

## **Part Time & Flexible Work Arrangements Policy**

### **Background**

The Department of Education (DET) recognises the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce.

Huntingdale Primary School understands that staff may request flexible work arrangements. All requests will be considered with a focus on ensuring that any change in working hours are mutually agreed, that student outcomes are considered and that legislative requirements are adhered to.

### **Purpose**

To ensure that Huntingdale Primary School:

- Assesses requests for flexible work arrangements on a case-by-case basis.
- Adheres to Department of Education (DET) policies and procedures.
- Follows the legislative requirements in the Fair Work Act 2009 and the Victorian Equal Opportunity Act 2010.
- Follows the Victorian Government Schools Agreement 2017.
- Takes into account the balance of student and school educational outcomes and the needs of employees.
- Provides clear arrangements and expectations for part time staff in the school.

### **Implementation**

- The Principal has the overall responsibility for implementing this policy.
- Requests will be assessed by the Principal on a case-by-case basis taking into account legislative requirements, the needs of both the employee and the workplace and with the chosen arrangement being mutually acceptable.
- Flexible work arrangements are subject to negotiation between the employee and the Principal. It needs to be taken into account that:
  - Some arrangements are linked entitlements (e.g. for example long service leave, study leave) with the timing of the arrangement subject to approval
  - Operational feasibility plays a key role when considering proposals for flexible work arrangements. The following operational elements will be considered (and not limited to) when assessing flexible working options. They will need to be negotiated with the Principal. However, the following will generally apply:



## **1. Communication**

- It is the responsibility of the part time staff to check emails, the school calendar and meeting minutes to ensure they are up to date with the day to day organisation of the school. The Assistant Principal is the first point of contact for information regarding school organisational matters.
- It is the responsibility of the teacher to follow up any issues that are reported to them. If they are not in attendance the next day, the issue must be communicated to the relevant staff member (e.g. Teaching partner, Assistant Principal) to ensure follow up is completed in a timely manner.

## **2. APT**

- Part time staff will have APT or reduced duties pro rata of their time fraction.

## **3. Yard duty**

- Part time staff will be required to undertake Yard Duty pro rata of their time fraction.

## **4. Professional Development & Curriculum Days**

- Part time staff will attend Curriculum Days if they are employed at the school on the day a Curriculum/PD Day is scheduled. Part time staff not employed on a Curriculum Day may attend in negotiation with the Principal.

## **5. Parent Teacher Interviews, Show and Share Nights**

- Part time staff are encouraged to attend these events. This will be negotiated with the Principal depending on the role/time fraction of the teacher within the school.

## **6. Staff meetings and after school meetings**

- Part time staff at school on Mondays (Consultative Meetings- rotational twice a term), Tuesdays (staff meetings) will attend these meetings.

## **7. Report Writing**

- Part time staff will complete reports as per the school's assessment and reporting protocols.
- Provisions will be made in negotiation with the Principal to attend Report Writing Days allocated.

## **8. Excursions and Camps**

- Part time staff will attend an excursion if they are employed at the school on the day the excursion is scheduled.
- Attendance at camps will be negotiated with the Principal and Camp Organiser.

## **9. Walk Up Day and First Day of Term 1**

- Part time staff in attendance will teach on Walk up Day.
- All part time staff are required in attendance for the first Day of each school year and arrangements will be made with the Principal.



## 10. Production, Graduation, Information evenings and special events

- Part time staff in attendance on the day will attend the evening event if they are required e.g. a part time teacher does not need to attend an event that does not affect/involve their year level. They may attend on a voluntary basis if they wish.

## 11. Leave

- Staff will apply for leave e.g. long service leave, personal leave like other staff and needs to be approved by the Principal.
- The process in applying for flexible work arrangements is as follows
  1. **Initial meeting with the Principal**- to discuss the possibilities of flexible working arrangements e.g. possible roles, how it will affect the teacher, staff and students, time fraction.
  2. **Request made in writing by the teacher to the Principal**- to make a formal request for a review in working arrangements. It should outline the personal circumstances under which the request is made and detail the arrangement the employee is seeking.
  3. **Assessment by the Principal**- the Principal will assess how the request may affect the overall running of the school. They may take into account the following- overall staffing, students, the timetable, implementation of school programs, school budgets and the circumstances of the teacher making the request.
  4. **Decision**-The Principal will make a decision about the request and reply in writing to the teacher. They will outline the reasons for accepting/rejecting the request, noting any modifications to the original request, the timing of the flexible work arrangements and the period of time it will last. This will be done in a timely manner depending on the time of the request.
  5. **HR requirements**- Depending on the outcome of the request, the Principal will ask the Business Manager to complete necessary paperwork to complete the change in work arrangements.
- Any changes to the agreed work arrangements will need to be made with the Principal by following the above process.
- More information about flexible work arrangements can be found at <http://www.education.vic.gov.au/hrweb/divequity/Pages/balance.aspx>

## Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

## Document Status

Reviewed	School Council Ratification	Next Review
July 2017	15 <sup>th</sup> August 2017	15 <sup>th</sup> August 2020