

Draft Job Share Framework

Job Share Definition

Two people sharing the one position for a fixed period of time.

Introduction

The NZPFU and NZFS both support flexible work arrangements and note that the current CEA provides several opportunities for this – i.e. time-banking, leave changes/exchanges, LWOP etc. Accordingly, the parties, have agreed to explore the further option of job sharing for operational staff to enhance the existing opportunities to achieve work/life balance. Everyone has different ways to ensure a work-life balance and job sharing is one way in which the NZFS can provide such a work-life balance opportunity.

Job share arrangements are currently in place for staff covered by the CEA and include Communication Centre staff. Job sharing arrangements are also currently in place and working successfully elsewhere in the organisation.

The aim of the pilot is to trial job share in NZFS operational environment as outlined within the CEA and to determine its feasibility and iron out any complexities associated with providing job-sharing within the operational environment.

Location

Three job share pilots will be run over 3 districts for a period of 12 months. Each job share position will be split 50/50 between two employees within the same district.

The participating pilot districts will include two metro stations and one provincial station. The job share will be at one station, nominated by the CFO that is acceptable to the individuals concerned.

Job share arrangements may not be practical within all districts.

Eligibility

Firefighters (those covered by the CEA) who are willing to participate in the pilot under the conditions outlined in this framework will be considered for the fixed pilot period. It is expected that applicants will see out the term of the 12 month pilot.

Firefighters should consider all flexible work options available to them under the CEA and determine if a job share arrangement is most suitable option. It is expected that a firefighters would apply to become part of the job share pilot because they are genuinely seeking a way to phase in retirement, care for another person, studying that will have a Fire Service benefit or returning from maternity leave. Other reasons for job share maybe considered as part of the pilot.

To be eligible firefighters will hold the rank of at least QFF and be operationally qualified to do the job share pilot. In most cases a job share role will be undertaken by two people of the same rank. For the purposes of the pilot interested people must find a person to job share with, from the same district, agree on the structure of the job

share and each put in an application. The pilot participants will be selected by the job share working group. The terms will be agreed with all stakeholders. A written agreement with each job share participant will set out all the terms and conditions of the arrangement.

If one of the participant (Firefighter A) pulls out of the job share arrangement, the job share agreement will cease, and any or both remaining participants will return to full time duty. Alternatively the remaining participant (Firefighter B) may seek to find a replacement and for the purposes of the pilot. However a replacement job sharer would need to be found in a timeframe that was agreed with the CFO.

Job share issues management

Day to day issues related to this pilot should be reported to either the appropriate NZPFU branch official or HR contact person.

Northern branch – Boyd Raines
 Central branch – Peter Nicolle
 Southern – Denis Fitzmaurice
 HR – Mandy Dungey/Jenny van Workum

Evaluation

An evaluation will be undertaken every 3 months. HR and NZPFU will initiate face-to-face interviews with the individuals, their OIC and CFO. Also meetings will be held with other key stakeholders.

End of pilot

All pilot job share positions will be for a fixed period of up to one year. At the end of the pilot, a review will be undertaken to determine feasibility of rolling out a national policy.

The pilot job share agreement would terminate if one of two parties were not able to continue the arrangement for whatever reason, including promotion.

Costs

It is intended that if job sharing becomes policy that it will be cost neutral to the organisation. However there will be items such as PCA payments and uniform costs which will be additional organisational costs.

Job share split

Participants would be paid for the work done, if job 50/50 split then paid 50% of usual pay. The pilot will be based on a fixed roster.

Options will be negotiated subject to operational capability and capacity.

The job sharers are jointly responsible for any allocated references where possible. A handover maybe required in order for the job to work well and keep each other informed of new issues.

Ongoing training

The onus will be on joint responsibility between management and the individuals to ensure that they keep up to date with training, communications, etc. Flexibility will be required by the job sharer to keep up to date with training and may require coming back for training on days off. This is paid as per the CEA.

Operational Skills

OSM will be monitored to identify if any specific skills maintenance

Maintenance (OSM)	issues arise for staff undertaking job share roles.
Allowances	Permanent allowances and base salary that make up your fortnightly wages will be halved.
PCA	Each individual would be entitled to a full PCA payment where they meet the criteria of the PCA.
Call backs	Call backs will be apportioned on a restricted basis. Depending on how overtime is managed locally will effect how they are allocated. However the intention is that a maximum call backs available for two job sharers would be the same as for any one full time position.
Overtime	Is paid as per the CEA. As per the call back section above, overtime will be apportioned on a restricted basis.
Annual Leave	All annual leave will be taken by individuals prior to the job share commencing. Participants on the pilot will be placed upon the same leave group and will share the annual leave entitlement of a single position.
Sick Leave	Sick leave will be accrued at a pro rata rate.

Service Based Entitlements

Progression	During the period of job sharing the qualifying time will be pro-rated, therefore for someone working 50% of the full-time hours it will double the time it takes to qualify for promotion.
Superannuation	Contributions percentage would remain the same but be based on the lesser salary. Loss of medical fitness, physical fitness or death will result in <i>“the benefit payable will be the greater of the total in your retirement account or two years salary or wages at current rates”</i> .(New member brochure, www.firesuper.co.nz)
Gratuity	For the purposes of the pilot the calculations will be done on full time salary.
Long Service Leave	During the pilot no long service leave can be taken.

Key Personnel and Roles

CFO is responsible for managing any job share pilot within their region.

SSO/SO will manage job sharers on a day to day basis.

Job share working group is responsible for the promotion, launch and reviewing the pilot.

NZPFU and Human Resource Consultants are responsible for providing advice and support during the pilot.

National Headquarters payroll is responsible for maintaining accurate

records of those staff participating in the job share arrangement.
