



JOB SHARING

Employees of the North East School Division may job share. Job sharing is defined as two employees contracting to perform the duties of a single position.

PROCEDURES

1. Those employees wishing to job share must have at least two years of employment with the North East School Division.
2. Employees wishing to job share are to obtain the approval of their immediate supervisor or principal prior to making application to the Superintendent of Human Resources or designate.
3. The job sharing arrangement must follow any provisions outlined in any currently negotiated collective agreement.
4. If approval to job share is granted, it is to be with the following understandings:
 - i. It is in the best interest of the students.
 - ii. All employee benefits are to be on a prorated basis according to contract, e.g. one-half time when applicable
 - iii. The position shared is to be on a percentage basis, but not to exceed one hundred per cent. The schedule of sharing and time is to be assigned by the principal.
 - iv. Teachers are required to attend regular monthly staff meetings and other meetings as arranged by the principal including in-service, administration, professional development and student led conference days.
 - v. Supervision duties are to be prorated.
 - vi. Teachers are to attend on non-student days for the portion of the day they are employed unless requested by the school division to attend at a greater percentage of time as defined in the principal's handbook.

Date Last Revised: September 2015

Education in a Culture of Excellence