



**Delta Teachers' Association**

# **JOB SHARE PACKAGE**

**Contents:**

Job share rights, information, helpful hints and forms.

Revised: March 2018

### **C.30 Part-time Employees' Employment Rights:**

- 1.** Part-time employees are employees employed on the equivalent of less than an annual full-time basis. They shall be paid salary and earn sick leave prorated 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 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 a full year's pension credit.



## Job Share Information

1. a) Job shares that were formed for the 2001-2002 school year or for a school year prior to that and have been continuously renewed since 2002 shall be treated as a job share partnership formed by two teachers on the same staff who both hold the designation of incumbent. (see #6 below).
- b) Job shares first established for the 2002-2003 school year or for a later school year will be subject to the revised interpretation of the collective agreement provisions as outlined here. These same provisions will apply if these job shares are renewed.
2. 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 the collective agreement. The joining partner is that partner who applies to join an incumbent partner through the provision of Article C.30.5.
3. Unless the job share is renewed, the position shall revert to that of the incumbent partner at the end of the school year.
4. 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.
5. The joining partner has the right to participate in the internal staffing process as outlined in Article E25 of the collective agreement provided a position exists. This participation cannot cause any other member of the staff to be declared surplus.
6. A job share partnership may be formed by two teachers on the same staff who both hold the designation of incumbent. Unless the job share is renewed at the end of the school year the position will revert to that of the incumbent with the greatest seniority. If the incumbent with the greatest seniority vacates the position the junior incumbent has the right to assume that entire position. In addition, the junior incumbent has the same right to participate in the internal staffing process as outlined for a joining partner (see #5 above).
7. The job share application form will be revised in order that the partners are clearly identified as the incumbent partner or the joining partner.
8. 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.
9. A Job Share partner who TOC's 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.



## Hints for Successful Job Shares

**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, Christmas 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 Learning Assistant.

**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.