STAFF TIME FRACTION ADJUSTMENT POLICY

This policy is based on Department of Education and Early Childhood Learning guidelines taking into account Flexible Work Options.

Rationale:
Our school recognizes the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce. An employee may request work arrangement to assist them to balance their work and life/family commitments. Requests will be assessed by the principal on a case-by-case basis taking into account legislative requirements and the needs of both the employee and the workplace. The decision to implement a flexible work arrangement should be agreed between the principal and the employee with the chosen arrangement being mutually acceptable. The success of flexible work arrangements requires ‘give and take’ and a shared responsibility between and principal to make the arrangements work.

Operational Procedures/Guidelines for Implementation:

To provide direction and guidelines for managing and implementing time fraction adjustments and flexible work arrangements.

1. All applications to adjust time fraction will be in writing for the forth coming year to be lodged with the Principal by October 1st each year.

2. Ability to vary time fractions will be determined by the Principal based upon the needs of the students, school community, staff, the availability of suitable replacement staff, and in line with legislative requirements.

3. The applicant will be advised of the decision in writing as soon as practicable. Principal-teacher consultation will support the decision-making process.

4. The application and response will be attached to the relevant individual file.

5. CASES21 details will be updated accordingly where appropriate.

6. The number of less than full time positions in the school will be determined by the Principal in consultation with the Consultative Committee where appropriate, having regard to the educational needs of the students.

7. The time fraction applicable will be determined by the Principal with regard to the educational needs of the students.

8. These positions may be filled in one of the following ways:
   - ongoing employment
   - fixed-term employment
   - casual employment
   depending on the educational needs of the students

9. For the majority of positions, the Principal will endeavor to have full time class teachers in charge of the classes.

10. Where appropriate within the school planning needs, the Principal will endeavor to respond to the needs of staff.
11. Where part-time is considered the Principal will take into account:- complementary teaching skills, the continuity of the teaching program and the impact of the leave on team members.

12. In all cases the decision will be made in line with the needs of the school.