



# FLEXIBLE WORK OPTIONS POLICY

## OVERVIEW

Our school and the Department of Education recognises the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce able to meet current and future educational needs of our students.

An employee may request a flexible work arrangement to assist them to balance their work and life or family commitments. Requests will be assessed by the principal on a case-by-case basis taking into account Department policy, legislative requirements and the needs of both the employee and the workplace.

## AIMS

To provide a working environment that allows employees the opportunity for flexible work options which contribute to improved performance, productivity, morale and improved student results.

## IMPLEMENTATION

Our school values the benefits that flexible working arrangements can bring to the workplace.

Current flexible work options can be broadly categorised as:

- working time variation, e.g. part time, which is one of the most frequently utilised flexible work options currently being used in the Department, early start/early finish for educational support staff
- leave variation, e.g. leave on half pay, time in lieu (for ES staff)

Part time work can involve a reduction in hours over a short or medium term. It may be used to enable a phased return from maternity, family or other extended leave, or a phased exit before retirement, or a change in an employee's health status, subject to the capacity of the school to vary the employee's time fraction.

Each year the number of flexible work option teaching positions will be determined in accordance with the school's Workforce Plan, Student Resource Package and the needs of the school as outlined in the Strategic Plan.

Employees seeking a flexible work option must do so in writing to the Principal class, using the [Flexible Work Options Proposal proforma](#). This is to be submitted in August during the Workforce Planning process/meetings with the Principal.

All full time staff negotiating part time work will have a written start and finish date for the period negotiated.

The Principal may not approve time fraction changes due to:

- Enrolments
- Budget constraints
- Staffing constraints
- The effect on student learning and the impact on programs

Each request will be considered individually. Each will have different facets and circumstances. What may work in one situation may not work in another. Not all requests for flexible work arrangements will necessarily be met.

Staff are encouraged not to make arrangements associated with a change to their work time fraction, prior to it being confirmed.

Days and times can be negotiated, but the final decision remains with the principal.

## **EXPECTATIONS**

The following conditions are expected for part time staff. There may be exceptional circumstances at times and conditions then must be negotiated with the Principal. Calculations are based on a full time classroom teaching role.

It is expected that part time teachers in shared classes will:

- attend at least part of the first two days of the year when students attend school
- attend the Introducing My Child meeting at the beginning of the year
- attend information evenings
- attend 3 way conferences (we hold two per year)
- attend evening events.

### **Communication is vital**

It is the responsibility of the part time staff member to keep informed of all communications to staff.

It is expected that communication will take place daily for part time staff sharing a class.

Regular formal and informal meetings are encouraged out of school hours to enhance the professional relationships, facilitate optimum communication and maximise student learning.

### **Student Reports**

Student reports to be completed as per the Reporting Policy and Guidelines. Arrangements for shared classes – to be negotiated with Reporting coordinator.

### **Time Release and Yard Duty**

This will be pro rata with the allocation for full time staff.

### **Meetings**

If a meeting occurs on the part time staff's work day, then the staff member is expected to attend.

### **Student Free/Curriculum Days**

If a curriculum day is not on the part time staff member's regular work day, then they may attend voluntarily. Part time staff will not be paid for this. Where possible, planning days will be rotated throughout the year.

### **Day Swaps**

Any swap to a day of work is to be discussed and approved by a Principal class member.

### **Roles within Classification**

It is expected that part time staff have a role within the school commensurate with their classification.

### **Professional Learning**

All staff are encouraged to ensure they attend PL to meet their VIT registration requirements and to further develop their professional knowledge and practice.

### **Planning Days**

If the planning day is not on the part time staff member's work day, their attendance is voluntary.

## **Leadership Positions**

It is preferred that leadership positions in the school are held by full time staff members to facilitate timely and consistent communication. At the discretion of the principal, part time staff may be considered depending on the role and the expertise of the part time staff member.

## **RESOURCES**

### **An employee guide to requesting flexible work arrangements**

<https://www2.education.vic.gov.au/pal/flexible-work/policy-and-guidelines/5-employee-guide-requesting-flexible-work-arrangements>

### **A guide to managing requests for flexible work arrangements**

<https://www2.education.vic.gov.au/pal/flexible-work/policy-and-guidelines/6-guide-managing-requests-flexible-work-arrangements>

## **RELATED POLICIES**

- Attendance and Working Hours
- Bereavement Leave
- Cultural and Ceremonial Leave
- Leave Without Pay
- Long Service Leave
- Parental Absence
- Part-time Employment
- Personal Leave
- Sabbatical Leave
- Study Leave for Teaching Service

## **RELEVANT LEGISLATION**

- Delegations
- Industrial Awards
- Legislation — Employment Topics

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Made available in hard copy from school administration upon request

## **EVALUATION**

This policy will be reviewed in line with best practice and DET guidelines.

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	October 2021
Consultation	Principal School Council
Approved	December 2021
Next scheduled review date	October 2023