

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: Education Act, SA 2012, c E-0.3
Employment Standards Code
Labour Relations Code, RSA, 2000, c L-1
Collective Agreement