 - the development of formal structures for effective communication;
 - a commitment of participation by both parties in the decision-making and planning processes of the school;
 - arrangement of work patterns so that equity exists for both partners to attend staff meetings, parent/teacher meetings;
 - arrangement between the parties regarding the degree of participation and attendance at Professional Development activities and whole staff Professional Development days;
 - attendance at regular information-swapping sessions between the parties to ensure consistency and continuity of the educational programs and monitoring of student outcomes;
 - agreement between the parties regarding the degree of involvement in and preparation of school events, including class liturgies, excursions, camps, student reports, parent evenings, etc; and
 - an understanding that in the case of short term absences every effort is made to cover the absence with the other partner in the job share arrangement in order to achieve minimal disruption to the class.
8. Principals must ensure that suitable temporary positions are available on staff to allow staff members participating in a job share arrangement to return to their former FTE, if desired, at the conclusion of the initial first year of the arrangement.
9. The difference between the normal level of employment (FTE) and the employment level during the initial first year of the arrangement will be considered as leave without pay for all purposes.

References

Teachers Certified Agreement

Forms

Nil

Approved by:	CEO Heads of Division
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