

**Definition:** Job sharing is an arrangement in which two people divide the duties of one job between them to provide full-time coverage for the position. Job sharing may be allowed for reasons such as child rearing, health (employee or employee's direct family), continuing education, semi-retirement, transition to other employment, or any other reasons deemed appropriate.

In order to be eligible for job sharing, applicants must:

1. Agree to sign a one-year contract for the shared position.
2. Agree to return to full-time status, or to be non-renewed, at the option of the Board of Education.
3. Be certified, or be eligible for certification, to teach those subjects/grade levels involved in the shared job.
4. Submit a job share proposal to the District Administrator no later than April 1<sup>st</sup> for the following school year. The proposal should address:
  - A description of how the responsibilities specified in the job description would be divided.
  - Confirmation that other responsibilities such as faculty meetings, conferences, in-service training, etc., would be met by both staff members.
  - A description of the process to be used for communicating with supervisors and other staff members throughout the year.
  - A description of how the job share would be introduced to students and parents so as to provide consistent classroom procedures, expectations, etc.
  - A description of the plan to be used for staff member evaluation and program evaluation.
5. If the individuals would like to re-apply for a second term they may do so. However, their names will automatically be placed on the bottom of the wait list if other individuals apply for a job share position for that same school year.

**Assignment:** Shared job holders shall be assigned specific job responsibilities at the time the job sharing contract is approved by the Board of Education. The list of job responsibilities shall be appended to the individual contract and shall minimally include, but not be limited to:

1. A description of the job to be shared.
2. Allocation of preparation time and planning responsibilities between job sharers.
3. Grade reporting requirements.
4. Faculty meeting, parent conferences, and other meetings as requested.
5. Extra-duty assignments.
6. Any other unusual or unique working conditions that may be applicable.

### **Benefits**

1. The District shall pay insurance premiums for each job sharer in an amount prorated in accordance to their full-time equivalency subject to the eligibility rules of the insurance carrier and the applicable employee handbook provisions. The total district contribution provided shall not exceed an amount equal to the benefits of one full-time employee.
2. Job sharers may retain full fringe benefits purchased through payroll deduction of the difference between the District's prorated share of the premium and the full amount of the premium.