

# Multnomah Education Service District

Code: **GCEC**  
Adopted: 9/20/94  
Revised/Readopted: 11/15/05; 1/18/11

## **Job Sharing**

The Board endorses the concept of job sharing, recognizing that it can have beneficial results for both employee and the organization. The program's effectiveness and efficiency shall be the primary consideration in determining whether a job is to be shared.

Job sharing shall be defined as "two employees voluntarily sharing the responsibilities and benefits of a single position."

Job sharing requests shall be considered individually and require superintendent's approval. Superintendent approval shall be based upon the following guidelines:

1. The job sharing agreement is entered into voluntarily by both persons;
2. Absence of any indication that student progress and/or educational programs might be compromised;
3. Fringe benefits afforded in the negotiated agreement in effect at the outset of the job sharing agreement and normally assigned to one employee position shall be shared in a manner agreeable to both job-sharing employees. The monetary value of fringe benefits for the shared position does not exceed the amount that would be paid to one employee (employee + family contribution rate) in the same position were it not to be shared by two employees. Contractual arrangements for the shared position must be consistent with rules of MESD's insurance carrier(s);
4. All permitted leave that would be available to one employee in the same position were it not to be shared shall be divided equally between the two employees sharing the same position;
5. Should one employee be unable to complete the job sharing assignment, all unused fringe benefits and leaves shall be transferred to the remaining employee unless as otherwise provided by rules of MESD's insurance carrier(s);
6. Requests to job share shall be submitted to the human resource services department by March 1 of the year preceding the year in which employees wish to job share;
7. Shared positions shall be evaluated annually by the director of the program in which the positions are located by April 15 to make recommendations to the superintendent about whether the job sharing approval should be renewed for the following year;
8. Requests for distribution of benefit contributions by employees sharing a single position must be submitted to the human resource services department by August 31;

9. If one employee elects to discontinue job sharing, the other job-sharing employee must assume the responsibilities of the full-time position for the remainder of the school year, or until another qualified employee volunteers to share the position and the new job sharing arrangement is approved by the superintendent subject to these guidelines;
10. If, upon the superintendent's and administrator's evaluation, job sharing is not renewed for the ensuing school year, then the two employees affected may return to positions of equal FTE to their portion of the job share, if available subject to any state statute, negotiated agreement or Board policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 334.125 \(7\)](#)

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).

**Cross Reference(s):**

AA - MESD Purpose and Goals  
AB - Mission, Vision, Values  
GA - Personnel Policy Goals  
GAB - Position Descriptions  
GB - Personnel Policies  
GCBA - Salary Schedule - Non Regular Staff  
GCN - Evaluation of Staff  
IG - Instructional Design