VARIATION TO TIME FRACTION POLICY

Rationale
Moonee Ponds Primary School is committed to providing a flexible workforce in line with DET Human Resource Management guidelines. As such, the school has developed a set of guidelines to provide the opportunity for staff to seek approval to enter into work arrangements that will meet the requirements of the school and the needs of individual staff members.

Aims
This Policy aims to put in place a process for administering flexible work arrangements which provide for:
- recognition of the need of the school to deliver its educational program,
- recognition of the agreed decision making and consultation processes within the school,
- recognition of the needs, wishes and entitlements of staff,
- fair and impartial decision-making,
- flexibility to accommodate pressing personal circumstances where possible,
- recognition of the authority of the Principal as the decision maker in all matters covered in this policy, and
- access to an internal review process without limiting an employee’s right to pursue a personal grievance with the Merit Protection Board.

Implementation
Under current employment conditions with DET, teaching and Education Support staff at the school fall under one of three categories:
- Ongoing employees with full time fraction (1.0) referred to as “full time”.
- Ongoing employees with a departmentally approved variation to time-fraction, referred to as “permanent part-time”.
- Fixed term employees.

Where variations to time fractions are approved, they are permanent. (As a variation to existing employment arrangements may have financial implications, such as salary and superannuation, staff are advised to seek independent financial advice prior to lodging any application for variation of time fraction).

It is acknowledged that variations in time fractions can have a varied impact on the life of the school. They have an impact on:
- Curriculum implementation,
- Allotments of full time staff,
- Delivery of curriculum, particularly where there are a number of staff with varied time fractions, and
- Staff morale and welfare.

In framing this policy, it is acknowledged that the school is committed to meeting the curriculum needs of students first and will, wherever possible, seek to meet the individual needs of staff. In the event of an unavoidable conflict between the two, the needs of the school curriculum must prevail.
Procedures
1. In the latter stages of each year, by a date specified by the School Leadership, all staff will submit a teacher preference form. Staff who wish to vary their time fraction should indicate their request for variation on the preference sheet. In order to respect confidentiality they should outline their reasons for the request on a separate sheet and place it in an envelope marked “Confidential” and addressed the “The Principal”.

2. The staffing team consisting of the Principal and Assistant Principal will consider the allotments and liaise with the Principal Class and the Consultative Committee. **Ultimate authority for granting of variations rests with the Principal acting on the recommendation of the above groups.**

3. In considering a request for a variation of time fraction, the following should be considered:
   - The needs of the curriculum/timetabling constraints.
   - The personal needs of the applicant.
   - The personal needs of other applicants in the same teaching area in the event that limited opportunities are available for time variations.
   - The effect of the variation on the full time staff of the applicant’s curriculum area.
   - Where a decision has to be made between two or more applicants within the one curriculum area, the principles of Merit and Equity shall apply.
   - Each applicant should be given the opportunity to provide further material in support of their request.

4. The school will endeavour to grant as many requests for variation of time fractions as the school's curriculum needs can accommodate. Feedback should be given to applicants as soon as possible after curriculum and subsequent timetable needs are known. In attempting to meet variation requests, the following options should be considered by both the school and applicants:
   - The adjustment of requests for particular days or part-days off – this will be negotiated in accordance with Merit and Equity principles and union policy.
   - Sharing of allotments between some part-time staff.
   - Two or more applicants further changing their variation and combining their respective fractions to better meet a particular allotment.
   - Approaching permanent part time staff who have indicated a willingness to consider varying their time fraction.
   - Considering all method areas of the applicant and their willingness to teach in those areas.
   - Unsuccessful applicants should be given reasons in writing for the refusal; and counselled accordingly by a principal class member.

5. Further information can be gained from the following website: www.education.vic.gov.au/hrweb/workm/Pages/ptimeTS.aspx

**Evaluation:**
This Policy will be evaluated as part of the school’s three year review cycle.

**Key Person responsible for development of the MPPS Variation to Time Fraction Policy:** Principal

This policy was last ratified by School Council in.... 2016