

Administrative Procedure 423

JOB-SHARING ARRANGEMENTS

Background

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

Procedures

1. Teachers, wishing to be considered for job-sharing, must submit their proposal in writing to the Principal of their school. The proposal must include a jointly completed Job-Sharing Guidelines.
2. The Principal shall review the request, analyze the advantages and disadvantages, and either reject the request or recommend it for approval to the Superintendent.
3. The following procedures shall be used to determine the merits of any job-sharing proposal:
 - 3.1 The key factor to be considered in making any decision regarding job-sharing is to be the effect of the arrangement on the quality of instruction provided to the students.
 - 3.2 Where feasible, individual teachers shall teach, and be responsible for individual courses.
 - 3.3 Teachers shall have their teaching time spread over as many days of the week as is feasible.
4. The Superintendent may approve the job-sharing arrangement provided that all of the requirements have been met.
5. The Principal and teachers involved in a job-sharing arrangement, shall review the arrangement prior to April 30 of the school year. Failure to do so will result in termination of the arrangement.
6. A teacher who is on a continuous full-time contract and volunteers for a job-sharing arrangement, shall at the commencement of the subsequent school year return to full-time responsibilities unless, prior to April 30, the teacher requests, receives and signs a continuous part-time contract.
7. Teachers on job-sharing arrangements may be entitled to preparation time, on a pro-rated basis, equivalent to the amount of time provided to full time teachers with similar teaching assignments.
8. An administrator may initiate a job-sharing arrangement and work with the respective teachers to prepare a proposal.

Reference: Section 52, 53, 196, 197, 222 Education Act
Employment Standards Code
Labour Relations Code
Collective Agreement