

# **St. Columba's College Stranorlar**



## **Job Sharing Policy**

**February 2019**

## **Job Sharing Policy**

This Job Sharing Scheme policy is informed by the Dept. of Education and Skills Circular 0075 /2015 and ‘Terms & Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools’ (2nd Edition).

### **St. Columba’s College Mission Statement**

St. Columba’s College is a Catholic Voluntary Secondary School within the Ceist Trust and is committed to the pursuit of excellence in a caring environment. Inspired by the vision of Catherine Mc Auley, Mercy education is committed to the holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised.

### **Compliance with School Ethos**

This policy complements the school ethos of nurturing potential in a caring environment where the welfare of children is paramount. The purpose of the job sharing scheme is to assist teachers in combining work with personal responsibilities or choices.

### **Objectives**

This policy has been drafted by the Board and staff of St. Columba’s College to clarify procedures related to the granting of leave in the school. “In drawing up this policy, the welfare and educational needs of the pupils shall take precedence over all other considerations” (Circular 75/2015).

This policy has due regard to the capacity of the college to meet its obligations to its students and therefore applies a limit of a maximum of 15% to the number of teaching staff that may avail of the scheme at any one time. In granting Job Sharing to any member of the teaching staff, the Board will take into account the availability of an appropriately qualified replacement teacher.

In this regard, the Board of Management will have regard to the total number of applications to the Board in any school year for Career Break, Job Sharing, Secondment, Teacher Exchange, and other forms of long-term leave as allowed by the DES.

It should be noted that the Board of Management is under no obligation to approve Job Sharing arrangements and, may as it sees fit, refuse some or all applications at its absolute discretion.

### **Aims**

- a) To ensure the welfare and educational needs of pupils will take precedence in the implementation of this policy.
- b) To ensure that all the stakeholders (Staff, Board of Management and Parents) are aware of the policy.
- c) To involve representatives of all stakeholders in the drafting of this policy.
- d) To inform staff members of what is expected of them if/when engaged in a Job Sharing Scheme.
- e) To facilitate the on-going smooth and orderly operation of the Job Sharing Schemes.

## **Procedures/Guidelines**

In drawing up this policy, the relevant Circulars from the Department of Education and Skills (DES) were consulted to provide guidance in relation to all matters pertaining to Job Sharing in St. Columba's College and to ensure that the policy was in compliance with DES Guidelines. All persons wishing to apply for Job Sharing are expected to familiarise themselves with the details of the Job Sharing Scheme as outlined in all relevant Circulars from the DES (see [www.education.ie](http://www.education.ie)), which circulars are subject to review by the DES from time to time. This Job Sharing Policy should be read and understood within the context of all current, relevant DES Circulars. The policy is specific to the needs of St. Columba's College. In framing the policy on Job Sharing, the welfare and education needs of pupils took precedence over all other considerations. This policy is also developed around three principles:

- **Equality:** it can be equally applied to any and all teachers granted job sharing.
- **Transparency:** made available to all teachers in order that they might be in a position to realistically form a view of what to expect if they are granted job sharing
- **Sustainability:** the basis upon which job sharing can be timetabled, as outlined in this policy, is based on the idea that job sharing can be implemented now and into the future.

The Board of Management in St. Columba's College expects that a Job Sharing teacher will be timetabled over 5 days per week to facilitate the even distribution of subject class periods. Subject to the exercise by the Board of its responsibility in this regard, timetable arrangements for Job Sharing teachers will be designed within the spirit of the scheme to facilitate the teacher, so far as is practicable. Every attempt will be made to timetable Job Sharing teachers from 9.05am to 2.45pm on Mondays, Tuesdays, Thursdays and Fridays and from 9.05am to 1.20pm on Wednesdays. However, this may not always be possible, depending on the overall timetabling requirements.

Allocation of other teaching resources, such as classroom, will be carried out with the welfare and educational needs of the pupils taking precedence over all other considerations. A Job Sharing teacher may share the use of 'their' classroom when the need arises for available classrooms.

## **Duration of Job Sharing Agreement**

The minimum period for which a job sharing arrangement may occur is one school year. In exceptional circumstances the Board of Management may authorise a job sharing arrangement to commence during the course of the school year and terminate not earlier than the end of that same school year.

## **Eligibility**

A teacher may apply to job share where he/she

- a) is registered with the Teaching Council and
- b) will have satisfactorily completed at the end of the school year in which they are applying 12 months of continuous service with the current employer and
- c) holds a post for the following school year greater than 50% of a wholetime teacher. (11 hours per week teaching).

Job sharing is not available to the following:

- Principal, Deputy Principal and Home School Liaison Co-ordinator.
- Teachers on secondment.

### **Operation of the Scheme**

A teacher seeking to job share must submit the prescribed application form attached to this policy to the Board of Management not later than the 1st February prior to the school year in which he/she proposes to commence/continue job sharing.

A teacher who wishes to extend his/her job sharing arrangement must apply for this extension on an annual basis.

Each application to job share shall be considered on its own merits by Board of Management. The decision of the Board shall be final.

A teacher on a career break or other approved leave of absence may apply to resume teaching duties on a job sharing basis.

The Board of Management shall issue a written notice of approval or refusal, which will set out the basis of the refusal, to the teacher by 1st March at the latest.

Taking account of the extent of arrangements to be put in place by the Board of Management to cater for a job sharing post, the applicant should not be permitted to withdraw his/her application after 14th April, or from once the replacement teachers' contract has been signed, whichever happens first.

In exceptional circumstances if the applicant can be accommodated within the approved staffing allocation and subject to contractual arrangements, an application for withdrawal from a job sharing scheme and/or an earlier return to full-time employment may be considered by the Board. However, such an application may not be considered beyond 1st November.

The Board must list the names of all teachers availing of job sharing arrangements on the annual change of staff form. The job sharing application will be retained in the school.

### **Duties**

The Board will ensure that appropriate communication processes are in place between teachers sharing a post in order for them to fulfil the responsibilities of the post.

A job sharing teacher must be available for relevant staff and parent meetings in accordance with school policy and agreements.

The obligation to provide additional hours under the existing Public Service Agreements is pro-rata for teachers who are job sharing.

### **Additional Work by Job Sharing Teachers**

Job sharing teachers may not:

- a) engage in any substitute teaching
- b) act as a special needs assistant in the school in which he/she is employed or any other school or
- c) undertake home tuition hours

It is not permissible for a job sharing teacher to engage in outside employment without the consent of the Board of Management. It shall be a matter for the Board to determine whether or not any such employment is in conflict with their ability to carry out their duties as an employee of the school. If such a conflict is deemed to exist, the approval of the Board shall be withheld.

### **Appointment of a Replacement Teacher**

Where a replacement teacher is to be employed, the position must be filled in accordance with current rules for teacher recruitment. This teacher may apply for any available hours within the school's allocation up to the maximum of a whole-time post.

Where a replacement teacher is to be employed he/she shall be offered a specified purpose (fixed term) contract. Such a contract must include a condition that the contract will terminate on the job sharing teacher resigning, retiring or returning to full time employment or the following 31<sup>st</sup> August whichever happens first.

### **Posts of Responsibility**

An Assistant Principal Teacher may retain his/her post of responsibility allowance while job sharing provided the employer decides that the duties of the post can be performed in full.

Where the Board decides that it is not possible for the job sharing teacher to perform the full duties of the Assistant Principal, he/she shall forfeit the allowance for the duration of the arrangement. The allowance shall be restored on resumption of fulltime duties.

The acting post holder will not establish personal title to the allowance and will relinquish same when the Job Sharer resumes full time duties.

The Board in consultation with the Principal, should keep the operation of posts of responsibility held by job sharing teachers under review to ensure responsibilities are adequately discharged.

### **Termination/Resumption of Duties**

The Board of Management will ensure that teachers participating in the job-sharing scheme are aware that the arrangement may be terminated at any time if it is not operating in the best interests of pupils.

It is the responsibility of the Board to ensure that the Payroll Section of the Department is informed in advance of the date of termination of the job sharing arrangement of the teacher and the date of termination of the employment of the replacement teacher in order to avoid any overpayments of salary.

### **Maternity/Adoptive Leave**

A full time teacher on maternity/adoptive leave, opting to job share in the next school year, will be paid at the full time rate of pay up until the beginning of the next school year at which point the teacher will be paid the job sharing rate of pay for the remainder of the leave.

A job sharing teacher on maternity/adoptive leave, opting to return to full time duties in the next school year, will be paid at the job sharing rate of pay up until the beginning of the next school year at which point the teacher will be paid the full time rate of pay for the remainder of the leave.

## **Resignation while Job Sharing**

A teacher engaged in a job sharing scheme who wishes to resign from his/her teaching post must notify the employer in writing in accordance with the teacher's terms of employment.

## **Pension**

In accordance with the applicable circular letters and /or other regulations, a job sharing teacher shall be eligible for superannuation benefits on the same basis as full-time staff, save that each year of service given in a job sharing capacity will reckon as six months full-time service for superannuation purposes.

It may be open to a job sharing teacher to purchase notional service for superannuation purposes. Further information in relation to the purchase of notional service and other pension related matters is available from the Department's website. Any queries regarding the purchase of notional service should be submitted by email to [pensions@education.gov.ie](mailto:pensions@education.gov.ie) or the relevant ETB.

## **PRSI Implications**

Teachers who propose to undertake job sharing should satisfy themselves (by contacting the Department of Social Protection if necessary) as to whether the proposed pattern of job sharing will have any implications for their PRSI contributions/credit record.

## **Redeployment**

Job sharing teachers will be subject to the same conditions of re-deployment as full time teachers.

## **Compliance**

All teachers/employers must adhere to the regulations and procedures set out in the relevant circulars. Failure to abide with the regulations and procedures will be dealt with under the agreed disciplinary procedures and may lead to the cessation of salary in the case of teachers and/or the withdrawal of substitute cover for schools.

All documentation relating to job sharing arrangements must be retained by the Board with the relevant personnel records.

## **Policy reviews**

This policy will be reviewed by the school management authority periodically.

## **Date of policy adoption**

This Policy was ratified by the Board of Management of St. Columba's College on \_\_\_\_\_ 2019.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal

## APPLICATION FORM FOR JOB SHARING

<b>Name</b>	
<b>Home Address</b>	
<b>Contact Telephone No.</b>	
<b>E-Mail Address</b>	
<b>PPSN</b>	
<b>Teaching Council Registration Number</b>	
<b>Length of continuous service with current employer</b>	
<b>In case of Fixed Term Teachers, contract end date</b>	
<b>School Name &amp; Address</b>	
<b>School Roll Number</b>	

### ***Part 2 – Options for Job Sharing Arrangement***

**Please indicate which Job Sharing Options you wish to apply for**

*Please Tick - ✓*

- Application to share a wholetime post with another teacher in the same school

Name of other Teacher: \_\_\_\_\_

- Application to share a wholetime post with another teacher through an Interschool Job Sharing Arrangement (primary schools only)

Name of other Teacher: \_\_\_\_\_

Name of other School: \_\_\_\_\_

Roll No of other School: \_\_\_\_\_

Application to share a whole time post with a replacement teacher. (The replacement teacher to be recruited by my employer)

Application to reduce hours of teaching that are less than wholetime hours to job sharing hours and the school is requested to recruit a teacher for the balance of the available hours

**Part 3 – Details of Proposed Job Sharing Arrangement**

Proposed start date of job sharing arrangement: --

*Please Tick - ✓*

I, the undersigned:

wish to apply for job sharing in accordance with the regulations as set out in Department Circular 0075/2015.

I consent to the transfer of the personal information provided by me on this application form to the partner school involved in the proposed job sharing arrangement

I declare that the information which I have given in this Application Form is true and accurate.

Signature of Teacher (Named in Part 1)

\_\_\_\_\_

Date: --

**Part 4 (must be completed by the Employer(s))**

**NOTE: The following information should be noted before completion.**

1. On the basis of the information contained in Part 1 of the completed application form, Employer(s) should determine whether the teachers satisfy the eligibility criteria as set out in Circular 0075/2015 - Paragraph 5.
2. The decision to approve a job sharing arrangement

*Please Tick - √*

I, the undersigned declare:

- that I have examined and approved this Job Sharing Application.
- that the applicant meets the eligibility criteria in Circular 0075/2015 Paragraph 5 and the regulations and procedures set out in this circular have been adhered to.
- that I have informed the teacher of the decision in writing.

**Name:** \_\_\_\_\_ (In Block Capitals)

**Signature of Employer (Host School)** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** □□-□□-□□

I, the undersigned declare:

- that I have examined and approved this Job Sharing Application.
- that the applicant meets the eligibility criteria in Circular 0075/2015 Paragraph 5 and the regulations and procedures set out in this Circular have been adhered to.
- that I have informed the teacher of the decision in writing.

**Name:** \_\_\_\_\_ (In Block Capitals)

**Signature of Employer (Other School)** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** □□-□□-□□

\*The second signature is only required in respect of an interschool job sharing arrangement (primary schools only).