

PART SEVEN – JOB-SHARE PROPOSAL TEMPLATE

Sample Agreement - Remove instructive boxes when using

1.0 Applicant Details

APPLICANT 1

Name:

Classification Level:

Current Location:

Current Employment Fraction:

APPLICANT 2

Name:

Classification Level:

Current Location:

Current Employment Fraction:

2.0 Proposed Part-Time Arrangements

Fraction, Days and Time

Applicant 1

Name

Fraction

Days / times to be worked

Week 1

M _____

T _____

W _____

T _____

F _____

Week 2

M _____

T _____

W _____

T _____

F _____

Preferred Teaching Levels / Subjects

Applicant 2

Name

Fraction

Days / times to be worked

Week 1

M _____

T _____

W _____

T _____

F _____

Week 2

M _____

T _____

W _____

T _____

F _____

Preferred Teaching Levels / Subjects

Arrangement Commence/Finish

Proposed Date for Commencement:

End Date (if applicable – see comments below):

Note:

- Teachers can be employed on a fraction ranging from 0.2 to 0.9.
- Each part-time person should be rostered on either full or half days. The period of engagement may start and finish at any reasonable time through the day but should be continuous. A half-day is equivalent to 2.5 hours rostered duty time. Ideally, the half-day should either be the first half, from the commencement of school, or the last half, the 2½ hours of rostered duty time immediately prior to the end of the timetabled school day.
- Use of End dates – an end date should **only** be implemented when the application is approved under the Family Leave Award 2003; when inherent requirements dictate that the application for part-time work can only be approved for a specified period of time; or when requested by the employee.

3.0 Proposed Work Responsibilities and Working Arrangements

The following sections have been included as a guide only. The information in italics has been designed to act as a prompt to assist employees to consider all aspects of the proposed job-share arrangement.

- 3.1 Curriculum Consider *who will manage* relevant sections.
- 3.2 Assessment and Reporting Consider *how marking of assessment will be shared*, report cards will be completed and how parent-teacher interviews will be conducted.
- 3.3 Communication Processes Consider the processes that are proposed for *day-to-day communication* between the teaching partners.

Consider what will happen if a job-share partner is not rostered during *professional development, staff meetings, year level meetings etc* and how it is proposed that communication will occur to update the person who was not present.
- 3.4 Absences Consider what will happen if one of the job-share partners takes *leave*. This includes sick leave family leave etc.
- 3.5 Continuation/Discontinuation of the Arrangement Consider what will happen to the arrangement if one of the job-share partners *resigns or takes extended leave*.
- 3.6 Review Processes Reviewing how the arrangement is working is good management practice. Include *review dates* as appropriate.
- 3.7 Other Considerations Include any other considerations.

* Job-Share Agreement should be drafted (outlining the above in detail) and attached.

4.0 Signatures

Applicant 1 Signature, Name & Date: _____

Applicant 2 Signature, Name & Date: _____
