

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION  
POLICY and PROCEDURES**

<b>Title</b>	<b>Effective Date</b>	<b>Revision Date</b>	<b>Pages</b>
<b>No. 603 Principle of Job Sharing</b>	April 1, 1996	April 16, 2002 July 7, 2015	4

**The Tri-County Regional Centre for Education recognizes that the principle of job sharing is beneficial to both the Tri-County Regional Centre for Education and the teachers concerned.**

<b>PROCEDURE Under Policy 603</b>
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1. Applications are to be submitted by March 1st of the school year prior to the school year in which the shared teaching is to occur according to Local Agreements.
2. All applications must be approved and signed by the principal (please see **Appendix A**).
3. Job shares are approved for one year only, open to renewal each year.
4. Job sharing applicants and principal are to be interviewed by the Regional Executive Director of Education or designate.
5. Each application is to be dealt with on an individual basis.
6. Total days for both teachers are not to exceed 195 days.
7. Both teachers will be expected to be available for parent days, regular staff meetings, inservice days, etc.
8. A detailed breakdown of time is to be provided to the principal before school year commences.
9. Applications may be approved conditional upon the Tri-County Regional Centre for Education finding a suitable job share partner by July 31<sup>st</sup> of the school year prior to the one in which the job share is supposed to take place.
10. Final approval of each application is to be made by the Tri-County Regional Centre for Education.

***NOTE: Please see the Teachers' Collective Agreement, Article 27, Job Sharing, for additional information.***



**APPENDIX A UNDER POLICY 603**

**TEACHER REQUEST FOR JOB SHARE**

**IMPORTANT NOTE:**

Please note that all areas of this three page form **must** be completed. Omissions will result in the form being returned to you. The deadline for the completed form to be submitted to the Regional Executive Director of Education or designate is **March 1, \_\_\_\_\_**.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Professional Number

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
No. of years of service of teacher

Qualifications: \_\_\_\_\_  
\_\_\_\_\_

Current Assignment: \_\_\_\_\_

1. Reason for job share request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Proposed schedule for job share: [percentage and schedule, i.e.. 50%, working mornings]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**APPENDIX A Under Policy 603**

**Teacher Request for a Job Share**

**Page 2 of 3 of the application form**

Outlined of expected benefits to students by the job share:

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3. Potential negative effects on students by the job share:

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4. Have you had a job share before? If so, what school year?

☐ Yes – Year: \_\_\_\_\_  
☐ No

\_\_\_\_\_  
Signature of teacher

\_\_\_\_\_  
Date

**NOTE:** Principal's section on page 3 must be completed before submitting to the Regional Executive Director of Education or designate.



**APPENDIX A Under Policy 603**

**PRINCIPAL'S SECTION**

**This must be completed & attached to teacher's application.**

**Teacher Request for a Job Share**

**Page 3 of 3 of  
applications form**

1. Comment on the benefits to students of this job share application.

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2. Comment on any concerns that you have with this job share as it relates directly with the students or with the overall delivery of the school program.

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3. Would the approval of this job share application have any negative effect on the school schedule?

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4. Do you recommend to the Director of Education that this application for job share be approved?

☐

Yes

☐

No

Justification:

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\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**PLEASE NOTE** that applications must be submitted **on or before March 1st,**\_\_\_\_\_.

Applications are to be submitted to: Director of Human Resources  
79 Water Street, Yarmouth, NS B5A 1L4  
Fax: 902-749-2834