

Administrative Procedure 412

JOB SHARING – STAFF

Background

Alternate employment structures such as job sharing or part time employment, will be supported as long as they do not affect student learning.

Procedures

1. Employees wishing to request a job sharing arrangement or part time employment shall present their proposal in writing to the Principal or supervisor.
2. The Principal shall review the proposal, analyze the advantages and disadvantages, and the impact on students, and make a recommendation to the Director of Human Resources.
3. The Director of Human Resources and the Principal shall review all job sharing arrangements and part time employment on an annual basis in order to determine their suitability.

Approved: September 1, 2019

Reference: Section 18, 20, 60, 61, 113 School Act
Employment Standards Code
Labour Relations Act
Collective Agreement