Rationale

A diverse, flexible and high performing workforce is essential to meet the educational challenges of the twenty-first century. Hume Valley School is committed to building workforce capacity to provide excellence in teaching and learning and to achieve the educational goals and outcomes outlined in the strategic plan. Our moral purpose is to provide high quality educational and therapy programs that enable students to be successful and achieve their learning goals.

Productive, healthy and resilient staff and supportive workplace cultures are significant contributors to high performance. Hume Valley School has a diverse workforce and recognises the needs of its employees to balance work and family and other personal life commitments that may vary at different times in an individual's life.

This policy seeks to provide a clear, transparent and equitable process for considering applications for part time work. An equitable process does not mean that all requests for flexible work will result in the same outcome

Definition

Part-time work is one of the most frequently utilised flexible work options currently being used by all levels and categories of Department of Education & Training employees. Part-time employees work less than seventy-six hours per fortnight on average and have continuity of employment and generally accrue cumulative benefits, such as annual leave, sick leave, family leave and long service leave on a pro-rata basis.

Implementation

- All requests to vary current working hours must be made in writing to the Principal using the DE&T Work Life Balance proposal form.

- Request for variation in hours will only be considered to take effect from the beginning of a year unless there are extenuating circumstances.

- Time fraction reductions for ES staff that don't impact on classroom time are easier to accommodate e.g. 0.8 over 5 days.

- The Principal will meet with the staff member concerned to discuss the proposal and where appropriate discuss the proposal with other members of the leadership team or staff who will be affected, however, the final decision rests with the Principal.

- When considering an application to work part time the following factors will be considered.

  - ✓ The impact on student programs. The students at Hume Valley School all have mild intellectual disabilities and a significant number also have an ASD diagnosis.

- ✓ Regular routines and consistency of approach is critical in achieving optimal learning outcomes and maintaining a calm, safe learning environment. Each classroom must have one full time staff member.
- ✓ The number of part time positions currently in the school. The school cannot accommodate more than 50% of classrooms with shared positions (this includes staff that work fulltime but have duties outside the classroom on a part time basis e.g. learning specialists, assistant sub school leaders).
- ✓ The mix of staff currently in part time positions i.e. number of teachers, ES staff.
- ✓ The availability of suitable staff to fill the part time position created by the reduction in time fraction.
- ✓ The impact on school organisation i.e. meetings, additional roles and duties.
- ✓ The number of requests for leave that have been lodged (e.g. LSL, leave without pay) as this creates further disruption for classes.

- ▪ The Principal will evaluate the proposal using the DET Work Life Balance evaluation form.

- ▪ The staff member will be notified in writing of the outcome including the time frame and when the arrangements will be reviewed.

Resources

The following resources are available on the DET website
http://www.education.vic.gov.au/hrweb/divequity/Pages/balance.aspx

- ▪ Flexible Work in Victorian Government Schools
- ▪ Work-Life Balance Self-Assessment
- ▪ Work-Life Balance Proposal Template
- ▪ Work-Life Balance Evaluation Template

EVALUATION

- • This policy will be reviewed as part of the school's review cycle or if guidelines change.

Ratified By Hume Valley School Council	
Review Date:	