
JOB SHARE GUIDELINES

Article C.24.3.a

Two teachers employed full-time by the Board may jointly request a job-sharing assignment in respect of a single full-time position. The Board shall grant the request provided such an assignment is educationally viable.



Teachers who currently hold 100% continuing contracts and wishing to work part-time for the coming school year will be required to either:

- a) apply for a position that is posted at the percentage they are wishing to teach or*
- b) enter into a job share*

JOB-SHARE GUIDELINES:

1. Both partners must be continuing contract teachers in the district. A teacher with a term contract, a teacher on lay off, or a TOC may not job share.
2. Your job share % may not be greater than the % of your continuing contract.
3. Job shares are for a period of one academic school year.
4. All job share proposals must be discussed with and approved by the school principal.
5. Applications for job shares must be completed by April 30th of the current school year. This may be achieved by preparing a written proposal or by meeting with the principal to fully discuss the application.
6. Applications must address each of the criteria listed in the Application/Discussion Topics section listed below. Applications will not be unreasonably denied.
7. Both partners are responsible for direct, active involvement in the teaching, learning, assessment and reporting processes.
8. When a teacher is in a job-share, he/she will be given the appropriate leave of absence for the remainder of his/her contract. A separate request for a leave is not required.
9. A 1.0 FTE position is awarded to the job share partnership. Prep-time will be allocated in accordance with the Collective Agreement for a 1.0 position. Subject to the principal's approval, job-share partners are responsible for determining how the prep-time will be shared. Although the job share may be 50%-50%, or 60%-40%, the school may be unable to divide the prep-time accordingly.
10. When one of the job-share partners agrees to work due to the temporary absence of the other teacher (sick, approved LOA), as per Article C.24.3.a.iii., the teacher will be paid on scale for such work.
11. Teachers who leave their 1.0 FTE assignment at school 'A' to enter into a job share at school 'B' give up their rights to return to their assignment in school 'A'. Partnerships hold 1.0 FTE in one school. The job belongs to the teacher from school 'B'. Upon dissolution of such a job share, the teacher originally from school 'A' will be required to secure a position through the post and fill process or they will be placed into an appropriate position by the Human Resources department. In all other circumstances, ownership of the particular job lies with the specific teacher identified and agreed to on the Job Share Worksheet.
12. Dissolution of the job share. Article C.24.3.a.v states that teachers in a job share have a right to return to an appropriate full-time position in the following school year should one exist. This request should be made of the principal by March 31st, with a copy of the request to Human Resources.

13. **BENEFITS**

Article B.36.2.b – Benefits – Participation Entitlement – The Employer will share in cost premiums at a pro-rata calculation proportionate to the actual teaching assignment that bears to a full-time assignment as provided by the terms of Article B.36.2.b.

Article B.36.2.b states: “*Continuing teachers who are assigned to bona fide part-time positions and temporary teachers whose appointments are to temporary part-time assignments for five (5) months or more, shall be entitled to participate in the benefits under this article, to the extent participation is permitted in respective benefit plans, and sharing in costs of premiums shall be in accordance with the amount so specified in Section B, Article B.36.3.b, at a pro-rata calculation proportionate to the actual teaching assignment that bears to a full-time assignment.*”

Article B.36.3.b specifies that cost of benefits premiums for teachers working Full Time (1.0 FTE) are shared as follows: Teacher=20%; SD No. 42=80%. Pursuant to B.36.2.b, teachers assigned to qualifying bona fide Part Time positions who choose to participate in benefits provisions will share in costs at a pro-rata calculation proportionate to a 1.0 FTE position. For example, employee benefit costs for some typical Part Time assignments are as follows:

- 0.8 FTE = 36%
- 0.6 FTE = 52%
- 0.4 FTE = 68%
- 0.2 FTE = 84%

C. 24 PART-TIME TEACHERS' EMPLOYMENT RIGHTS (Job Sharing)

Article C. 24.3.a.ii - Part-time Teachers' Employment Rights –Job Sharing – the Employer will permit participation in benefit plans and will share in cost premiums as provided by the terms of Article C.24.3.a.ii.

Article C.24.3.a.ii states: “*For the purposes of benefits, the teachers will be considered part-time to the percentage of time worked and eligibility will be determined pursuant to Section B, Article B.33. If one teacher opts to waive access to benefits, the other teacher will be eligible for benefits as if he/she were full-time.*”

HOW TO APPLY:

It is recommended that the job share partnership submit a one page application (Job Share Worksheet), addressing the criteria listed below, to the principal of the school. This written proposal, which must address the criteria listed below, will be used as a guideline for the discussion that will take place between the principal and partners.

The abiding criteria for approving job sharing arrangements is the educational suitability of the partnership and the probable effect which the partnership will have on program continuity for students.

Application/Discussion Topics:

1. **Proposed Work Schedule:** State the proposed work schedule (e.g. percentage of time and days of the week to be taught or split year).

Part-time and job-share teachers are expected to establish their work schedules at the beginning of the assignment in consultation with, and with the approval of, the school principal. Once established, the schedules cannot be altered without administrative approval. Reasons for approved alterations include, but are not limited to: program considerations and short-term, emergent circumstances. Again, when job share partners are seeking to temporarily “switch days”, they must approach the school principal for approval. If the proposed temporary switch is approved, the principal will notify the TOC desk via email (tocdesk@sd42.ca) in order to meet employer responsibilities with respect to Worksafe BC and other requirements.

What have you agreed to with regards to prep-time?

2. Commitment to Working as a Team (Joint: Planning, Assessment, Evaluation, Reporting)

Will there be a distribution of the curriculum or will both teachers be teaching all subjects?

How will you ensure that the PLOs are being met?

How will your teaching styles compliment one another?

How will you assess your students' work?

Who will write/complete report cards/student-teacher exemplar evaluations?

Who will attend parent teacher or student inclusive conferences?

Who will be doing recess supervision and/or bus duty?

3. Maintaining Classroom/Staff/School Communication

How will you reach consensus on issues to which you may disagree?

Who will attend the staff meetings?

What arrangements have you made regarding school meetings or events?

How will you keep informed as to what is happening in the classroom and the school?

4. Non-Instructional Days

Are you making special arrangements? Will both of you be attending?