



**Section Three: Staff**

*“Together We Learn”*

**315R – JOB SHARING  
(REGULATIONS)**

1. Each year the deadline for applications for job sharing will be March 31.
2. The school district Human Resources Department will organize a job share information meeting before March 31, for teachers to discuss the implications of job sharing and to outline the process for applying for a job share position.
3. A teacher prepared job share plan must be approved by the principal receiving the job sharing team before it is submitted to the Director of Instruction (Human Resources).
4. Applications for teacher partners will be approved in the following priority order:
  - 4.1 Priority 1:  
Two full-time teachers with continuing contracts applying to share one full-time position. Teachers on maternity leave for less than one year will be considered to be a full-time teacher.
  - 4.2 Priority 2:  
One full-time teacher and one full-time teacher returning from maternity leave of more than one year (both teachers on continuing contracts).
  - 4.3 Priority 3:  
One full-time teacher and one part-time teacher (both teachers with continuing contracts).
  - 4.4 Priority 4:  
Two part-time teachers (both with continuing contracts).
5. In relation to attendance at staff meetings and parent/teacher conferences, each member of a job share team will assume the responsibilities of a full-time staff member.
6. If one of the job sharers must leave his/her position, and if a suitable part-time replacement cannot be found, the remaining partner shall assume the duties of the position until a suitable replacement can be found. The remaining teacher will have ten full school days from the last day of his/her partner's departure until he/she is required to assume full-time duties.



School District No. 23 (Central Okanagan)

Policies And Procedures

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7. A combination of part-time jobs involving more than two teachers or having two teachers share in more than one FTE will not be considered.

Date Agreed: November 13, 2002  
Date Amended: N/A  
Date Reviewed: April 6, 2011  
Related Document: