

Job Sharing/Voluntary Part-Time Status

The Board endorses the concept of job sharing or working part-time on a temporary basis, recognizing that it can have beneficial results for both the employee and the District.

For this policy, Job Sharing is defined as the voluntary sharing and occupation of a single elementary school teaching position by two individuals with each assignment being half time.

Part-time and job sharing requests will be considered on an individual basis, subject to Board approval. Job sharing will not be approved if there are indications student progress and/or educational programs might be compromised. The Board may limit both the number of job share and part-time positions in the District.

Applicants for part-time or 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. Application must be made on or before April 1 for the following school year. Voluntary part-time status or 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 or if the employee wishes to remain on part-time status.

The following conditions shall apply:

1. Teachers entering into 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;
2. The District will pay one-half of the fringe benefit package for each employee (not to exceed the expense of one full-time employee);
3. Each employee will receive holiday pay and leave on a prorated basis;
4. Except in the case of illness or emergencies, job sharing teachers are responsible for substituting for each other. The substituting teacher shall be paid at their rate of pay prorated for the time in substitution;
5. Attendance of both employees, without additional financial compensation, shall be required for scheduled in-service days, parent-teacher conferences, school sponsored evening activities, and district staff meetings, unless specifically excused by the Building Administrator;
6. The Building Administrator 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 job share teachers to divide their time so that these arrangements are equitable;

7. Both teachers will report student progress in their areas of instructional responsibility, with a coordinated report for social aspects of grading;
8. Both teachers will plan and implement appropriate room arrangements and will cooperatively develop and maintain consistent classroom management standards;
9. Parents will be contacted by individual teachers as problems arise. A conference between both teachers and parents will be scheduled when the problem is common to both teachers;
10. Job-sharing teachers shall confer at least weekly with respect to joint lesson planning;
11. Both teachers shall assume responsibility for maintaining student education records, inventories and classroom appearance;
12. Job performance responsibilities will comply with all policy and contractual stipulations;
13. If one employee discontinues 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 will voluntarily job share the position.

Full-time employees who enter into either a part-time position or a job share shall be considered to be on leave in ratio to their FTE and shall retain all rights to return to full-time status for the first three (3) school years. A teacher who continues a part-time or job share position into a fourth school year shall lose all rights to a full-time position and shall be a part-time teacher.

Part-time teachers already employed by the District shall maintain their part-time status for the duration of the job share. They have the rights to only a part-time position when the job share ends. Teachers newly hired into a job share position shall be considered part-time teachers.

The teachers shall be evaluated individually as provided by District policy, with the job sharing classroom to be evaluated at least annually.

The District reserves the right to terminate a job-sharing position up 30 days notice, and in the event of an emergency, may terminate the shared time position on 24 hours notice.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)