



Shared Staff (Two Schools)

POLICY

1. PURPOSE

The administration of government schools is based upon the principle of self-management but with scope for cooperation with other schools. Cooperation between schools through a shared staff arrangement can ensure schools more closely align their staffing profile to the educational needs of students.

2. AIMS

To facilitate a shared staff arrangement between a local government primary school and a local government specialist schools that will enable the schools principals to select the best available allied health personnel (Speech Therapist) to meet the educational needs of their students.

3. IMPLEMENTATION

- a) Geelong East Primary School is entering a shared staffing arrangement with Hamlyn Views School for the services of a Speech Therapist for Term One, 2019.
- b) The terms and conditions of employees who work in a number of locations are identical to the terms and conditions of employees who work in one location.
- c) Where an employee is employed in a number of schools it is essential that an administrative base school be identified for that employee. In 2019, Hamlyn Views School will be the nominated base school.
- d) Schools Recruitment Unit will be contacted where there is a change to the employee's base school.
- e) The responsibility of the administrative base school principal is to ensure, in consultation with the other principal, that terms and conditions of employment of that employee are consistent with Departmental policy requirements and relevant legislative and industrial obligations.
- f) The base school principal will have oversight of the program of work across the schools to ensure, for example that;
 - work requirements are neither unreasonable nor excessive
 - performance and development arrangements are in place
 - arrangements for administrative matters, such as leave and salary are understood.
- g) Each school will provide:-
 - A workspace that provides privacy and access to a phone
 - An appointed coordinator to oversee alignment of their work to
 - individual school needs
- h) DET (through contact with Network staff) will provide professional practice and supervision.
- i) The approval of discretionary leave (such as leave without pay or long service leave) by the base school principal is to be considered following consultation with the other principals having regard to the educational program delivery in each of the schools and the needs of the employee.

- j) The employee will not be required to travel between schools on any day.
- k) An employee may be entitled to travel reimbursement where the distance from their home to a non-base school exceeds that which would normally occur when travelling from home to their base school.
- l) Where it is identified that an employee who works in more than one school is potentially excess to requirements the base school is responsible for managing that situation in accordance with the Department's Management of Excess guidelines. The consultation and identification phases are to involve all the schools at which the employee works. That is, strategies to avoid the need to identify an employee as excess should be explored in all of the schools and volunteers to become excess should be sought from all of the schools.
- m) Where the base school identifies an employee who works in more than one school as excess to requirements the person is excess for their full hours of work, not a proportion of their hours. All of the schools will continue, unless otherwise agreed, with the existing employment and salary charging arrangements for the person until the excess situation is resolved, be that reabsorption, redeployment or retrenchment.
- n) Should retrenchment action be initiated and a volunteer invited to replace the employee who would otherwise be retrenched that invitation is to be issued to employees in all of the schools in which the excess employee works.

4. REFERENCES

DET Staffing Cooperation Policy

http://www.education.vic.gov.au/hrweb/workm/Pages/multiple_employ.aspx

5. EVALUATION

This policy will be reviewed annually.

This policy was last ratified by the school Council in

2019