



Pilot Firefighter Job Share

Application & Information Pack

Job Share Pilot

Questions & Answers

Why has the Fire Service set up a job share for fire-fighters pilot?

NZPFU and NZFS agreed to develop a job share framework for firefighters. This agreement is detailed in the CEA as follows:

6.4.1 The Union and Employer agree to explore more flexible working arrangements that enable employees to achieve work/life balance and better meet their family commitments. The parties will meet to develop an agreed framework for job sharing. Job sharing will enable existing employees to elect to share a position for a fixed period under specific conditions and with the agreement of the Employer. Once the specific conditions surrounding this arrangement is agreed Job Sharing will be piloted in three Districts for a period of time agreed with the parties. Subject to a review of the pilots, the arrangement may be formalized into the Collective Employment Agreement.

Who developed the pilot framework?

NZPFU, management and HR representatives. The participants of the group include: Brian Butt, Jon Graham, Mandy Dungey, Boyd Raines, Denis Fitzmaurice, Peter Nicolle, Nicky Lafferty, Jenny van Workum. Consultation has also occurred across the organisation.

What reasons can a firefighter apply for a job share?

Applications may apply for a variety of reasons. It is anticipated that the main reasons would include the firefighters genuinely looking at a way to phase in retirement, care for another person, studying that will have a fire service benefit or returning from maternity leave.

Before applying the applicants should consider if another option like Leave without pay or watch changes are more suited to their requirements.

Who is the job share pilot open to?

The job share pilot is open to all operational fire fighters who hold the rank of QFF or above and are covered by the CEA.

Do I need to find a job share partner?

Yes, 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.

How long will the pilot run?

The intention is that each pilot job share will run for up to 12 months and participants must be able to commence the job share within the next few months.

Can an officer apply for job share?

The job share is open to everyone who is covered by the CEA with the minimum rank of QFF.

Can I change the roster when I am in a job share arrangement?

You must select a roster pattern that will suit you both at the start of the job share and stick to that pattern. For the pilot we are asking that you suggest the pattern, but for SMS and your officer to manage it must be a regular pattern.

Is there a maximum rostered period off?

We expect that you will suggest a regular pattern that will suit all parties.

Does the job share have to be 50/50% split?

Yes it has to be a 50/50 split between two people within the same district.

Do both parties have full entitlement or half entitlement to sick leave?

The sick leave will be pro-rated.

Can I do a job share in any station or district?

A job share arrangement may not be practical within all districts. This is one of the things that the pilot will consider during and at the end of the 12 months. If the pilot is made into a policy, then it is anticipated that there would be a restriction on the number and location of job share positions available.

I can only find someone to job share with outside of my district?

The participants of the job share must be within the same district.

How many job share positions will there be?

For the purposes of the pilot there will be 3 positions or 6 participants. The aim of the pilot is to assess the viability of job sharing for firefighters. For these reasons we are aiming to select participants from two metro and one provincial station.

If the pilot is made into a policy, then it is anticipated that there would be a restriction on the number and location of job share positions available.

How will you choose the participants?

Everyone who is interested must find someone who would like to job share with them. They should then apply using the "job share application form". The job share working group will consider all applications and determine which applications and or combination of applications will best enable assessment of the pilot.

How will the pilot be evaluated?

The pilot will be monitored throughout and evaluated by the working party to consider any positive and negative impacts. This will include analysing the impact on call-backs, overtime, training costs, sick leave levels, staff absences, OSM and injuries. Meetings will also be held with the participants, OIC, CFO, and other relevant groups to gain feedback during and at the completion of the pilot.

Will I be entitled to the full number of ASL's?

You will be entitled to the same number of days.

What might a regular roster look like?

Suggested job share workload split may include the following but are not limited to these suggestions:

1. In one 8 day cycle: employee 1 does day shifts, employee 2 does night shifts; Second cycle: employee 1 does night shifts, employee 2 does day shifts; and so on.
2. Both employees complete one-day shift and one night shift in each 8-day cycle.
3. Each employee completes a whole 8-day cycle on a rotating basis.
4. Each employee completes two whole 8-day cycle's on a rotating basis

Once I find a job share partner, what should I do?

You should agree on a roster split, discuss the idea with your OIC and CFO and each complete a application form. All applications should then be sent to the address on the form for the job share working group to review.

Who do I contact if I have any questions?

Contact one of the job share working group team:

Mandy Dungey	04 496 3648
Jenny van Workum	021 207 6969
Boyd Raines	021 899 108
Denis Fitzmaurice	027 228 7682
Peter Nicolle	06 348 1540



New Zealand Fire Service

Firefighter Application for Pilot Job Share

Please complete your details below, attached this to your proposed job sharer's application and forward to Mandy Dungey, Human Resources, NHQ.

Both applicants must complete one form each.

PERSONAL DETAILS

Name _____

Rank _____

Contact details _____

Current Station _____ Current District _____

Current Officer _____ Current CFO _____

WORK DETAILS

Date entered service _____

Length of service as paid firefighter _____

Qualified Firefighter Phase 4

Senior firefighter Driver Grade 1

Senior Station Officer Driver Grade 2

What is your reason for wanting to job share:

Phased retirement Care for another person

Returning from maternity leave Study (please state what you are studying) _____

Other _____

When could you start the pilot?

What station do you propose to job share at? _____

What roster split have you agreed with your partner?

JOB SHARE PARTNER

Name of job share partner _____

What is their reason for wanting to job share:

Phased retirement Care for another person

Returning from maternity leave Study (please state what you are studying) _____

Other _____

REASONS FOR APPLYING

Do you have any current references that you are responsible for (i.e. BA technician) and how do you think these would be managed if you job share?

What other flexible work arrangements have you considered? (i.e. LWOP, Leave changes etc)

It is important to us that you have a genuine commitment to undertaking this pilot. Tell us more about why you want to job share?

CFO Comment

Please comment on the application and ability of the region to manage the job share.

FIREFIGHTER'S SIGN OFF

Signed _____

Date _____

LOCAL UNION SECTARY

Signed _____

Date _____

FIRE REGION MANAGER

Signed _____

Date _____

Please send all applications to *Mandy Dungey, Human Resources, NHQ* for consideration. *Both applicants must be sent together.*