

## **JOB SHARING**

### **Background**

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

The Division supports the provision of alternate employment structures such as job sharing to the extent that these do not negatively affect student learning or job performance.

### **Procedures**

1. In making decisions regarding job sharing arrangements, the key factors considered will be the effect of the arrangement on the quality of services provided for students.
2. Teachers agreeing to job sharing must commit to joint planning of students' educational programs. All employees agreeing to job sharing shall commit to maintaining ongoing communications with one another.
3. Requests for job sharing arrangements normally will be initiated jointly by the employees involved and presented in writing to the Principal or supervisor (with a copy to the Superintendent).
4. The Principal or supervisor is responsible for reviewing the request, analyzing the advantages and disadvantages and making a recommendation for approval or rejection of the request to the Superintendent.
5. The Superintendent is responsible for reviewing and approving all job-sharing arrangements.
6. The Principal is responsible for ensuring that adequate communication with parents has taken place regarding job sharing arrangements for teachers.
7. Job sharing arrangements are to be reviewed by administration on an annual basis.