



FLEXIBLE WORK OPTIONS POLICY

PURPOSE

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

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 student 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.

Planning Days

If the planning day is not on the part time staff member's work day, their attendance is strongly encouraged, but voluntary. Payment will not be granted.

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.

EVALUATION

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

REVIEW CYCLE

This policy was last updated in **December 2018** and is scheduled for review in **December 2021**.

Endorsed by School Council in December 2018.