

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY STATEMENT

Part-Time Teaching and Job Sharing

In recognition of the personal and professional interest of staff to undertake teaching assignments on less than a full-time basis, and to acknowledge the needs of the Board in addressing specific teaching assignments, the Board supports the use of part-time teaching assignments or job sharing.

Approved: September 26, 2000
Revised: June 17, 2003

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY MANAGEMENT PRACTICES

Part-Time Teaching and Job Sharing

A. Part-Time Teaching

1. Part-time teaching positions may be utilized by the Board for the purpose of achieving a match of qualifications with the needs for the position.
2. Part-time leaves of absence requested by staff on permanent full-time contract may be granted to a consecutive total leave to the equivalent of two (2) years.
3. Where there is a surplus of full-time teachers as a consequence of redundancy, the number of full-time teaching positions to be filled by part-time teachers shall be limited to a maximum of four percent (4%) of the total teaching staff.
4. The number of full-time teaching positions to be filled by part-time teachers may be limited to one (1) position per school.
5. Approval of part-time positions will be granted on a first-come, first-served basis.
6. Salary and employee benefits shall be pro-rated by the extent of the teaching assignment.
7. Part-time teachers shall attend school functions and staff meetings on the same basis as full-time teachers.

B. Job Sharing

1. Job sharing will be encouraged where there is a surplus of full-time teachers, where sharing is appropriate to the educational needs of the position, and where the appropriate principal is prepared to support the arrangement through additional supervision as required.
2. Job sharing may be approved on the basis of a daily, defined term or school semester period.

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