



NSGEU REQUEST TO JOB SHARE

Name of Applicant: _____

School: _____

Year that Job Share is Requested: _____ Current Hours per Day: _____

Special Qualifications Required by Candidate: _____

Co-Applicant: _____

Proposed Schedule: _____

(Note: Please read Article 32 – Job Sharing attached. It has very specific requirements that must be met for a job-sharing arrangement to occur)

TO BE COMPLETED BY PRINCIPAL

- ☐ I have interviewed the Co-Applicant.
- ☐ The Co-Applicant meets the needs required for the specified assignment.
- ☐ The Co-Applicant is an existing, permanent employee with the School Board
- ☐ I support this request.
- ☐ I do not support this request.
- ☐ The job share arrangement is satisfactory to the school and minimizes the impact on the student.

Please note any additional comments below:

DATE: _____ Signature: _____

ARTICLE 32 - JOB SHARING

- 32.1 The terms and conditions governing job-sharing arrangements will be as mutually agreed by the Union and the Employer.
- 32.2 Job-sharing will only be permitted when jointly requested by existing Employees and those employed in job-sharing situations will continue to be members of the bargaining unit and covered by the Agreement.
- 32.3 Except as otherwise provided herein, Employees participating in job-sharing arrangements will be entitled to all rights and benefits provided for in the Collective Agreement.
- 32.4 Job-sharing arrangements will only be authorized for the sharing of full-time positions and where operational requirements permit and the provision of services is not adversely affected.
- 32.5 Both Employees in a job-sharing arrangement must be permanent Employees, one of whom is the incumbent of the position to be job-shared. Both Employees must share the same job classification/title and be suitably qualified and capable of carrying out the full-time duties and responsibilities of the position to be job-shared.
- 32.6 An Employee wishing to job share their position:
- (a) Has the responsibility of finding an eligible Employee willing to enter into the job sharing arrangement;
 - (b) Will request the Employer to post within the Bargaining Unit for an Employee who is willing to enter into the job-sharing arrangement; or
 - (c) Can request the Employer to make reasonable efforts to find a job share partner outside of the Bargaining Unit provided that there may be no grievance with respect to this matter.
- 32.7 The two Employees requesting approval to implement a job-sharing arrangement will apply to the Director of Human Resources accompanied by the recommendation of the immediate supervisor of the position to be job-shared.
- 32.8 A position will be job-shared for a minimum of one (1) year and a maximum period of two (2) years. Any extension beyond the two (2) year maximum period must be mutually acceptable to the Employees, the Employer and the Union. At the end of the job-sharing period, the Employees will resume positions held prior to entering into the job-sharing arrangement and, in the case of an Employee who is not a Bargaining Unit Employee before the job share began, laid off without right of recall.
- 32.9 If the two Employees wish to extend their job-sharing arrangement beyond the initial period, covered by the application or the maximum two - year period provided for in this Agreement, the Employees shall give a minimum of sixty (60) calendar days written notice of such intent prior to the expiry of the current job-sharing arrangement.
- 32.10 Each of the two Employees in a job-sharing arrangement will be required to fulfill one-half ($\frac{1}{2}$) of the full-time work schedule requirements averaged over a maximum of two (2) complete bi-weekly pay periods, except where a request for a greater averaging period has the prior approval of both the Employer and the Union.
- 32.11 An Employee's anniversary and/or service date for the purpose of earning a merit increase or increment in vacation entitlement will remain unchanged as if the Employee was working on a permanent Full-time or permanent Part-time basis.

- 32.12 For the purposes of the Collective Agreement an Employee's regular work day or regular work week will be the Employee's scheduled hours of work under the job-sharing arrangement. A day in which an Employee is not scheduled to work will be considered as the Employee's rest day. Time worked by an Employee outside their scheduled hours of work will be compensated in accordance with Article 7 - Overtime with the Employee's bi-weekly rate being determined on the basis as if the Employee was working Full-time hours.
- 32.13 (a) Holidays - each Employee will be entitled to the paid holidays provided for in accordance with Article 10 - Holidays of the Agreement.
- (b) General illness - each Employee shall be entitled to the sick leave benefits provided for in accordance with Article 12 - Sick Leave of this Agreement.
- (c) Long Term Disability - during the job-sharing period, the Employer and the Employee contributions to the LTD fund for those presently enrolled will continue to be based upon the Employee's normal full-time salary. For the purposes of determining an Employee's benefits during the job-sharing period, the amount of coverage will be based upon the normal salary the Employee would be entitled to receive in the position the Employee held prior to entering the job-share arrangement.
- 32.14 In the event one of the participants vacates the job-sharing position through termination of employment, appointment to another position or being placed on a leave under the LTD Plan, the Employer will make reasonable efforts to find a replacement to fill the job-sharing arrangement. If no replacement is hired or found, then the remaining participant would revert to the Full-time status in the position except where mutually acceptable arrangements are approved by both the Employer and the Local.
- 32.15 An Employee filling any position temporarily vacated as a result of job-sharing will be covered by the Collective Agreement as a Term Employee.
- 32.16 The parties agree, except for the cost of benefits provided for under this Article there will be no added cost to the Employer directly resulting from any job-sharing arrangement.
- 32.17 Employees who are hired into a job sharing arrangement from outside the bargaining unit will be bargaining unit employees but shall not be considered to have bargaining unit status to compete for other positions within the bargaining unit and will not have lay off and recall rights. A job-sharing arrangement shall not result in an outside partner earning seniority or obtaining any permanent position other than described in this article.