

# Teaching Assignment Request

Please return form to HR, keep a reference copy and give your Principal a copy.

## CURRENT STATUS:

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
 School: \_\_\_\_\_ Current FTE %: \_\_\_\_\_ Grade(s): \_\_\_\_\_  
 Subject(s): \_\_\_\_\_

## PLEASE CHECK REQUEST

**LONG SERVICE PART-TIME TEACHING PLAN** (Deadline March 15) (C.A. - G.40)  
 Leave F.T.E: \_\_\_\_\_  
 Date of Leave: From: \_\_\_\_\_ To: \_\_\_\_\_ Assignment F.T.E: \_\_\_\_\_

**INTRA-DISTRICT EXCHANGE** (Deadline May 1) (C.A - E.23.2.b)  
 Exchange with: \_\_\_\_\_ FTE: \_\_\_\_\_, located at \_\_\_\_\_  
*print surname first*  
 (To be completed by both teachers for each year exchange is requested)

## ASSIGNMENT REQUEST

(Applicable to teachers who currently work part-time and wish to continue working part-time and new requests for part-time)

**PART TIME** (Deadline May 14) Effective  Sep 1 **or**  \_\_\_\_\_ (only if returning from a LOA)  
**Part-Time Request:** (C.A. - C.24)  
 Requested Part-time F.T.E: \_\_\_\_\_ %

**FULL-TIME** (Deadline May 14) (C.A. - C.24.3)  
 (Please check this box if you are currently working part-time and you wish to request a full-time assignment effective next school year)

**JOB-SHARE** (Deadline May 14) (C.A. - C.24.4)  
**Job Share Request:**  
 Job Share Partner: \_\_\_\_\_ currently at \_\_\_\_\_  
 Job Share: My FTE: \_\_\_\_\_ % Partner's FTE: \_\_\_\_\_ % **MUST = 1.0 FTE**  
 Job Share is to take place at: \_\_\_\_\_  
**One form for each job-share partner must be submitted.**  
**NOTE: Please see discussion guidelines on reverse side**

**COMMITTED TRANSFER** (Deadline May 31) (C.A. - E.23.1.h)  
**Desired Teaching Assignment(s)**  Elementary  Secondary  
**Subject/Grade** \_\_\_\_\_  
**NOTE: Also complete Part-time section if you are requesting a reduced assignment next school year**

Teacher Signature: \_\_\_\_\_ Date (y-m-d): \_\_\_\_\_  
*digital signature acceptable when submitting from SD44 email account*

For info on Purchase of Pension for a reduced assignment call 604-903-3464 & see [www.pensionsbc.ca](http://www.pensionsbc.ca)  
 (If you have additional comments, please use page 2)

## Teaching Assignment Request

### DISCUSSION GUIDELINES FOR PART-TIME AND/OR JOB-SHARE

Before making the decision to choose a part-time and/or job-share assignment, principals and teachers are encouraged to consider the following:

1. What will be the expectations for teacher participation in:
  - a) report card preparation
  - b) parent-teacher interviews
  - c) other kinds of parent interviews
  - d) staff consultation regarding student progress and behaviour.
2. What is required for attendance during the first week of school?
3. What is required for participation in Administrative Officer staff meetings?
4. What will be required for participation on professional days and other planned school professional activities?
5. What is the best schedule (i.e. alternate days, weeks or other)?
6. What arrangements will be made for short-term or long-term illness?
7. Percentage of time worked by each teacher and total number of days in session. See Collective Agreement Article C.24 & B.25.6

**CHECK WITH YOUR STAFF REP FOR DETAILS ON: Job-Share and Intra-District Exchange.**

#### ADDITIONAL COMMENTS