

RATIONALE

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

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 several benefits to job-sharing its use is optional for schools. The principal will make this determination.

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.

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) A teacher working 1.0 FTE is considered as full-time.
- f) No teacher in a job-sharing situation shall be less than 0.4 Full Time Equivalency. The positions must be allocated as such that one position is less than 0.5 FTE and the second position is greater than

0.5 FTE. e.g. 0.49 FTE and 0.51 FTE.

- g) 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.
- h) If one teacher must 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. If 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.
- i) If 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).
- j) Benefits can only be claimed by one job sharing teacher working 0.5 FTE or more.

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 that teachers sign off on their acceptance and understanding of it.

Date Approved: June 2001
Date(s) Revised: November 2004, October 2007, October 2022
Date Reviewed: