

JOB SHARING - TEACHERS

Background

The Board of Trustees believes that alternate approaches to program delivery and staffing can result in positive outcomes for students, and can enhance employee career satisfaction. Therefore, administration will facilitate job sharing arrangements when requested by continuous contract teachers, and when feasible for the operation of Golden Hills Schools. Approval for job sharing is delegated to the Superintendent of Schools or designate, in consultation with the Principal and affected staff.

Procedures

1. Teachers wishing to participate in a job sharing arrangement with Golden Hills School Division shall adhere to the following guidelines:
 - 1.1 Job sharing is defined as two continuous contract teachers agreeing to assume the duties and responsibilities of a single full-time position.
 - 1.2 Participating teachers shall have a continuous teaching contract with the board. Exceptions to this are to be approved by the Associate Superintendent of Human Resources.
 - 1.3 Teachers shall have their principal's approval to enter into a job sharing arrangement.
 - 1.4 As per the Collective Agreement – Article 17 – Job Sharing, the salary, benefit premiums, leaves, pensions and increments/seniority will be pro-rated to the amount of the assignment so that no additional cost to the Employer will occur as a result of the approved job sharing arrangement. The teacher is responsible for the balance of the benefit premium so as to receive full benefits. The teacher's share of the benefit premiums will be deducted through payroll.
 - 1.5 Participants will have the option to return to their previous position at the conclusion of the job sharing assignment. Continuation of the job sharing assignment, beyond the original full academic year, may occur on a year by year approval basis.
2. Staff members accessing this program shall sign an agreement form provided by Human Resources confirming the job sharing arrangement. The job sharing proposal and the job sharing agreement are to be submitted to Human Resources prior to April 1st of the proceeding year. The job sharing assignment shall be for one full academic year. Continuation of the job sharing arrangement, beyond the first full academic year, maybe approved on a year by year basis as long as the principal and teachers wish to continue the job sharing arrangement and Human Resources concurs.

Administrative Procedure 411 – JOB SHARING – TEACHERS - Appendix A - FORM

We, the undersigned, agree to the following terms and conditions governing job sharing:

1. Location of Position

School: _____ Grade(s): _____
Other: _____

2. Time Period

2.1 First Job Sharing Assignment (One Full Academic Year)

Date: _____ to date: _____

2.2 Subsequent Job Sharing Assignment

Date: _____ to date: _____

The Job Sharing Proposal and the Job Sharing Agreement are to be submitted to Human Resources prior to April 1st of the proceeding year.

3. Shared Time

Name: _____ %

Name: _____ %

4. Conditions

4.1 Each teacher is expected to teach their respective percentage of instructional days and to attend staff meetings, parent/teacher nights, parent –teacher interviews, school and district learning/collaborative days and other meetings as agreed to with the Principal at the beginning of the year.

4.2 Each teacher is expected to participate in supervision schedules on a pro-rata basis.

4.3 Each teacher shall receive pro-rated assignable time.

4.4 Each teacher is responsible for reporting progress of pupils to parents.

4.5 If, at any time during the year, one of the two teachers withdraws from the program, or accesses a leave of absence, the other teacher shall assume full-time duties, unless a satisfactory substitute can be found by the Principal.

4.6 Each teacher is bound by the Job Sharing Proposal, as developed and endorsed by the Principal and approved by the Associate Superintendent of Human Resources, including the timetable and defined set of responsibilities for each teacher.

4.7 Each teacher is entitled to salary, benefits, leaves and experience credit on a pro rata basis as per the Collective Agreement – Article 17 – Job Sharing. The teacher is responsible for the balance of the benefit premium so as to receive full benefits. The teacher’s share of the benefit premiums will be deducted through payroll.

4.8 Each teacher’s signature below indicates acceptance of this Job Sharing Agreement.

4.9 The principal’s signature below indicates his/her endorsement of the proposal for, and the conditions of, this Job Sharing Agreement.

4.10 Final approval of the Job Sharing Agreement is granted by the Associate Superintendent of Human Resources.

4.11 Teachers approved for a Job Sharing Agreement will return to their regular positions at the conclusion of the Job Sharing Arrangement.

Signatures:

Teacher: _____ Teacher: _____

Principal: _____

Associate Supt. of Human Resources: _____

Date of Approval: _____