

Job Sharing Procedures

1. **Definition:** Job sharing shall be defined as two teachers voluntarily sharing the responsibilities and benefits assigned to one full-time teacher. Teachers involved in the Job Sharing Program shall be afforded all rights and privileges granted to an individual teacher as per the current collective bargaining agreement except as noted below.
2. **Application:** Teachers who are interested in working in a job sharing position must first complete an application form provided by the district. Application must be made by May 15 of the school year preceding the proposed job sharing position. Before a job sharing position is officially created, the application form must be approved by the principal, the superintendent and the Board. There will be no more than one job share position in a building simultaneously. The approval, modification or rejection of job sharing is solely and completely at the discretion of the district administration. Notification by the administration of approval or rejection or a proposal shall occur no later than the last teacher workday in June for the following academic year.
3. **Term:** Job sharing in self-contained classrooms will be granted only on a half day basis. The job sharing participants may switch the half day they teach at the end of the first semester if the principal approves of the change. The job sharing position will terminate at the end of each school year. Reapplication must be made by May 15 if the two teachers choose to continue the Job Sharing Program.
4. **Expectations:** The principal will develop teaching schedules, assign duties, provide for preparation periods, conduct observations and evaluations, etc., as if a single teacher were assigned to the position. It will be the responsibility of the two teachers participating in the job sharing position to divide their time to ensure that all expectations established by the principal are in an equitable manner. In addition to dividing the normal teaching assignment between themselves, the attendance of both teachers, without additional financial compensation, shall be expected during those days noted as in-service days on the approved school district calendar and at building and school district level staff meetings, unless exception is made by the principal. Teachers involved in the Job Sharing Program will participate in parent-teacher conferences and plan and attend open houses and other extracurricular activities and programs in which they are directly involved.

Each teacher will be responsible for grading, maintaining student attendance records and other recordkeeping as appropriate. Both teachers will share responsibilities for student cumulative folders, inventory, classroom learning environment and other related tasks. Classroom standards for discipline shall be mutually agreed to and established. Consistent student discipline practices will be expected and enforced by both teachers. Parents will be contacted by the individual teacher as problems arise. If it is a problem common to both teachers, a conference between the parents and both teachers will be arranged. Both teachers will be present for the first and third quarter parent conferences.

5. Compensation: Teachers entering into a job sharing agreement must first voluntarily sign an acknowledgment of the loss of full-time status as a permanent or probationary teacher. Such acknowledgment by permanent teachers will state that teachers understand they will retain permanent part-time status and may return to full-time status only when a position becomes available and is agreed upon by the administrators. Teachers participating in the Job Sharing Program will be placed on the salary schedule as per their experience and training. Their salary will be one-half of this amount. If the teacher chooses to continue in the Job Sharing Program for the following year, his/her salary would increase to the next step on the salary schedule and would become one-half of the amount of that step. Teachers participating in the Job Sharing Program would receive their paychecks at the same time as full-time teachers.
6. Fringe Benefits: All fringe benefits normally accrued by a full-time employee are to be equally divided between the two teachers participating in the Job Sharing Program. Job sharing teachers will share insurance benefits equivalent to that received by one full-time teacher, the division of that insurance to be negotiated by the teachers and approved by the school district. Exception to this may be in cases where one of the employees has other insurance coverage and the two teachers jointly agree that all insurance benefits are to be paid to one employee. This agreement must be with approval of the insurance carrier. A second option relative to insurance would be if both teachers opted to receive full insurance benefits, each teacher then would be responsible for paying the one-half difference to the school district. In no event shall the school district be obligated to more cost as a result of job sharing than would be true for one full-time teacher's cost.

All leaves normally accrued by a full-time employee are to be equally divided between the two teachers participating in the Job Sharing Program. In one option involving sick leave, personal leave, etc., one of the job sharing teachers will substitute for the other and arrangements shall be worked out in advance of the absence, if possible, between the two teachers so that no loss of accrued leave occurs and students do not have to adjust to a substitute teacher. Under this option, one job share teacher would substitute for the other and both would maintain annual coverage records with the results being that no financial compensation for substituting or loss of leave benefits would occur to either party. A second option would exist if one member of the job sharing team cannot cover for the other teacher. In this case it will be the responsibility of the teacher who will be absent to notify the principal and request a substitute teacher. In such cases, the substitute would be paid the appropriate wage and the absent job share teacher would have the amount of time away from the job deducted from his/her leave benefit.

7. Teacher Status: By May 15, each teacher must declare if he/she wants to continue in the Job Sharing Program for the following school year. If both teachers choose to continue in the program, it is understood that the employees shall suffer no loss of permanent teacher status in effect prior to taking the share position. If one or both teachers choose not to continue in the Job Sharing Program for the following year, their seniority rights within the district will be in effect and the more senior teacher will have the right to a full-time position if one exists. The less senior teacher will be placed in a teaching position for which he/she is qualified, if one exists, based upon his/her seniority. It should be noted, however, that each year that a teacher spends in the Job Sharing Program will be considered a full year for seniority purposes. No teacher in the school district will be involuntarily transferred in order to create share-time positions. However, a one-half job sharing position vacancy can be advertised within the school district to advise employees of such a position vacancy for the upcoming school year. If either of the teachers is unable to complete the current school year, the

other shall assume full-time teaching responsibilities for the remainder of the contract year. The district retains the right to hire a new full-time teacher to complete the year in the event the remaining job share teacher is unable to work full-time. If either teacher is unable to start the school year, the job sharing agreement may be terminated or another part-time teacher may be hired. This decision will be made by the principal in consultation with the superintendent.