

**Saint Helens
School District 502**

Code: **GDEC**
Adopted: 1/16/96
Readopted: 5/14/07
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 shall be defined as “two staff members voluntarily sharing the responsibilities and benefits of a single position.”

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. The job sharing position is entered into voluntarily by both persons;
2. Job sharing will not be approved if there are indications student progress and/or educational programs might be compromised;
3. The amount of fringe benefits as may be afforded in the current negotiated agreement and normally assigned to one staff employee position 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.

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;

4. Job sharing will be evaluated annually to determine renewal;
5. If one employee discontinued 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;
6. 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 full-time positions, subject to any state statute, negotiated agreement or Board policy on reduction in force.

END OF POLICY

Legal Reference(s):

[ORS 236.610](#)
[ORS 236.620](#)

[ORS 236.630](#)
[ORS 332.107](#)