

**Douglas County
School District 15**

Code: **GDEC**
Adopted: 10/08/03
Readopted: 11/17/14
Orig. Code(s): GDEC

Classified Job Sharing

The Board endorses the concept of job sharing, recognizing that it can have beneficial results for both employee and the school organization.

Job-sharing requests will be considered on an individual basis and are subject to the superintendent's approval. Requests will be based upon the following guidelines:

1. Job sharing refers to two qualified employees voluntarily sharing the responsibility and benefits of one full-time position. The responsibility for determining whether a position is to be shared shall rest with the superintendent or his/her designee;
2. Job sharing may be granted annually upon mutual agreement of the two employees and the superintendent. Job sharing will be evaluated annually to determine renewal. A new plan must be submitted each year. If two employees wish to job-share for the following school year, they shall jointly submit a plan to the superintendent by April 1. The plan submitted must specify the specific curriculum and other responsibilities of each of the job-sharing participants;
3. Both employees shall attend all in-service days, as directed by the superintendent or designee, and work half-days on all nonstudent contact days. The plan shall contain information on the attendance at, and sharing of materials and information from staff meetings and the like;
4. Job sharing will not be approved if there are indications student progress and/or educational programs might be compromised;
5. The amount of fringe benefits as may be afforded in the current negotiated agreement and normally assigned to one staff employee position, subject to any applicable rules of the insurance carrier, shall be shared in a manner agreeable to both job-sharing employees providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job-sharing position. Job sharers shall receive their individual hourly rates when substituting for each other.

All leaves normally assigned to an employee are divided equally between the two employees. Should one employee be unable to complete the job-sharing assignment, all unused fringe benefits and leaves will be transferred to the remaining employee subject to any applicable rules of the insurance carrier;

6. Job-share plans shall also identify primary and secondary job holder status for each employee. Primary job holder refers to the employee who held the full position prior to the job-share agreement. Secondary job holder refers to the employee brought into the job through the job-share agreement.

When two individuals apply for a position which neither hold, with the intent to job share, primary and secondary job-holder status must be determined by the job sharers.

The primary job holder retains the right to discontinue the job share at the annual expiration of the agreement and to have their hours restored. If the primary job holder elects to discontinue the job-share agreement at its expiration, the secondary job holder may exercise his/her rights under the employee's collective bargaining agreement, Reduction in Force. A displaced job sharer may not bump into another job-share arrangement.

If either employee resigns or otherwise terminates employment, the other employee must assume the duties of that position. An employee seeking to job share their position may participate in the process of recruiting, interviewing and selecting job-share candidates.

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).