

Job Sharing

Job sharing shall be defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

Applicants for job sharing must submit an application in writing to the Board with the information required by the Board and the superintendent and supporting documentation as necessary.

The Board shall provide notice to the parents of the students to be affected prior to approval of the application. Application must be made on or before April 1 for the following school year. 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.

1. Fringe benefits shall be equally divided between the two staff members. An employee may receive full benefits if the employee pays the difference.
2. All leaves and holiday pay normally accrued by an employee shall be divided equally between the two staff members.
3. Except in the case of illness or emergencies, job-sharing teachers are responsible for substituting for each other. The substitute teacher shall be paid at their rate of pay prorated for the time in substitution.
4. Attendance of both parties, without additional financial compensation, shall be required during those days noted as in-service days, including parent-teacher conferences and report card work days as well as district staff meetings, unless excused by the superintendent.
5. 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.
6. 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.
7. Teachers entering job sharing shall be placed on the salary schedule consistent with their experience and training, with the salary to be one-half of the total.
8. Job-sharing teachers shall confer at least weekly with respect to joint lesson planning.
9. Both teachers shall assume responsibility for maintenance of student records, report cards and the appearance of the classroom.

10. 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.
11. The teachers shall be evaluated individually as provided by district policy, with the job sharing classroom to be evaluated at least annually and determine renewal.

END OF POLICY

Legal Reference(s):

[ORS 236.610](#)

[ORS 236.620](#)

[ORS 236.630](#)