

## ADMINISTRATIVE PROCEDURE NO. 404

### JOB-SHARING ASSIGNMENT

#### Background

Consideration will be given to teachers who wish to share a full-time teaching position. Such an arrangement may allow staff members an 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 prior to April 30. The proposal must include a jointly completed “Job-Sharing Guidelines Form” that has been prepared by the Division.
2. The principal shall review the request, analyze the advantages and disadvantages, and either reject the request or recommend it for approval to the Associate Superintendent of Personnel before May 15.
3. The following guidelines 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 should 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 Associate Superintendent of Personnel shall approve the job-sharing assignment unless it can be demonstrated that any of the guidelines have not been met.
5. The principal and the teachers involved in a job-sharing assignment shall review the assignment prior to April 30 of each school year. Changes may be made at this time in regards to the teaching assignment for the following year.
6. All teachers who are on a continuous full-time contract or part-time contract, and who are now in a job share assignment, will be required to indicate to the Associate

Superintendent of Personnel, in writing by April 30, their intentions for the subsequent school year of either requesting a continuation of the job-share assignment or returning to their former contractual status.

7. Teachers involved in a job-share assignment, who have indicated by April 30 that they do not wish to remain in this assignment, will return to their former contractual status in the subsequent school year.
8. Teachers in job-sharing assignments shall be entitled to preparation time, on a prorated basis, equivalent to the amount of time provided to full-time teachers with similar teaching assignments.
  - 8.1 Teachers in a job-share part-time position will receive benefits on a prorated basis in accordance to their full-time equivalence as per the Collective Agreement.
9. In mutual collaboration with teachers, an administrator may facilitate a job-sharing assignment and work with the respective teachers to prepare a proposal.
10. Attendance during non-instructional times, such as staff meetings, professional development days, faith development days, etc., is voluntary if outside the teacher's scheduled working day. If the principal requests teacher attendance at such meetings, the principal and teacher will reach a mutually acceptable agreement, which will include time in lieu or extra remuneration for extra hours.