PART SEVEN – JOB-SHARE PROPOSAL TEMPLATE

Sample Agreement - Remove instructive boxes when using

1.0 Applicant Details	
APPLICANT 1	APPLICANT 2
Name:	Name:
Classification Level:	Classification Level:
Current Location:	Current Location:
Current Employment Fraction:	Current Employment Fraction:
2.0 Proposed Part-Time Arrangeme	ents
Fraction, Days and Time	
Applicant 1 Name	Fraction
Days / times to be worked Week 1	Week 2
M	M
Τ	Т
W	
F	_ ' _ F
Preferred Teaching Levels / Subjects	

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 <i>day-to-day communication</i> 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 <i>leave</i> . 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:		

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Applicant 2 Signature, Name &

Date: