



**Chilliwack
School District**

Job Sharing Guidelines

School District #33

(Chilliwack)

Human Resources Guidelines for G.29 Partial Leaves
(A Without Prejudice Grievance Resolution for Denial of Partial Leave)

Revised: June 2020
Revised: February 2016
Revised: December 2015
Revised: February 2010
Drafted: February 2004

Job Share Guidelines

Human Resources Guidelines for G.29 Partial Leaves (A Without Prejudice Grievance Resolution for Denial of Partial Leave)

GENERAL

The Board believes that job sharing can provide high quality educational opportunities for students.

DEFINITION

A job share is a formal agreement between two teachers to share one continuing full-time position. One of these teachers must be currently employed in a continuing full-time position, however, both teachers must hold continuing positions. This allows teachers to work part time while co-owning a continuing full-time job. The job share partners need to determine an equitable preparation and supervision schedule.

The teaching assignment will be shared with a range between .3 FTE minimum assignment and .70 FTE maximum assignment. The total number of full-time positions that exist as job shares is limited to 28 during any school year, with a maximum of one (1) job share at any elementary school. At the Superintendent's sole discretion, this maximum (one per elementary school) may be exceeded.

STATUS AND TERM

A teacher who moves from a full-time position to a job share assignment, for the first year, will be a full-time employee on approved leave without pay for the percentage of time not worked. A teacher who moves from a part time position to a smaller assignment in a job share, will be an employee on approved leave without pay for the percentage of time not worked. With respect to benefits, employees who job share shall be treated in the same way as other part time teachers in accordance with the provisions of Article B.28, B.11.8(b) and Article G.29.2(b) of the Collective Agreement.

Job Share assignments will be effective for one school year. If a teacher is unable to continue in the job share partnership for medical reasons or pregnancy/parental leave the other teacher shall be asked to complete the assignment for the remainder of that school year if applicable.

If a job share is renewed after the first year, the teacher(s) will remain continuing status teacher(s) on leave from the district.

LEAVES

Applying for and receiving Long Term Education leave (G.25.1), Long Term Extensive Leave of Absence (G.29) for three months or more, or Deferred Salary Leave (G.32) will dissolve the job share partnership.

APPLICATION PROCESS

Teachers who wish to apply for a job share partnership are required to complete the "Job Share Application" form that outlines the required details in an attached written proposal. All requests for job sharing in one of the partner's positions will be made in writing to the Superintendent or designate by April 1st. Such a proposal will be jointly submitted and should include:

- a. education philosophy and advantage of the partnership
- b. the percentage of assignment applicable to each partner
- c. the schedule/timetable of each partner (including division of responsibilities and preparation time)
- d. classroom management strategies, including follow up with students and parents

- e. the plan for ensuring consistency of communication and continuity of instruction between the partners in the classroom
- f. the methods of communicating with students and parents about course/unit planning and student evaluation
- g. attendance at meetings such as staff meetings, school-based team meetings, parent conferences, staff development, and in-service training

When two teachers wish to job share in one of their positions, consultation with Principal is required. Application for job share partnerships in one of the partner's positions shall be submitted to the Superintendent or designate. Partners who wish to apply for continuing full time vacancies do so through the normal posting and filling process (Article E.20)

APPROVAL

The process for approving such job share applications rests solely with the Superintendent or designate and all applications will be considered in the full context of district and school level staffing needs. Where an application for job sharing partnership has been denied, the Superintendent or designate shall provide reasons in writing to the applicants and the CTA. The CTA has the right to appeal the denial of any application to the Superintendent.

Approvals of successful applications will be given by April 30th.

RENEWAL

Annually by April 1st through written application to the Superintendent or designate, the teaching partners may request the job share assignment be renewed. It is recommended the teaching partners discuss this with their principal PRIOR to applying for the renewal. Where an application for renewal is denied, the Superintendent or designate will provide reasons in writing to the applicants and the CTA. The CTA has the right to appeal the denial of any application to the Superintendent.

DISSOLUTION OF PARTNERSHIP

Partners wishing to terminate a job share shall advise the Board of their intention to do so not later than March 1st. Dissolution shall take place only at the end of the school year.

In the **first year** of the job share, upon dissolution of the job share partnership:

- a. In the case where one of the partners held the position when the job share was created, that partner shall resume the position on a continuing full-time basis.
- b. In the case where a teacher is on leave from a separate full-time position, they will return to that position at the start of the next school year;
- c. In the case of a dissolved partnership where the job share was posted into by a partnership, the position becomes vacant and will be filled by the normal posting and filling process (Article E.20);

In the **second or subsequent year** of the job share, both job share partners must complete the JOB SHARE DISSOLUTION SHEET.

- a. The position becomes vacant both partners compete as the only two applicants on the position.
- b. If neither partner wants the job: the position is posted and filled in the normal manner; both partners will have B status when applying on other teaching vacancies.
- c. If only one of the partners wants the position: the sole applicant is awarded the position; the other partner may apply on vacancies with B status.

When a teacher commits to a job share they will complete the job share term. If a job share partner applies on another job and is the successful applicant they will complete the job share term and begin the new position at the start of the next school year.

SALARY

The salary shall be pro-rated according to the percentage of time worked by each teacher.

COST NEUTRAL REQUIREMENT

The Board enters into this initiative on the basis that the salary portion is cost neutral. Representatives of the Board and the CTA may meet no later than April 16th each year to assess all aspects of the job share initiative. Where the Board considers the job share initiative to no longer be desirable, it will discontinue.

INFORMATION MEETING

The Board of the Chilliwack Teachers' Association will jointly sponsor a meeting each year for interested teachers to explain the elements of the job-sharing process and to provide information including but not limited to the implications of a part time leave from the district in relation to salary and benefits, leaves and seniority, teacher evaluation and pension.