



## **IEU POLICY ON PART TIME AND JOB SHARE**

The IEU supports the right of workers to work full time, but realises that for some job sharing and part time work is more acceptable.

These models of employment provide employees with a range of employment choices which:

- Allows combining work with family responsibilities
- Ensures maintenance and further development of skills
- Allows for a period of transition for workers who have been on leave and intend to resume full time employment
- Allows for flexibility of lifestyle, study pursuits and outside work interests
- Provides a choice for employees near retirement
- Enables choices when health or disability impacts on full time employment
- Provides options for people who choose to work in education and industry part time
- Provides for specific subject interests of teachers
- Provides increased opportunity for workplace cooperation, decision making and job satisfaction

### **Definitions**

Part time - An employee who is engaged to work regularly but for less than a full working week.

Job sharing - is a voluntary arrangement in which two people share one full time job on a regular ongoing basis.

### **Conditions of Employment**

#### **1. Pro rata Entitlement**

Conditions for part time and job share employees must be pro rata for all existing award and agreement provisions.

#### **2. Minimum and maximum number of hours worked**

Employees must be employed for .2 to .8 of the normal hours which a full time employee is required to work

### 3. **Spread of hours**

Hours of work should fall within the following parameters

**.2 to work 2 days or less above .2 or less than .4 to work 3 days or less above .4 or less than .6 to work 4 days or less above .6 or less than .8 to work less than 5 days.**

That continuity of teaching periods within a day be organised so that no part time or job share employee has a gap greater than two periods or equivalent.

### 4. **Variation of Hours**

Hours can only be varied by mutual consent.

### 5. **Other duties**

Subject to conditions of employment, part time and job share employees would be expected to do other duties on a pro rata basis and only on a day when they are normally in attendance. Other duties could include meetings.

### 6. **Calculation of Service**

All work done by part time and job share employees counts towards incremental progression.

### 7. **Redundancy**

Part time and job share employees have the same status as full time employees in regard to redundancies.

### 8. **Change of hours**

Part time and job share employees should have the first option to increase hours or to move to available full time work in relevant areas.

## **Access and Equity Considerations**

Part time and job share employees should have the same access as full time employees to:

- Training
- Professional development
- Career counselling

Taking into account structures, part time and job share employees should have access to:

- Promotion opportunities

- Acting in promotion positions

To ensure the participation of part time and job share employees in training and professional development, employers should give careful considerations to:

- Timing of courses
- Location of courses
- Costs involved
- Provision of child care

To ensure the participation of part time and job share employees in processes, employers should ensure that:

- Consultation and communication includes all employees
- Timing of meetings considers the work patterns of all employees

## **JOB SHARE**

The following are policy positions that are specific to job sharing arrangements.

1. The accepted model for job sharing is dividing one job so that job share employees have equal or shared responsibility.
2. The division of work has to be negotiated and mutually suitable to all parties.
3. Job share employees are treated as part time and they receive pro rata entitlements.
4. If a job share employee is ill, then the other employee may be offered the day(s) work by the employer. This work, if accepted, is paid at the appropriate award rate.
5. If a job share employee leaves employment the remaining employee will be offered the residue of employment.

If this employee does not wish to accept this residue, or part thereof, then a further job share arrangement or suitable alternative will be negotiated.

In the event of such negotiations, the remaining employee will have the option of participating in the selection process.

6. There needs to be a provision made for adequate consultation between job share employees.