

Administrative Procedure 426

JOB-SHARING

Background

Circumstances may warrant the provision for certificated staff to job-share a particular assignment. Job-sharing for certificated staff is supported, provided that it has no negative effect upon the operation of its schools, staff and the students being served.

Procedures

1. Job-sharing will be at the initiative of the individual teachers, and supported by the Principal.
2. A continuous contract teacher entering a job-sharing assignment will have the option of returning to a fulltime assignment at the conclusion of the shared assignment, subject to the provisions of Administrative Procedure 424 – Deployment of Teachers and appropriate factors relating to enrolment and the teaching specialization.
3. Employee benefits and teaching experience earned will be as per the Collective Agreement.
4. The educational interests of students will be foremost when considering a teacher's request for a temporary reduction to part-time employment.
5. A request to return to full-time will not impact any existing contract teachers.
 - 5.1 A return to full-time may result in a teacher moving sites or waiting for a mutually agreed to position becoming available over time.
6. A teacher requesting to return to full-time status will remain at the same school/site unless conditions such as program needs, budget, staffing impact or enrolments do not allow for the increase in FTE.
 - 6.1 The teacher may decide to remain part-time or to move to another school/site through the normal staffing process.
7. Job-share agreements will be reviewed annually.
8. The teacher(s) will apply in writing to the Principal and Associate Superintendent, Human Resources and Administration by April 1, stating his/her request for job-sharing and indicating the specific position, time period, and duties to be shared.
9. Teacher(s) wishing to continue job-sharing for the next school year are to apply in writing to the Principal and Associate Superintendent, Human Resources and Administration by April 1 of each school year.

10. The Associate Superintendent, Human Resources and Administration will confirm the job-sharing arrangements to the teacher no later than the last Friday in June.

Reference: Section 18, 20, 60, 61, 113 School Act
Employment Standards Code
Labour Relations Act
Collective Agreement
Administrative Procedure 424 – Deployment of Teachers