

Administrative Procedure 405

JOB SHARING

Background

From time to time, the Division receives requests from staff members to job share. The Division believes that there are circumstances where job sharing can contribute to the health and wellness of staff members and of students. This procedure is required to ensure that staff members are treated consistently and fairly in each situation.

Procedures

1. Proposals for job sharing must be submitted to the principal prior to **March 1** each year.
2. The Superintendent may approve job sharing arrangements of all staff, excepting the senior administrators in Central Office.
3. Any job sharing arrangement shall not result in extra cost to the Division.
4. The Superintendent will review annually all job sharing arrangements.

Reference: Section 18, 20, 60, 61, 113, School Act

