



School District No. 73 (Kamloops/Thompson)
 1383 9th Avenue
 V2C 3X7
 Phone 250-374-0679
 Fax 250-372-1183

FULL TIME TO PART TIME EMPLOYMENT REQUEST 2016/2017 SCHOOL YEAR

APPLICABLE ARTICLE:

C.13 FULL-TIME TO PART-TIME EMPLOYMENT

1. An employee with a continuing full-time appointment to the teaching staff of the district may, without prejudice to that appointment, request a part-time assignment, specifying the fraction of time and length of time.
2. Teachers who move from a full-time assignment to a part-time assignment shall be considered to be on leave for pension purposes, and may purchase pensionable service to provide for a full year of pensionable credit in accordance with the Teachers' Pension Act.
3. An employee with a continuing part-time appointment to the teaching staff of the district may, without prejudice to that appointment, request a full-time assignment.
4. Part-time teachers are entitled to apply for other part-time assignments within the district provided that:
 - a. the assignment does not exceed 100%;
 - b. schedules in the work locations are not in conflict.
5. Payment for Part-time Teachers

Part-time teachers shall be paid that portion of their regular scale placement that relates to the portion of the instructional appointment. When an in-service is held at a time when a part-time teacher is not normally on duty, that teacher shall not be required to attend the in-service.

Teachers employed in part-time positions shall enjoy the same rights, privileges and benefits on a pro rated basis as full-time teachers.

6. Return to Full-time

When a request under Article C.13.1 is granted by the Board, the employee shall be entitled to return to a similar full-time assignment at the expiration of the part-time assignment. When a return date to full-time is not specified or if an employee wishes to return to a full-time assignment at an earlier date than specified, the Board shall place the employee in a similar assignment the following September when advised by the employee of their intent to return prior to December 31st.

Last Name:	First Name/Initials:	Home Telephone:
School:		Current FTE: 1.00
		FTE Requested:
Elementary Grade Assignment:	Secondary Course Assignment:	Date of Return to 1.00 FTE:
Employee Signature:		Date:
Principal Approval Signature:		Date:
HR Approval Signature:		Date:
HR Dept Only:		
<input type="checkbox"/> Posting Date: _____	<input type="checkbox"/> Position Assigned to: _____	<input type="checkbox"/> Re-calculation of Prep: _____
<input type="checkbox"/> Payroll Authorization	<input type="checkbox"/> Posting Required	<input type="checkbox"/> No Posting Required

Please return completed form by April 15, 2016 to Human Resources for approval. Fax, mail or scan to edservices@sd73.bc.ca

*This application will be reviewed by the Human Resources Department.
 Late applications may be given consideration.*