



Section: **School Personnel**  
Policy #: **2140**  
Policy: **Teacher Job Sharing**

Date Approved: June 2001  
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October 27 2007

### **Purpose**

Alternate employment structures such as job-sharing or part-time employment, offer staff, students, and the diocese opportunities and potential benefits.

### **Definition**

Job sharing is defined as a full-time teaching position shared by two teachers. When applying policies relating to employment, the position will be considered as a one person/one job situation. Accordingly, policies and taxable benefits will be applied on a pro-rated basis.

### **Policy**

The diocese supports the provision of alternate employment structures such as job-sharing providing these do not negatively affect student learning, job performance, or the overall school programme.

While there may be a number of benefits to job-sharing its use is optional for schools. The Principal will make this determination.

### **Guidelines**

In making decisions regarding job-sharing the following guidelines must be considered:

- a) Both teachers must be presently on staff or one an ex-staff member.
- b) Joint planning of students' educational programmes must be undertaken.
- c) Teachers agreeing to job-sharing must commit to maintaining ongoing communications with one another.
- d) Compatibility of "educational philosophy" of the teachers must be evident.
- e) No job-sharing situation shall be less than 0.4 Full Time Equivalency.
- f) In the event of illness, the other job-share employee will be the first sub contacted. In this situation, payment will be made as for a substitute teacher for that day.
- g) In the event that one teacher has to leave the teaching position for whatever reason, it is understood that the other teaching partner will assume full-time classroom responsibilities for the remainder

of the year. In the event that the second part time teacher is not able to fill the position full-time, both positions will be terminated and one full-time teacher will be hired for the remainder of the year.

- h) In the event that a job-sharing situation is discontinued, and a decision made as to which teacher remains on fulltime staff, the Guidelines for Staff Reduction will apply. (see policy 2530 Staff Reduction).

**Procedures:**

- a) Requests for job-sharing arrangements will usually be initiated jointly by the employees involved.
- b) Requests are to be presented in writing to the Principal who is responsible for reviewing all job-sharing requests. The Principal will so inform the Superintendent and School Council of such requests.
- c) The Principal is responsible for ensuring that adequate communication with parents has taken place regarding job-sharing arrangements for requests that have been approved.
- d) Job-sharing arrangements are to be reviewed by the Principal on an annual basis.
- e) The principal is responsible for ensuring that the job share policy is attached to the teacher contract and teachers will sign off on their acceptance and understanding of it.