

Alsea School District 7J

Code: **GCEC**
Adopted: 5/08/96
Readopted: 7/12/10; 1/13/16
Orig. Code(s): GCEC

Job Sharing

Job sharing shall be defined as the sharing and occupation of a single staff position by two individuals.

Applicants for job sharing must submit an application, in writing, to the superintendent and supporting documentation as necessary by April 1 for the following year.

Both the applicants shall be current to the district staff members; however, the superintendent may make an exception if, in his or her judgment, the assignment of a nonstaff applicant would enhance instruction.

The district shall provide notice to the parents of the students to be affected prior to approval of the application.

Job sharing shall terminate at the end of each school year. Reapplication must be made if the two parties desire to continue in the Job Sharing Program.

Fringe benefits shall be divided appropriately between the two staff members; however, an employee may receive full benefits if the employee pays the difference.

All leaves and holiday pay normally accrued by an employee shall be divided appropriately between the two staff members.

Except in the case of illness, emergencies or leave, job-sharing staff will be requested to substitute for each other. The substitute staff shall be paid at their rate of pay prorated for the time in substitution.

Attendance of both parties, without additional compensation, shall be required during those days noted as in-service and parent-student-teacher conferences. During report card preparation and other work days, collaboration is expected, but teachers are only required to be present on a pro-rata basis. One teacher shall attend all staff meetings. Both teachers are responsible for any information disseminated and implementing decisions made at the staff meetings.

At the conclusion of the school year, the employee shall suffer no loss of employment rights, including permanent status in effect prior to taking the shared position.

Permanent status and tenure will be maintained in a manner consistent with state statute. Full-time employees who wish to job share must secure a one-half time unpaid leave of absence if it is their desire to return to a full-time position. The teacher may return by notifying the district in writing by April 15 prior to the school year he/she wishes to return to full-time teaching. The return will be to a position that is similar and available and is to begin with the fall term.

The superintendent shall develop schedules, assign duties, provide for preparation periods, etc., as if a single person were assigned to the position. It shall be the responsibility of the two parties to divide their time so that these arrangements are equitable.

Staff entering job sharing shall be placed on the salary schedule according to their experience, training and district policy. Compensation for each member will be equal to the salary designated for each placement.

Job-sharing staff shall confer at least weekly with respect to joint lesson planning and organization.

Both teachers shall assume responsibility for maintenance of student education records, report cards, portfolios and the appearance of the classroom.

The district reserves the right to terminate the job-sharing position upon 30-days' notice and, in the event of an emergency, may terminate the shared time position on 24-hours' notice.

Both staff members shall be observed and evaluated individually as provided by district policy.

Amendments to this policy will only be made after consulting with an Alsea Education Association office holder or his/her designee.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Eugene Education Association v. Eugene School District 4J, Case Nos. UP-8-87 and UP-18-87, 9 PECBR 9391 (1987); rev'd, 91 Or. App. 78 (1988); vacated and remanded, 306 Or. 659 (1988).