

## Administrative Procedure 427

---

# JOB SHARING

### Background

The District believes that circumstances may warrant the provision for certificated staff to job share a particular assignment. The District supports the provision of job sharing for certificated staff, provided that it has no negative effect upon the operation of its schools, staff and the students being served. It is the teachers' responsibility to develop a job share proposal, outlining how they plan to ensure continuity of programming for their students.

### Definition

Job sharing is defined as two teachers on continuing contract, agreeing to assume the duties and responsibilities of a single position. Job sharing shall be at the initiative of the individual teachers who seek each other out.

### Procedures

1. The teachers shall apply in writing to the Principal by completing the Job Sharing Application Form ([Form 427-1](#)). All applications must be submitted to the Principal as part of the regular staffing cycle.
2. The educational interests of students shall be foremost when considering a teacher's request for a job sharing assignment.
3. If the application is supported by the Principal, he/she will notify the applicants, in writing, and forward a copy of the application form to the Manager of Staffing.  
or  
If declined, the Principal will notify the applicants, in writing, and provide an explanation, to the applicants, as to why their request was declined. The decision, by the Principal, to decline the request is final.
4. All job sharing arrangements will be based on the job sharing partners each working as close to a 0.5 FTE teaching assignment wherever possible.
5. The final approval for all job sharing arrangements will be made by the Manager of Staffing.
6. A continuous contract teacher entering a job sharing assignment shall have the option of returning to a fulltime assignment at the conclusion of the shared assignment, subject to the provisions of the staffing guidelines and appropriate factors relating to enrolment and the teaching specialization.
7. In the event that one participant finds it necessary to abandon the job share arrangement during the year, the other teacher may assume the full-time duties for the remainder of the school year. FTE may not exceed 1.0 FTE.

8. All absences, provided for under the terms of the Collective Agreement, must be entered into the replacement services system and may be covered by the job share partner or another substitute teacher.
9. Employee benefits and teaching experience earned shall be as per the Collective Agreement.
10. 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. The teacher may decide to remain part-time or to move to another school/site through the normal staffing process.
11. If the teacher(s) wish to continue job sharing for the next school year, they are to apply, in writing, to the Principal by March 15.
12. Job share agreements will be reviewed annually by the Principal.

Adopted: February 4, 2010  
Reviewed/Revised: June 28, 2013, June 30, 2017

Reference: Section 18, 20, 60, 61, 113 School Act  
Employment Standards Code  
Labour Relations Code  
Collective Agreement