



**PROGRAM SUPPORT ASSISTANT  
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:** \_\_\_\_\_

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(Note: Please read Article 27 – 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:

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**DATE:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## **ARTICLE 27 - JOB SHARING**

27:01 The terms and conditions governing job-sharing arrangements will be negotiated by the union and the Employer.

27:02 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.

27:03 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.

27:04 Job-sharing arrangements will **only be authorized where operational requirements permit** and the provision of services is not adversely affected.

27:05 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.

27:06 An Employee wishing to job-share her position has the responsibility of finding an eligible Employee willing to enter into the job-sharing arrangement. The two Employees requesting approval to implement a job-sharing arrangement will submit the appropriate application form to the immediate Supervisor of the position to be job-shared. The letter of application is to include a letter of support from the immediate Supervisor.

27:07 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 the full-time positions they held prior to entering into the job-sharing arrangement.

27:08 **Each of the two Employees in a job-sharing arrangement will be required to fulfill one-half (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.

27:09 A position that is unfilled as a result of a job-share shall be filled by the posting process.