



STAFF JOB SHARING – CERTIFICATED

Background

Alternate employment structures such as job sharing or part-time employment offer both staff and students opportunities and potential benefits.

The Division supports the provision of alternate employment structures, such as job sharing or part-time employment, to the extent that these do not negatively affect student learning.

Procedures

1. Employees wishing to request a job-sharing arrangement or part-time employment shall present a proposal in writing to the Principal by March 15.
2. The Principal shall review the proposal, analyze the advantages, the disadvantages, and the impact on students, then make a recommendation to the Superintendent or designate.
3. The Superintendent or designate and the Principal shall review job-sharing arrangements and part-time employment requests on an annual basis in order to determine their suitability.
4. The final decision to approve a job share or part-time assignment is the responsibility of the Superintendent or designate.
5. The Principal is responsible for ensuring that adequate communication with parents has taken place regarding job-sharing arrangements for teachers.
6. Teachers in a job-sharing arrangement must commit to joint planning of students' education programs as well as maintaining ongoing communications with one another.
7. All job-sharing arrangements will be based on the job-sharing partners each working as close to 0.5 FTE teaching assignment as possible.
8. In the event one participant finds it necessary to abandon the job share arrangement during the year, the other teacher may assume the 1.0 FTE duties for the remainder of the year.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 212, 213, 215, 217, 218, 219, 222, 225, 232 Education Act
Employment Standards Act
Collective Agreements