

	JOB SHARING PROCEDURE	Superintendent Procedure 5222 October 30, 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: October 2018

Cross Reference:

Related Superintendent Procedure:

Previous Policies: C14.01

Legal References:

Management Resources: