

## **PROFESSIONAL STAFF JOB SHARING**

### **Background**

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

### **Procedures**

1. When two (2) teachers wish to share one (1) full-time teaching position, they may apply to the Superintendent for a job-shared assignment no later than March 1 of the year preceding the school year in which they wish the sharing to commence.
2. The Superintendent may grant a job-sharing assignment provided that:
  - 2.1 The portion of full-time position taught by each teacher shall be mutually decided by the two (2) teachers and shall be agreeable to the Superintendent in consultation with the Principal;
  - 2.2 The teachers sharing a teaching position shall be considered as one (1.0) Full Time Equivalent in total;
  - 2.3 Salary and benefits provisions for the two (2) teachers shall be pro-rated on the basis of the position of the position being filled by each teacher; and
  - 2.4 The Division shall be responsible for its portion of the cost of benefit premiums.
3. On approval of the application of the teachers, the Superintendent shall grant the job-shared assignment for a period of one (1) school year.
4. By March 1 during the year of the job-shared assignment:
  - 4.1 The teachers shall advise the Superintendent in writing that they wish to return to their former status; or
  - 4.2 The teachers shall apply to the Superintendent in writing for a continuation of the job sharing assignment; or
  - 4.3 The Superintendent may advise the teachers involved in writing that the job-shared assignment will be discontinued.
5. If one (1) of the teachers involved in the job-shared assignment ceases to perform teaching duties for any reason, the Superintendent may, after fourteen (14) days notice in writing, require the other teacher involved to assume the full-time duties of the formerly shared positions.

6. Upon completion of the period of the job-shared assignment, the teachers shall return to a position that most nearly equates with the position formerly occupied in so far as grade level and subject areas are concerned.
  - 6.1 If, in the opinion of the Superintendent, this objective cannot be accomplished reasonably, the teachers shall agree to accept whatever assignment may be offered.

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