



Section Three: Staff

“Together We Learn”

**315R – JOB SHARING
(REGULATIONS)**

1. Each year the deadline for applications for job sharing will be March 1st.
2. The school district Human Resources Department will organize a job share information meeting before March 1st, 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 reviewed by the principal receiving the job sharing team. Once reviewed, the principal is to submit a recommendation to the Executive Director of Human Resources for approval.
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 their 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 their partner's departure until they are required to assume full-time duties.



Section Three: Staff

“Together We Learn”

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, 1991
Date Amended: February 8, 1995; September 25, 2002

Date Reviewed/Amended: November 13, 2002
Date Amended: November 26, 2014; April 29, 2015; February 22, 2017;
January 27, 2021

Date Reviewed: April 6, 2011;
Related Document: Policy 315; Teachers' Collective Agreement