



SCHOOL BOARD ACTION REPORT

DATE: May 4, 2018
FROM: Denise Juneau, Superintendent
LEAD STAFF: Dr. Clover Codd, Assistant Superintendent of Human Resources;
clcodd@seattleschools.org; 206-252-0027

For Introduction: October 17, 2018
For Action: October 30, 2018

1. TITLE

Adopting new Board Policy No. 5222, Job Sharing, and Repealing Board Policy and Procedure F12.00 and F12.01, Job Sharing

2. PURPOSE

This board action transitions a policy about job sharing from the old lettered series to the numbered 5000 policy series and makes edits that align with WSSDA model policy.

3. RECOMMENDED MOTION

I move that the School Board adopt new Board Policy No. 5222, Job Sharing, as attached to this board action report, and repeal Board Policy and Procedure F12.00 and F12.01, Job Sharing.

4. BACKGROUND INFORMATION

a. Background

Board Policy and Procedure F12.00 and F12.01 on Job Sharing were last adopted in 1995. Washington law requires districts to have a policy on job sharing (see RCW28A.405.700). This action repeals those older documents and replaces them with a new policy and superintendent procedure. The new policy adds additional language from the Washington State School Directors' Association (WSSDA) model policy that provides further detail about the District's scope of authority when it comes to job sharing. It retains language that "in no case should the cost to the District of a shared position be greater than the cost of a regular position." The new superintendent procedure matches the older procedure, with one minor language update.

b. Alternatives

Do not take action. This is not recommended as it would leave an old policy and procedure in an outdated section of the District's Policy Manual.

c. Research

WSSDA Model Policy 5222

5. FISCAL IMPACT/REVENUE SOURCE

There is no fiscal impact to this action as there is no proposed change in practice.

The revenue source for this motion is not applicable.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Upon approval, the updated policy will be posted online for the public and staff to review.

7. EQUITY ANALYSIS

As this is primarily a clerical action, this motion was not put through a full racial equity analysis.

8. STUDENT BENEFIT

Clear policies on job sharing will help staff understand their roles and responsibilities and allow them to focus on providing services to students. Job sharing allows the District to retain quality staff by providing flexible work arrangements.

9. WHY BOARD ACTION IS NECESSARY

Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)

Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)

Adopting, amending, or repealing a Board policy

Formally accepting the completion of a public works project and closing out the contract

Legal requirement for the School Board to take action on this matter

Board Policy No. _____, [TITLE], provides the Board shall approve this item

Other: _____

10. POLICY IMPLICATION

The affected policies are implicated as discussed in the background section above.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Audit and Finance Committee meeting on October 8, 2018. The Committee reviewed the motion and approved the item to move forward to include the edit to point B.

12. TIMELINE FOR IMPLEMENTATION

Upon approval, the approved policy and procedure will be posted online for the public and staff to review.

13. ATTACHMENTS

- Board Policy F12.00, Job Sharing (for repeal)
- Board Procedure F12.01, Job Sharing (for repeal)
- New Board Policy No. 5222, Job Sharing clean version (for approval)
- New Board Policy No. 5222, Job Sharing – tracked changes from F12.00 (for reference)
- New Superintendent Procedure 5222SP, Job Sharing – clean (for reference)
- New Superintendent Procedure 5222SP, Job Sharing – tracked changes from F12.01 (for reference)
- Model WSSDA Policy 5222 (for reference)

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>JOB SHARING</p>	<p>Policy F12.00 December 1995 Page 1 of 1</p>
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Policy

It is the policy of the Seattle School Board to permit employee job sharing in accordance with administrative procedures, provided that in no case should the cost to the District of a shared position be greater than the cost of a regular position.

Adopted: December 1995

Revised:

Cross Reference:

Related Superintendent Procedure:

Previous Policies:

Legal References: RCW 41.56; RCW 41.59

Management Resources:

	<p>JOB SHARING PROCEDURE</p>	<p>Policy F12.01 December 1995 Page 1 of 3</p>
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Board Adopted Procedures

Definition

Job-sharing means the dividing of a full time (1.0 FTE) position between two qualified employees. Employees may share a job in one of two ways:

- A. The employee who has a 1.0 position reduces his/her position to .5 FTE and the remaining .5 FTE is given to an existing employee who already has a .5 FTE position. This job-sharing situation may not result in the hiring of a new employee to fill the half-time position. The employee who increases his/her position must be acceptable to the principal/program manager, must meet the minimum qualifications for the job and this change must follow all requirements in the collective bargaining agreement, if applicable.
- B. Two employees may share a job on the basis of either .60 FTE and .40 FTE or .75 FTE and .25 FTE.

Certificated employees must reduce their contract or request and obtain a leave of absence for the portion of the FTE that they are reducing. Certificated non-supervisory employees who agree to reduce their contract to job-share do so with the knowledge that they have permanently reduced their FTE status. Any subsequent contract increases would have to be in compliance with the terms of the collective bargaining agreement.

Application

This procedure shall apply to all management staff employees, formerly referred to as non-represented employees. The District will enter into negotiations with the unions who represent its various employee groups. Once negotiations have been completed with an individual union, then the provisions of this procedure shall apply to the employees in that bargaining unit. The District may, from time to time, revise these procedures. Prior to the implementation of any changes, the District shall submit the proposed changes to all represented employee groups. The groups will have fifteen days to review and respond with suggested changes. The District shall review all suggested changes and shall incorporate those changes

which it deems appropriate. The District shall then implement the revised procedures.

Eligibility

Employees and applicants who wish to share a job must meet the minimum qualifications for the particular position. Employees who are placed on probation are ineligible for job-sharing. Once the probation has been successfully completed the employee may apply for job-sharing.

Requests

Employees who wish to job-share shall submit a written request to their principal/program manager. The request shall contain the following information:

- A. The specific position which will be shared.
- B. A suggestion on the specific hours or days to be worked by each employee.
- C. A suggested date the job-sharing assignment would begin.
- D. If appropriate, a suggested list of division or particular work tasks.

Review

The principal/program manager shall review the request. The principal/program manager shall consider the following factors:

- A. The impact on the education of children.
- B. The operational needs of the school or department.
- C. The wishes/needs of the employees who wish to job-share and the wishes of other staff members.
- D. The wishes/needs of other affected departments/schools.

Decision

The principal/program manager shall make his/her decision and shall inform the affected employees and the personnel analyst in the Human Resources Department. The decision of the principal/program manager shall be final. If the request is approved, the principal shall advise the affected employees of the following information:

- A. The specific hours and days to be worked by each employee.
- B. The specific duties to be worked by each employee, if a division of duties is necessary.
- C. The principal/program manager reserves the right to change the distribution of the hours/tasks, if such changes become necessary to meet operational demands. The principal/program manager shall provide at least seven days advance notification of any changes which will remain in effect for the remainder of the school year.

Commencement of Job-Sharing Assignment

Job-sharing shall commence on the date designated by the approving principal/program manager. Job-sharing shall not commence until both employees are ready to begin working.

Annual Review and Renewal

Once a position has been designated as a job-share position, it shall remain as such for the entire school year, unless the principal/program manager, both affected employees agree to change it back to a position occupied by one employee and Employment Services agrees that there are positions available for both employees. The two employees shall advise the principal/program manager by **March 15** as to whether they wish to have the assignment remain as a job-sharing position for the following year. The principal/program manager shall advise the affected employees and Human Resources Dept. as to whether the request will be renewed for the succeeding school year. Any such renewal would be subject to having adequate FTE authority for the job-share position and such notification shall be provided by the principal/program manager, no later than the due date for the staffing packets.

Benefits

Employees who share a job shall be entitled to pro-rated leave benefits. Job-sharing employees who work .60 FTE or more will receive full medical benefits. Those employees who job-share and who less than .60 FTE will not receive any medical benefits.

Seniority Credit

Represented employees shall be credited with seniority rights in compliance with the terms of his/her collective bargaining agreement.

Adopted: December 1995

Revised:

Cross Reference:

Related Superintendent Procedure:

Previous Policies: C14.01

Legal References:

Management Resources:

	<p>JOB SHARING</p>	<p>Policy 5222</p> <p>DATE</p> <p>Page 1 of 1</p>
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Policy

A job-sharing assignment is the shared performance of the duties of one full-time, regular position by (2) employees. It is the policy of the Seattle School Board to permit employee job sharing, provided that in no case should the cost to the District of a shared position be greater than the cost of a regular position.

The district reserves the authority to:

- A. Determine the number of job-sharing positions, if any, within the district;
- B. Require the employees in a job share position to develop a written plan for sharing the performance of the position and to obtain the written approval of their supervisor; and
- C. Dissolve 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 in accordance with applicable provisions of collective bargaining agreements.

Employees sharing a position will be responsible for sharing the responsibilities for participation in staff meetings, building/program based professional development days, and committees. Both Employees in a job share position are required to participate in mandatory trainings. The Superintendent is authorized to develop a procedure to implement the sharing of jobs.

Adopted: Date

Revised:

Cross Reference:

Related Superintendent Procedure: 5222SP

Previous Policies: F12.00

Legal References: RCW 28A.405.070 RCW 41.56; RCW 41.59

Management Resources:

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>JOB SHARING</p>	<p>Policy 5222<u>F12.00</u> -DATE<u>December 1995</u> Page 1 of 1</p>
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A job-sharing assignment is the shared performance of the duties of one full-time, regular position by (2) employees. It is the policy of the Seattle School Board to permit employee job sharing ~~in accordance with administrative procedures~~, provided that in no case should the cost to the District of a shared position be greater than the cost of a regular position.

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- B. Require the employees in a job share position to develop a written plan for sharing the performance of the position and to obtain the written approval of their supervisor; and
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Legal References: RCW 28A.405.070 RCW 41.56; RCW 41.59

Management Resources:

	JOB SHARING PROCEDURE	Superintendent Procedure 5222 April 2018 Page 1 of 3
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Superintendent Adopted Procedures

Definition

Job-sharing means the dividing of a full time position between two currently hired and qualified employees. Employees may share a job in one of two ways:

- A. The employee who has a 1.0 position reduces his/her position to .5 FTE and the remaining .5 FTE is given to an existing employee who already has a .5 FTE position. This job-sharing situation may not require that a .5 FTE new employee be hired to fill the half-time position. The employee who increases his/her position must be acceptable to the principal/program manager, must meet the minimum qualifications for the job and this change must follow all requirements in the collective bargaining agreement, if applicable.
- B. Two employees may job share at varying divisions in FTE, but it shall not be less than a .4 FTE, unless otherwise approved by the Superintendent, or his/her designee.

Certificated employees must reduce their contract or request and obtain a leave of absence for the portion of the FTE that they are reducing. Certificated non-supervisory employees who agree to reduce their contract to job-share do so with the knowledge that they have permanently reduced their FTE status. Any subsequent contract increases would have to be in compliance with the terms of the collective bargaining agreement.

Application

This procedure shall apply to all certificated and management staff.

Eligibility

Employees and applicants who wish to share a job must meet the minimum qualifications for the particular position. Employees who are placed on a performance improvement plan (PIP) or probation are ineligible for job-sharing.

Once the (PIP) or probation has been successfully completed the employee may apply for job-sharing.

Requests

Employees who wish to job-share shall submit a written request to their principal/program manager. The request shall contain the following information:

- A. The specific position which will be shared.
- B. A suggestion on the specific hours or days to be worked by each employee.
- C. A suggested date the job-sharing assignment would begin.
- D. If appropriate, a suggested list of division or particular work tasks.

Review

The principal/program manager shall review the request. The principal/program manager shall consider the following factors:

- A. The impact on the education of children.
- B. The operational needs of the school or department.
- C. The wishes/needs of the employees who wish to job-share and the wishes of other staff members.
- D. The wishes/needs of other affected departments/schools.

Decision

The principal/program manager shall make his/her decision and shall inform the affected employees and the personnel analyst in the Human Resources Department. The decision of the principal/program manager shall be final. If the request is approved, the principal shall advise the affected employees of the following information:

- A. The specific hours and days to be worked by each employee.
- B. The specific duties to be worked by each employee, if a division of duties is necessary.
- C. The principal/program manager reserves the right to change the distribution of the hours/tasks, if such changes become necessary to meet operational demands. The principal/program manager shall provide at least seven days advance notification of any changes which will remain in effect for the remainder of the school year.
- D. Notice of whether both employees must attend mandatory training days or professional development days.

Commencement of Job-Sharing Assignment

Job-sharing shall commence on the date designated by the approving principal/

program manager. Job-sharing shall not commence until both employees are ready to begin working.

Annual Review and Renewal

Once a position has been designated as a job-share position, it shall remain as such for the entire school year, unless the principal/program manager, both affected employees agree to change it back to a position occupied by one employee and Employment Services agrees that there are positions available for both employees. The two employees shall advise the principal/program manager by **March 15** as to whether they wish to have the assignment remain as a job-sharing position for the following year. The principal/program manager shall advise the affected employees and Human Resources Dept. as to whether the request will be renewed for the succeeding school year. Any such renewal would be subject to having adequate FTE authority for the job-share position and such notification shall be provided by the principal/program manager, no later than the due date for the staffing packets.

Benefits

Employees who share a job, and are .5 FTE or above shall be entitled to pro-rated leave benefits. Represented employees are entitled to the medical benefits and other benefits as outlined in their collective bargaining agreements.

Seniority Credit

Represented employees shall be credited with seniority rights in compliance with the terms of his/her collective bargaining agreement.

Adopted: December 1995

Revised:

Cross Reference:

Related Superintendent Procedure:

Previous Policies: C14.01

Legal References:

Management Resources:

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>JOB SHARING PROCEDURE</p>	<p><u>Superintendent</u> <u>Procedure 5222SP</u>Policy F12.01</p> <p>December 1995<u>DATE</u></p> <p>Page 1 of 4</p>
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BoardSuperintendent **Adopted Procedures**

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- B. Two employees may ~~share a job on the basis of either .5 FTE and .5 FTE, .60 FTE and .40 FTE, or .75 FTE and .25 FTE.~~ job share at varying divisions of the full time FTE, but it shall not be less than a .4FTE, unless otherwise approved by the Superintendent, or his/her designee.

Certificated employees must reduce their contract or request and obtain a leave of absence for the portion of the FTE that they are reducing. Certificated non-supervisory employees who agree to reduce their contract to job-share do so with the knowledge that they have permanently reduced their FTE status. Any subsequent contract increases would have to be in compliance with the terms of the collective bargaining agreement.

Application

This procedure shall apply to all certificated and management staff ~~district employees.~~ ~~management staff employees, formerly referred to as non-represented employees.~~ ~~The District will enter into negotiations with the unions who represent its various employee groups.~~ ~~Once negotiations have been completed with an individual union, then the provisions of this procedure shall apply to the employees~~

~~in that bargaining unit. The District may, from time to time, revise these procedures. Prior to the implementation of any changes, the District shall submit the proposed changes to all represented employee groups. The groups will have fifteen days to review and respond with suggested changes. The District shall review all suggested changes and shall incorporate those changes which it deems appropriate. The District shall then implement the revised procedures.~~

Eligibility

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- D. The wishes/needs of other affected departments/schools.

Decision

The principal/program manager shall make his/her decision and shall inform the affected employees and the personnel analyst in the Human Resources Department. The decision of the principal/program manager shall be final. If the request is approved, the principal shall advise the affected employees of the following information:

- A. The specific hours and days to be worked by each employee.
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C. The principal/program manager reserves the right to change the distribution of the hours/tasks, if such changes become necessary to meet operational demands. The principal/program manager shall provide at least seven days advance notification of any changes which will remain in effect for the remainder of the school year.

D. Notice of whether both employees must attend mandatory training days or professional development days.

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Benefits

Employees who share a job and are .5 FTE or above shall be entitled to pro-rated leave benefits. ~~Job-sharing employees who work .60 FTE or more will receive full medical benefits. Represented employees are entitled to the medical benefits and other benefits as outlined in their collective bargaining agreements. Those employees who job-share and who less than .60 FTE will not receive any medical benefits.~~

Seniority Credit

Represented employees shall be credited with seniority rights in compliance with the terms of his/her collective bargaining agreement.

Adopted: December 1995

Revised:
Cross Reference:
Related Superintendent Procedure:
Previous Policies: C14.01
Legal References:
Management Resources:

Job-Sharing Staff Members

A job-sharing assignment is the shared performance of the duties of one full-time, regular position by two (2) employees.

The superintendent/designee is responsible for recommending to the board when the best interests of students and 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 the employees to develop a written plan for sharing the performance of the position and to secure the written approval of their supervisor;
- C. Dissolve 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 in accordance with applicable provisions of collective bargaining agreements;
- D. Consider any request to create a job-sharing position in a position currently held by one employee, or vice versa;
- E. Require job-sharing staff members to work full-time in the event of the termination or resignation of one of the job-sharing staff members, at the sole discretion of the district.

Employees sharing a position will sign a job-sharing agreement annually, subject to the approval of the superintendent/designee. The agreement will identify contingencies which may arise during the course of employment including, but not limited to, responsibility for participation in staff meetings and committees of the position to be shared.

Cross References: 5005 - Employment Disclosures, Certification Requirements,
Assurances and Approval
5000 - Recruitment and Selection of Staff

Legal References: RCW 28A.400.300 Hiring and discharging of employees —
Written leave policies — Seniority and leave benefits of
employees transferring between school districts and other
educational employers
RCW 28A.405.070 Job sharing

Management Resources: 2015 - October Policy Issue

Adoption Date:
Classification: **Essential**
Revised Dates: **04.98; 12.11; 10.15**

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