


Administrative Procedures 427

Job Sharing

		Adopted June 28, 2011
	External References: <ul style="list-style-type: none">• Education Act: Sections 85, 87, 109, 175, 231• Sun West Teachers' Local Bargaining Agreement• CUPE 4802 Collective Bargaining Agreement	Amended: March 26, 2015
		Internal References: <ul style="list-style-type: none">• Form 407-4 Acting Principal's Allowance and Extra Time for Part Time Teachers• Form 427-1 Job Sharing Application

Background

Consideration will be given to employees who wish to share a full-time position. Such an arrangement may allow teachers the opportunity to achieve a balance between their job-related responsibilities and their personal or family responsibilities.

Job sharing is defined as two (2) employees performing the duties of a 1.0 full time equivalency (FTE) position.

Procedures

1. Teachers

- 1.1 Teachers wishing to job share are to obtain approval of their Principal prior to making application to the Human Resources Supervisor.
- 1.2 Teachers wishing to be considered for job sharing are to complete Form 427-1 Job Share Application and discuss it with their Principal prior to March 31.
- 1.3 The Principal will sign and forward the application to the Human Resources Supervisor by April 15 for final approval.
- 1.4 The key factor to be considered in making any decision regarding teacher job-sharing should be the effect of the arrangement on the quality of instruction provided to the students.
- 1.5 The teaching assignment and schedule will be assigned by the Principal. Where feasible, individual teachers shall teach, and be responsible for individual courses.
- 1.6 Supervision duties are to be shared in accordance with each job sharing teacher's FTE.
- 1.7 Teachers are required to attend regular monthly staff meetings and other meetings as arranged by the Principal.
- 1.8 Teachers are required to attend division initiated in-service and parent-teacher interview days. Job sharing teachers will be paid for the portion of the day worked in excess of their FTE up to a 1.0 FTE. This additional time will be reported on Form 407-4 Acting Principal's Allowance & Extra Time for Part Time Teachers.
- 1.9 Teachers in a job-share part-time position will receive benefits on a pro-rated basis in accordance with their full-time equivalence as per the Collective Agreement.