

Dallas School District 2

Code: **GCEC/GDEC**
Adopted: 7/22/02
Readopted: 10/09/06

Job Sharing

The School Board recognizes that staffing requirements can be met by a variety of organizational procedures. It also recognizes that individual staff members have a variety of work needs. This policy is designed to permit maximum flexibility in staffing patterns for teachers and specialists.

DEFINITION OF JOB SHARING

Job sharing shall refer to two (2) qualified staff members sharing one (1) full-time position, (8 hrs), on a half-time basis for each person.

APPLICATION PROCESS

Staff members interested in establishing a job sharing position shall apply in writing to the Superintendent by March 1 preceding the school year during which it will be implemented. The application deadline may be modified by mutual consent between the applicants and the Superintendent. Staff members shall submit with the application a detailed proposal explaining how they intend to share a specified position. This proposal will include such things as: scheduling (hours, days, or other work periods); division of responsibilities; means of cooperative planning and communication to insure continuity and consistency in the job; means of communicating with supervisors and other staff; when needed, means of communicating with parents or patrons; and substituting arrangements to which they agree (i.e. substituting for each other by changing work days instead of the District hiring substitutes and the teachers using sick leave); and agreement to attend all staff meetings and, if a part of the job, to participate in all parent conferences.

SELECTION AND PLACEMENT

Job sharing assignments shall be filled only by teachers who have jointly agreed to work together. Job sharing assignments shall be granted upon mutual agreement of the two (2) staff members, the supervisor, and the Superintendent/designee and reviewed annually by the supervisor.

COMPENSATION

Participants shall be appropriately placed on the salary schedule receiving one half (1/2) of the salary at that step and receive one step increments annually in accordance with other contractual terms and satisfactory performance.

Benefits

1. Health benefits - Based on hours per day and months per year worked.
2. Retirement benefits - legal requirement and contractual terms.
3. Sick Leave - based on hours per day and months per year worked.

4. All other statutory benefits including Unemployment Insurance and Workers Compensation shall be provided.
5. All other contractual benefits shall be provided based on hours per day and months per year worked.

RETURN TO FULL TIME

If a participant in job sharing wishes to return to full time, such increase will depend upon the staffing needs of the District and the participants qualifications. The District may grant such a request before hiring a person from outside the District to fill a position for which the job sharer is qualified.

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).