



SCHOOL DISTRICT NO. 73  
(Kamloops - Thompson)

School District No. 73 (Kamloops-Thompson)

# FULL TIME TO PART TIME EMPLOYMENT REQUEST 2019/2020 SCHOOL YEAR

1383 9<sup>th</sup> Avenue Kamloops, BC V2C 3X7

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## 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: <b>1.00</b>	
				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, 2019 to Human Resources for approval. Fax, mail or scan to [edservices@sd73.bc.ca](mailto:edservices@sd73.bc.ca)**

*This application will be reviewed by the Human Resources Department.*

*Late applications may be given consideration.*