



Surrey Teachers' Association

Providing Educational Leadership

JOB SHARING INFORMATION FORM

Once you have sent your form to the STA we will add your information to the Job Share List. This list can be accessed on our website by other members interested in finding a job share partner. Please be aware that this is not a confidential site.

Please submit the completed form to the STA via courier (#000) or email it to reception@surreyteachers.org.

NAME _____

EMAIL ADDRESS _____

CURRENT SCHOOL _____

CURRENT ASSIGNMENT AND ENTITLEMENT % _____

GRADE LEVELS YOU HAVE TAUGHT _____

GRADE LEVEL and/or SUBJECTS YOU WISH TO TEACH _____

WHAT PERCENTAGE(S) WOULD YOU LIKE TO WORK? _____

DO YOU OWN YOUR OWN ASSIGNMENT? _____

WOULD YOU BE WILLING TO CHANGE SCHOOLS TO FORM A JOB-SHARING ASSIGNMENT? _____

TYPE OF JOB SHARING ASSIGNMENT YOU DESIRE:

Partial-week for a full year Partial-day for a full year

ARTICLE C.24 JOB SHARING

C.24.1 DEFINITION

Job sharing shall refer to two (2) employees who elect to share a full-time position. Normally, the position will be shared 60/40 or 50/50.

C.24.2 REDUCTION OF ASSIGNMENT

An employee who moves from full-time to a job sharing assignment will be a full-time employee on an approved leave for the percentage of time not worked.

C.24.3 PARTNERSHIPS

- a. When a job sharing partnership is proposed the two (2) employees must make written application (unless agreed otherwise by the employees and the principal), by April 1, to the principal with a copy to the Human Resources Department.
- b. The principal shall provide the applicants with a written approval or rejection at least two (2) weeks before the scheduled circulation of vacancies under Article E.26.4.a. Proposals to job share shall not be denied unreasonably.
- c. In the event that two (2) employees who have no guaranteed assignment (under Article G.21.1.e) are simultaneously returning from leave, they may make a proposal as a partnership to the Human Resources Department to share an assignment.
- d. Where a partnership has been approved under Article C.24.3.b, then the two (2) employees may jointly apply for vacancies as a partnership. The selection will be pursuant to Article E.28.6. The proposed partnership shall not be denied unreasonably.
- *e. Where a partnership has been approved, that partnership shall not be dissolved prior to the end of the school year (except with the approval of the Human Resources Department and the President).

C.24.4 RENEWAL

Job shared positions shall be reviewed annually.

C.24.5 APPLICATIONS

Applications should include proposals on:

- a. The schedule/timetable of each partner,
- b. The percentage of assignment applicable to each partner,
- c. The division of responsibilities,
- d. The method of planning between the partners to ensure continuity of instruction and consistency in the classroom,
- e. The method of communicating to students and parents about course planning and student evaluation,
- f. The methods of representation at staff meetings, parent conferences, staff development, and in-service training.

***C.24.6 PREPARATION TIME**

Preparation time will be shared with the full knowledge and consent of the job sharing partners.

C.24.7 SENIORITY

The seniority of the job sharing team shall be the same as that of the more senior partner.

C.24.8 DISSOLVING PARTNERSHIPS

Where a job sharing partnership has not clarified, within the job sharing application, who will retain the position upon dissolution of the partnership, then when the job sharing arrangement is dissolved:

- a. The employees shall, in order of seniority, be given the right of refusal of the former shared position, THEREAFTER,
- b. The employees will be placed in accordance with Article E.28.8.a (return from leave of absence).

C.24.9 BENEFITS

Benefits will be established as in Article C.23.4.

Sample Job Share Proposal for 20__/20__

Teachers _____

Percentage and Schedule of Each Staff Member

Teacher	Percentage	Description

Method of Planning

Method of Communicating to Students and Parents about Course Planning

Representation at Staff Meetings, Parent Conferences, Pro-D Days:

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Upon dissolution of the partnership, the position will be retained by _____

Teacher's Signature _____ Date _____

Teacher's Signature _____ Date _____

Principal's Signature _____ Date _____