

JOB SHARING (LICENSED EMPLOYEES)

1. Job sharing refers to two qualified employees voluntarily sharing the responsibility and benefits of one full-time position. The responsibility for determining whether a position is to be shared shall rest with the building principal and be authorized by the superintendent or his/her designee.
2. Job sharing may be granted annually upon mutual agreement of the two employees, the building principal and the superintendent. A new plan must be submitted each year. If two employees wish to job share for the following school year, they shall jointly submit a plan to the superintendent by April 15. The plan submitted must specify the specific curriculum and other responsibilities of each of the job-sharing participants, and must be countersigned by the principal, showing his/her approval.
3. A joint application on district provided forms must be submitted to the district Personnel Office no later than April 15 for the following school year.
4. The job share is entered into voluntarily by both persons with the understanding that continuance or discontinuance of the job share will be at the discretion of the district. District employees entering into a job share shall retain seniority and accrue additional seniority in the job share on a pro rata basis for each year in the job share. Upon dissolution of the job share, the district shall place these job share teachers in their previous full time position(s) in the district. If said position(s) is not available, they shall be offered, at the discretion of the district, a different full time teaching position(s) for which they are certified and qualified. In the event a new hire to the district fills a vacancy, created by a teacher(s) entering a job share, he/she shall be placed on a one-year temporary contract, shall not accrue seniority, and shall have no continuing contract rights. Any teacher issued a one-year temporary contract as part of a job share, shall not accrue seniority, and shall not have continuing contract rights.
5. If either employee is unable to complete the job share assignment, the District retains the right to assign the remaining employee to full-time responsibilities at that time and the job share will be considered terminated.
6. Both employees agree to substitute for each other, whenever possible. Payment will be made at the District substitute rate.
7. The principal or administrator will develop schedules, assign duties, and provide for preparation time, etc. as if a single person was assigned to the position. Both employees will participate in all staff meetings, required IEP meetings, parent-teacher conferences, school-sponsored evening activities, in-service days and out of classroom activities such as field trips and excursions without additional compensation.

8. Parents will be contacted by the appropriate individual employee as problems arise or parent communication is warranted. A conference between both employees and the parents will be scheduled as needed, with no compensation for additional work for either employee.
9. Both employees will assume responsibility for maintenance of student education records, report cards, inventories, lesson planning, the organization/appearance of the assigned classroom, and other such requirements of the district.
10. The job-sharing employees will be evaluated individually as provided by district policy and regulation. Each employee will be responsible for all district performance standards, including the development and maintenance of consistent classroom management standards for the benefit of students.
11. While on job sharing, each employee will be placed on the salary schedule in accordance with his or her experience and education, with the salary to be a pro-rated amount. It should be noted that teachers in job shares will not receive annual step increments. Step increments will be awarded only upon the prorated time in the job share equaling one full year of service (100%). For example, if a teacher enters a job share and is working 60%, he or she will not receive a step increment because he or she did not work 100%. If the job share teacher works in the job share the second year at 60%, he or she will have accumulated 120% (60% + 60%) and will receive the annual step increment at the start of the next school year. Any future step increments would be determined by the next prorated accumulation equaling at least 100%.
12. The job-sharing employees understand and agree that the district will pay total insurance premiums not to exceed the cost to the district of one full-time employee.
13. Each job-sharing employee will receive holiday pay and accrue leaves on a prorated basis. Any leave accrued prior to the job sharing assignment will not be affected.
14. In the event that the District approves a one-year job share, and the position is filled by personnel not currently employed by the District, the position shall be designated as a one-year temporary position.
15. Any situation not covered by the above regulations will be reviewed by the superintendent or designee and a final decision determined.

JOB SHARING REQUEST AND AGREEMENT

We hereby request a job sharing assignment, pursuant to Board policy GCEC and accompanying administrative regulations.

Employee Name: _____

Employee Name: _____

Date of request: _____

Grade or subject requested: _____

School/site requested: _____

To begin in school year: _____

The job sharing employees, upon signing this request/agreement, do so with the understanding that they have read the job sharing regulations (to be attached to the executed Agreement), and agree to all provisions contained within. In addition, the district designates the following specific conditions, if any:

Any situation not covered by the job sharing regulations or this Agreement will be reviewed by the superintendent or designee and a final decision determined.

Employee Signature

Date

Employee Signature

Date

Principal/Administrator Signature

Date

Superintendent Signature

Date

