



Mount Lilydale Mercy College

JOB SHARE PROTOCOL

Job sharing is when one full-time job is divided between two or more people, each of whom works an agreed portion of the job and shares responsibility for the total workload. The job may be shared between two people who wish to work part time or between one part time worker and a full time worker.

Based on college needs an agreement may be made with employees in a teaching, non teaching or position of leadership role. The classification level of the position should not be an obstacle to job sharing opportunities.

General principles

Job sharing aims to reduce the impacts on the college's curriculum from historical part time employment arrangements and the large student population programmed into the one timetable. The college aims to maximize learning opportunities by limiting individual part time arrangements in favor of job sharing.

Job sharing arrangements in general should not apply to specialized non teaching appointments where these arrangements best suit the college and employee needs.

Job sharing arrangements should not apply to specialized applied learning teaching delivery where optimal curriculum and student benefits are derived from the one trainer, i.e. VET programs blocked on one day where the employee may be best to be employed on a one day per week arrangement to meet industry standards or for VCAL programs where a teacher is needed for three days per week for integrity and continuity of program outcomes and rapport with students.

Job sharing arrangements meet recommendations related to the college's 2009 Equal opportunity compliance report.

Job sharing Positions of Leadership are a way of broadening the skill set applicable to the role as well as creating an automatic back up person for the role in times of leave or illness.

Teachers willing to work every day of the week part time or teachers whose time fraction does not impact on timetabling classes on specific days need not participate in job sharing.

It is perceived that Job sharing would be most successful when instigated by the employees themselves, who organize it to fit in with their own needs. The Principal, Deputy Principal – Director of Staff, Executive and Co-Campus Directors should satisfy themselves that the employees selected for job sharing can work effectively together without detriment to other jobs, the curriculum, learning, other staff or students. When considering job sharing opportunities, the Principal, Deputy Principal – Director of Staff, the Executive and delegated representatives should consider the following benefits and costs:

- opportunities for permanent part-time employment for staff who wish to engage only in that form of employment, especially those with specialist skills or POL, teaching methods or industry related commitments – especially pertinent to increased demand for applied learning positions, including VET provision
- opportunities to return to employment after extended periods of absence, maternity leave or illness
- opportunities for staff nearing retirement age who wish to gradually reduce their work commitment, notably with the increase of retirement age to 67 and the aging workforce demographic for teachers
- opportunities to study at a faster rate

- open up opportunities for women with family responsibilities in leadership thus avoiding or limiting disruption to career progression
- opportunity to benefit from discussions with a colleague on pedagogy

Benefits for the college include:

- curriculum delivery can be evenly spread throughout the timetable cycle allowing improved learning for students
- greater flexibility including a wider span of working hours, e.g., in the case of VET provision or VCE tutorials / lectures / study clubs or with ancillary staff requirements, e.g. Reception until 5pm+ and evening events such as RCC, plays, musical, sports, Night of Excellence
- higher productivity with more highly motivated employees and a reduction in absenteeism, including i.e. 1 class on a day when an extra may be created.
- greater involvement in activities through increased co-operation and collaboration
- Increased leadership vision and staff development through the fostering of shared POL, drawing together a broader skill set and the opportunities for professional development and multi skilling.
- May enhance the preparation of women in leadership positions
- Shared POL creates opportunities to increase the gender balances of such roles, such as the Campus Directors
- recruitment from a wider employment pool
- greater scope for retaining highly valued employees who might otherwise leave, this is especially pertinent for employees who for tax reasons do not benefit by working full time especially being compounded by the governments change to salary sacrifice contributions which commenced in July 2009

Potential disadvantages:

- potential loss of continuity in the position
- communication between the job sharing employees may not be effective, which might result in duplication of work or delivery methods being contradicted or responsibility being deflected.
- slightly more involved supervisory roles
- Individual vs. team initiatives
- potential restrictive problems with granting of long service leave to persons in a job share arrangement. Both would need to on leave at the same time or commence a new job share with the relieving teacher or the person not on leave work full time

Position approval

When taking action to fill a vacant position or to consider an application by a staff member for job sharing, the Principal, Deputy Principal – Staff or nominated representative should review the position in accordance with the following procedural issues.

Issues which should be considered in relation to a change to job sharing arrangements include:

- the advantages and disadvantages to Mount Lilydale Mercy College
- the advantages and disadvantages to staff who wish to work on a part time basis
- impact of job sharing on future staffing flexibility (e.g., if the position is no longer required it may be more difficult to place two part-time employees in alternative positions; if one party leaves, it may be more difficult to appoint a replacement on a part-time basis);
- identification of proposed period for which job sharing will be approved, i.e., whether the arrangement is to be permanent or for a defined limited term
- informing all staff of the possibilities of job sharing, including POL
- clear definition of the components of the job, which may necessitate job redesign or curriculum reform. This is a critical factor since this is the main reason for introducing such a model. Reform could include moving to a lecture and tutorial format or core classes and extended learning plans. This could provide both timetabling and pedagogical benefits. It could also include the AM and PM blocking of classes beyond current times to facilitate better use of teaching resources and specialist / practical classrooms

- clear definition of acceptable working hours – most relevant to non teaching staff
- informing other staff of the work arrangements relating to the job sharing position – especially regarding communication and responsibility for completion and follow up on issues, i.e. YLC
- means of ensuring appropriate communication between job sharers and other staff members
- shared use of staff work station
- means of providing professional development, training/staff development for job sharers, similar to arrangements for full time staff.
- if an employee wishes to break from the job sharing arrangement, then that person will have to agree to amicable arrangements to restrict the disruption to the college and or delivery of job responsibilities including the possibility of increasing or decreasing part time status to avail the college to refill this arrangement
- local agreements could be made in complement to the current MEA to facilitate job sharing arrangements, especially pertinent to POL.
- subject matter which may or may not lend itself to job sharing
- the personalities of teachers participating in a job share would need to be compatible

Check list for job sharing arrangements

- Have the employees submitted a joint application for job sharing arrangements or is this an individual application? *Employees must either submit a written application to the Principal and / or indicate their intention on the annual staff intentions form.*
- Has a responsibility agreement been arranged to ensure all aspects of the job have been considered under the arrangement. This include attendance at meetings, co curricular, assessment & reporting, liaison with parents, attendance at college functions, retreats, camps etc.? *An agreement must be made in writing between the staff members and the Principal / College.*
- Have clear guidelines been established for the leaving of extras or duties in times of illness or other college commitments? *Reference must be made to the relevant college policy.*
- Do both parties acknowledge joint responsibility in attendance at full college events such as faith development days, opening mass, mercy day etc without additional pay claims being introduced? Both employees would be expected to attend Student Progress interviews or if sharing this duty to have discussed comments with each other prior to the interview to ensure that parents are provided with information from both teachers. *An agreement must be made in writing between the staff members and the Principal / College.*
- Have the employees undergone an individual or joint induction program? *Employees must participate in or have had relevant discussions on their role and the college's expectations in a job share arrangement.*