

Policy - 5214

Personnel

Job-Sharing Staff Members

A job-sharing assignment is the shared performance of the duties of one regular position by two employees.

Two certificated personnel may share the same assignment under certain circumstances. Job sharing arrangements require specific approval by the Board of Trustees based on positive recommendations by the superintendent and the building principals involved. Certificated personnel teams interested in job sharing must indicate that interest in writing on or before March 1 of the year preceding the proposed job share. Certificated personnel job sharing will be compensated at half their scheduled rate of pay and will receive half benefits. Job sharing certificated personnel may be paid and receive benefits in twelve equal installments if they will participate in one work day prior to the beginning of the school year. In the event the job share involves certificated personnel sharing a year, rather than a day, the certificated person who is to work the second semester must sign a promissory note as part of his/her contract to repay on demand any compensations received for time not worked. Upon completion of the contract, the promissory note will be satisfied.

Applications from two individuals wishing to share a single position will be considered by the district. The superintendent is responsible for recommending to the board when the best interests of the district would be served by creating a job-sharing assignment for a particular position.

The district reserves the authority to:

- A. Determine the number of job-sharing positions, if any, within the district;
- B. Require job-sharing employees to attend staff training or other staff development activities with compensation;
- C. Abolish any job-sharing assignment, or change a job-sharing position to a full time position held by one employee, at the sole discretion of the district;
- D. Consider any request to create a job-sharing position in a position currently held by one employee, or vice versa;
- E. Require a job-sharing staff member to work the complete position in the event of the termination or resignation of one of the job-sharing staff members, or until such time as a replacement can be hired, at the sole discretion of the district.

Employees sharing a position shall sign a job-sharing contract which shall identify

contingencies which may arise during the course of employment including, but not limited to, absence or resignation of one of the job-sharing employees, computation of employee benefits, and responsibility for participation in staff meetings and committees. The purpose of such contract is to address potential conflicts in an equitable manner in advance of actual conflicts.

The conditions provided by this policy are not intended to discourage job sharing nor to impose disproportionate burdens upon job-sharing staff members. The superintendent shall establish job-sharing procedures which describe the duties, responsibilities, salaries and benefits for individuals sharing a position.

Adoption: First Reading: November 2013 Adopted