

## Job Sharing

The District may provide job sharing opportunities when it is clear that the learning needs of students, successful teaching of the curriculum, duties and service, and the best interest of the District will be served.

To insure continuation of the work effort, the employee(s) and/or applicant requesting to share a job will initiate consultations with the building principal or supervisor at least three months before the request to job share is submitted. In some situation the three months advance notice can be waived if emergency issues are noted. The principal or supervisor and the employees requesting to initiate or dissolve a job sharing assignment must provide a written proposal to the Superintendent defining the time sharing plan or how the separation should be completed.

The plan must be submitted by March 1 for the following year for certificated staff, or within 30 days of the job share period for classified staff.

Any job share of less than a full semester per school year for certified staff, or six months for classified employees, will not be approved. If emergency issues are noted some arrangements may be considered for these requirements.

Continuing contract teachers, or other certificated staff, in a job sharing assignment may return to full-time assignments in the following manner provided the request is made in writing by March 1 of the year of job sharing assignments.

1. If one employee in the job sharing assignment is continuing contract status and the other is initial contract status at the time the continuing contract teacher's request to return to full-time teaching, the initial contract teacher's employment would be terminated upon completion of the agreement in place.
2. If both teachers in the job sharing assignment are continuing contract and one wants to return to a full-time assignment, the request would not be granted until appropriate space is available. Neither continuing contract employee would be terminated solely to respond to the request for returning to full-time status.

Employees in job sharing assignments are expected to attend staff meetings, attend in-service meetings, hold parent conferences, and attend other appropriate meetings without additional pay other than that agreed by the contracts that established the job share positions.

Classified staff members who want to terminate a shared position must do so in writing 30 days prior to terminating the position and any agreements that may be in place.

1. The position will go back to the person who worked in the position prior to the shared position be created.
2. If both employees were hired at the same time, the immediate supervisor will make the decision on which employee will continue in the existing position.

The district reserves the right to provide guidance to all staff that are interested in the use of this job share policy. Specific guidance may include salary and benefit work pages and specific assignment details. All job shares requests must be approved by the Board of Trustees prior to any hire procedures being implemented.

Adoption Date: July 17, 2013