

Section 5

Job Share / Part-Time

C. 30: PART-TIME EMPLOYEES' EMPLOYMENT RIGHTS

1. Part-time employees are employees employed on the equivalent of less than an annual fulltime basis. They shall be paid salary and earn sick leave pro-rated in proportion to the time employed (FTE) by the Board.
2. Fractions of less than .4 FTE will be granted to employees only where annual school program organization and effective staff deployment permit.
3. An employee with a full-time appointment may, without prejudice to that appointment, request a part-time assignment for a year or less. A request for a part-time assignment shall not be unreasonably denied. The change shall be granted through a leave-of-absence without pay.
4. At the end of the leave-of-absence, the teacher shall revert to a full-time continuing appointment within their school unless the part-time assignment is renewed.
5. Two (2) employees may apply for a job-sharing assignment in respect of a specific full-time position. The request shall not be unreasonably denied. In the absence of one (1) of the job-sharing partners, the remaining partner shall, except in extenuating circumstances, assume full-time teaching duties and shall be paid on scale.
6. Employees hired to the district on a part-time contract basis shall, after one (1) year aggregate service, be considered an employee who has moved from full-time employment to a part-time position.
7. An employee who moves from full-time employment to a part-time assignment shall be considered to be on leave so that they may purchase pensionable service to provide for a full year's pension credit.



DTA Job Share Information

- 1.** Job share partnerships will typically contain an incumbent partner and a joining partner. The incumbent partner is that partner who obtained their current position through the provision of Article C.27.1, E.25 or E.27 of the collective agreement. The joining partner is that partner who applies to join an incumbent partner through the provision of Article C.30.5.
- 2.** Unless the job share is renewed, the position shall revert to that of the incumbent partner at the end of the school year.
- 3.** If the incumbent vacates the position, the entire position shall be declared vacant and filled through the regular internal staffing and posting and filling processes.
- 4.** The joining partner has the right to participate in the internal staffing process as a priority #3 as outlined in Article E.25 of the collective agreement provided a position exists. This participation cannot cause any other member of the staff to be declared surplus.
- 5.** The job share application form will be revised in order that the partners are clearly identified as the incumbent partner or the joining partner.
- 6.** The Board will increase its diligence in requiring job share partners to honour the commitment that they make to cover for an absent partner as per Article C.30.5 of the collective agreement.
- 7.** A Job Share partner who TOCs for their partner shall be paid on scale. Please ensure that a TTOC time sheet is completed, to inform payroll that this is an on-scale day IF the covering partner is paid above Category 5, Step 8.
- 8.** Job Share joiners must be deemed qualified for the position.
- 9.** The job share proposal must clearly outline the areas outlined on the application form.

Job Share Information

Purpose of a Job Share

The primary purpose of a job share is to accommodate two teachers already employed by the District who wish to work part-time by sharing a single assignment.

Teaching Part-Time

Job shares are one option for those wishing to work part-time, but the District cannot guarantee that a teacher will necessarily find a suitable and qualified job share partner. Teachers posting into full-time assignments will be expected to teach their full-time assignment if no suitable partner is found. Teachers unable to work full-time should consider posting into part-time positions or joining a job share.

Teachers wishing to teach part-time are also encouraged to look into the pension implications. You may contact the Teacher Pension Plan for Information.

Selection of a Job Share Partner

The District accommodates job shares but is not directly involved in the selection of partners. Generally, this occurs through word of mouth or through connections made on the Job Share Channel in Teacher Info Teams. The following may be considered for job share partnerships:

- Other teachers already holding a position in the District
- Teachers on the recall list whose seniority places them at a level where they would otherwise be able to post into a position.
- Job share joiners must be fully qualified for the position in which they will join.
- Not all job share partners can be the incumbent; consider being a job share joiner.
- Teachers Teaching on Call are not eligible to become job share partners.

Status of Job Share Partners

- In every job share, one partner is designated the job share “incumbent” and the other the job share “joiner.” The incumbent is generally the teacher who held the assignment prior to the establishment of the job share.
- When the job share ends (at the end of the school year unless it is renewed), the full position reverts to the incumbent.
- The job share joiner is considered for internal staffing only after all continuing teachers at the school have been assigned positions.
- If there is no position for the joiner, s/he has the option of posting into a new position through the posting process or joining another job share. If the joiner would prefer to work in the district as a TTOC, please contact Shannon Hunt for possible seniority implications.
- Job share partners who work less than .50 FTE do not qualify for prep time or benefits.

Approval Process

- The Application form is available in the Job Share folder in the Forms & Info tab in Teacher Info on Teams. As outlined on the form, any new partnership application is to be accompanied by a detailed written proposal.
- The Application must first be approved by the Principal and then submitted to Human Resources for final approval.
- Once approved, job share partners are committed to the job share which will continue to the end of the school year.
- As well as student needs and educational soundness, Principals and Human Resources will consider the following criteria when approving job shares:
 - Comprehensiveness of the plan presented by the applicants
 - Qualifications of the applicants for the position (Article C.25)
 - Suitability of the particular position for a job share
 - Plan for communication between partners

- Plan for communication with parents, support teachers and administration
- Compatibility of partners' philosophy and instructional style
- Educationally sound division of the teaching assignment and areas of responsibility
- Evidence of joint planning for instruction
- Consistency of classroom management
- Effectiveness of plans for evaluation and report card writing
- Connection of job share to school direction and goals
- Timeliness of the application
- Ability and willingness of each partner to fulfill their contractual obligation to assume teaching duties in the absence of the other (please note that **trading job share days is not permitted**)
- Total number of job shares in the school (20% is considered "reasonable")
- Consistency of student access to both teachers
- Educationally sound reason for a .2 job share and the appropriate placement of that day in the weekly schedule
- Plan for joint participation in Pro-D Days, Parent Meetings, School Committees and other activities central to the cohesion of the school

Multiple Job Shares

- Any challenges that might be experienced by students and parents in having two different teachers in one assignment is balanced by the positive experience of having two teachers collaborating closely with the added benefit that **in the event of an extended absence by one of those teachers, the second will take on the class full-time thus ensuring minimal disruption and a high level of continuity.**
- The Collective Agreement and application form signed by job share partners, their Principal and District Principal of Human Resources clearly state: *In the absence of one (1) of the job-sharing partners, the remaining partner shall, except in extenuating circumstances, assume full-time teaching duties and shall be paid on scale.*
- Recognizing the educational advantage behind this commitment, the District will not approve multiple job-shares on a routine basis. Teachers who wish to enter into a second job share will be expected to articulate the educational basis for that arrangement and, specifically, how it out-weighs the advantage for continuity in the classroom in the event of the extended absence of one of the job-share partners.

TTOC Coverage by Job Share Partners

- If either Job Share partner is a TTOC for the other partner, the TTOC partner must submit the TTOC Job Share Timesheet to payroll if your salary scale is higher than Cat 5 – Step 8. You can find the form in the Job Share folder in Teacher Info on Teams.

April 30th Deadline to Notify Principal

- Teachers wishing to enter into a job share agreement must discuss with administration prior to April 30th and get approval in principle. This may be done during the Druthers process at the start of Spring Staffing. Job share agreements must be submitted within one week of the Round 3 closing date in June.
- There may be some flexibility on the June deadline. However, the further we move into the school year, the more reluctant the District will be to approve new job shares.

Limited Participation

The District will not approve job shares of less than .2 except for absolutely compelling educational reasons. The principle of continuity for students is not addressed with a more limited job share.

**If you have additional questions, please contact Shannon Hunt
District Principal – Human Resources (Teaching Staff)**

Advice for Writing Your Job Share Proposal

The sharing of a teaching position is subject to the approval of a school principal, who, in the course of staffing their school must determine whether such a shared assignment will serve the best educational interests of the students and the school. Use the exact headings outlined in the Job Share application form. Teachers interested in applying should consider the issues outlines below.

1. **Student needs.** Must be the prime concern
2. **Program must be educationally sound.** How will quality education and program continually be addressed?
3. **Scheduling.** Split day, split week, alternate cycles?
 - Effect on pupils?
 - Advantages and disadvantages of each?
 - Co-ordination of part-time schedules with school schedules?
4. **Compatibility:**
 - Philosophy
 - Instructional style
 - Flexibility
 - Commitment to working in a shared assignment. Full-time responsibility, part-time assignment.
5. **Sharing of Responsibilities:**
 - Pupil evaluation, assessment, and reporting
 - Parent-teacher conferences
 - Extra-curricular activities
 - Special events, field trips
 - Planning for instruction
 - Committee responsibilities
 - Staff meetings
 - Non-instructional days
 - Discipline
 - Housekeeping
 - Record keeping
 - Professional Development
 - Early Dismissals
6. **Communication:**
 - Between partners (how/when, keeping partner informed on relevant school events/issue)
 - With staff and principal (on all school issues)
 - With parents (ongoing, parent-teacher interviews, special meetings)

7. TTOC Procedures:

- For a short-term (day-to-day) or long-term illness (except those listed below), a TTOC will be called on the same basis as per procedures in place at that time for regular full-time teachers
- Should one teaching partner resign, take maternity leave, or long-term medical leave, the other partner will, except in extenuating circumstances, assume the full teaching responsibility for the class

8. Reverting to Full-Time:

- All terms and conditions of the current Collective Agreement apply (C.30)

9. Annual review of shared program:

- Application to be completed annually

10. Advantages to the Students:

- Energy and enthusiasm level of teachers is much higher
- Wealth of ideas provides an enriched classroom
- Teachers have their own individual areas of strength (children benefit from both)
- Students are exposed to two points of view
- Similar philosophies concerning discipline and standards of classroom behavior
- Complementary teaching styles and management systems
- A "fresh face" stimulates students
- Enhanced student assessment - able to compare with another professional

11. Advantages to the School:

- Two sources for ideas and opinions with regard to staff and school matters
- Two professional opinions on a student's progress are available to parents and staff
- Combined teaching experience of two professionals
- Make it possible to incorporate a broader range of expertise within a single position (Art/PE/Music)

12. Advantages to the School Board:

- Increase in productivity
- One partner may be less than .5, so cost savings as that member does not receive prep time or benefits
- Less stress should result in less absenteeism
- More positive teacher outlook results in greater enthusiasm
- Reduced tendency toward burnout

13. Advantages to Teacher:

- A new challenge
- A happier and more positive outlook towards the job
- An opportunity for professional and personal growth
- Less personal stress when more time to spend with family
- Medical and dental appointments scheduled for days off
- Keeping up-to-date with current trends in teaching
- Collegial support



DTA Hints for Successful Job Shares

Anyone searching for a job share partner can go to **Teams → TeacherInfo → JobShares** (hidden channel).

Choose your partner carefully. You will be working with this person for the next year. Compatibility is important.

Plan how you are going to divide the job. Most job-share partners find it easier to split the curriculum rather than to plan for each other.

Recognize that you have a full-time responsibility to the job and the class even though you are only in that class part-time. Plan how report cards, parent/teacher interviews, Winter concerts, etc. will be handled. It's important that parents and students see you as a team.

Be flexible; you are giving over control of your class to someone else on the days you are not there. Things won't always be done exactly as you would have done them if you were there.

Communicate. It's your job to keep yourself apprised of happenings in the school on the days when you're not there. Many job share partners use a communication book that stays on the desk or set aside a specific time each week to phone each other. It isn't the job of the principal to update the absent partner on school happenings. Also, be sure your partner is aware of any arrangements you have made with people such as the Librarian and LST.

Be sensitive to your full-time colleagues. Many of them would love to have your working arrangements and are resentful when you wish them a good weekend on Tuesday afternoon.



Application Form 400-1

JOB SHARE APPLICATION

To be submitted to Shannon Hunt - District Principal, Human Resources
Email shunt@deltaschools.ca (See Staffing Timeline for Deadline Date)

- ☐ This is a new job share partnership (submit a Job Share Proposal as outlined below)
- ☐ This is an existing job share partnership (same partners) for a minimum of one year (no Proposal required)

Names: _____
(Incumbent Partner) (Joining Partner)

School: _____ Position/Grade: _____

Starting Date: _____ Date Submitted to HR: _____

Incumbent FTE: _____ Joining Partner FTE: _____

Incumbent Schedule: _____ Joining Partner Schedule: _____

(trading days is not permitted)

For all NEW applications (or new partner), please attach a detailed written proposal providing information regarding the sharing of the following (use these headings in your proposal):

- | | |
|--|---|
| <ul style="list-style-type: none">• Educational advantage to school & students• Professional development for each partner• How you will ensure equitable distribution of workload, ie. Pro-D days, early dismissal, holidays | <ul style="list-style-type: none">• Assessment & reporting to parents• Staff meetings• Curricular Planning & Communication• Classroom management |
|--|---|

The Job Share partners agree, as per Article C30.5, that in the absence of one of the job-sharing partners, the remaining partner shall, except in extenuating circumstances, assume full-time teaching duties.

Signatures: _____ (Incumbent Teacher)
_____ (Joining Teacher)
_____ (Principal, confirming qualifications of both partners)
_____ (Human Resources)

Please Note: Once approved, Job Sharing Partners are committed to the job share at the stated FTE for the full school year.

TTOC coverage by Job Sharing Partners:

If either job share partner is a TTOC for the other partner, the TTOC partner must submit the Job Share TTOC Timesheet to payroll ONLY IF their Pay Grade is higher than Cat 5 – Step 8.

Approved, 1998, Revised February, 2024