



JOB SHARING

Preamble

The Portage la Prairie School Division recognizes that in certain situations the concept of job sharing may be an acceptable staffing alternative. Consideration will be given to job sharing proposals submitted by the Principal and Teachers concerned in accordance with the following guidelines and conditions.

Guidelines and Conditions of Job Sharing

1. Job sharing means that two Teachers share one full-time teaching position, with the percentage of time assigned to each participant stated in the job sharing proposal.
2. Job sharing proposals, once approved, shall be in effect until written notice is submitted by the Principal, Teachers, or Superintendent to alter such arrangements. The School Division reserves the right to cancel a job sharing position at the close of a term, or whenever it is deemed to be in the best interests of the students or the School Division.
3. All job sharing proposals are to be jointly developed and supported by the Principal and Teachers concerned. The Principal will forward completed proposals to the Superintendent's department by March 30 of the preceding school year.
4. Submitted proposals must include precise statements concerning:
 - a) the prior relationship of the partners
 - b) the division of tasks between the partners
 - c) time scheduling
 - d) provisions for communication between partners
 - e) provisions for communication between the partners and the rest of the staff
 - f) benefits to pupils
 - g) benefits to the school system
 - h) benefits to the partners
5. Proposals will be evaluated based upon the following criteria:
 - a) advantages and disadvantages to students
 - b) advantages and disadvantages to the school system
 - c) advantages and disadvantages to the Teachers involved
 - d) estimated probability of success
 - e) other administrative concerns
6. Job sharers are responsible for all regular duties normally performed by Teachers, including:
 - a) planning instruction
 - b) evaluating student progress



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- c) attendance at staff meetings
 - d) attending all required P.D. activities and in-service days as would any part-time Teacher
 - e) attendance at parent conferences
7. Job sharing Teachers will be expected to participate in their fair share of all school activities in which a Teacher would normally participate. Extra-curricular assignments will be proportionate to the Teacher's workload.
 8. Benefits while on a job sharing assignment will be in accordance with those granted to part-time Teachers.
 9. If one of the job sharers must leave his/her position during the course of the year, and if a suitable part-time replacement cannot be found, the remaining job sharer shall assume the complete duties of that position for the remainder of that year or until a suitable replacement can be found.
 10. If lay-offs become necessary, personnel assigned to job sharing will be subject to lay-off in accordance with the same rules as apply to Teachers in full-time assignments.
 11. Personnel who wish to return to full-time teaching at the beginning of the fall term must notify the Superintendent's Department in writing by March 1.
 12. The School Division does not guarantee a full-time position to Teachers who are leaving a job-sharing position.
 13. When a job-sharer substitutes for a partner, the Teacher who substitutes will receive the Substitute Teacher rate of pay unless alternate arrangements have been made between the partners.
 14. A job sharer must make application on the prescribed form for all absences from his/her teaching duties.
 15. All policies and clauses of the Collective Agreement apply to Job Sharing partners as they would any part-time Teacher.

Job sharing is a unique arrangement, largely dependent upon the compatibility of the people involved and the specific requirements of each assignment. As such, there may be variations in the expectations and conditions attached to each assignment.



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Job Sharing Agreement

Each person entering into a job sharing position shall sign the Job Sharing Agreement stating that they accept these guidelines and conditions, as well as the terms as outlined in the approved proposal for same. (GBI-E)

Article 22 - M.T.S. Agreement