

JOB-SHARING STAFF MEMBERS: 5222

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

The Superintendent or designee 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 in proportion to their FTE or full-time at full compensation, at the District's discretion;
- 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 job-sharing staff members to work full-time 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.

Both employees sharing a position shall sign a job-sharing contract to be developed by the Superintendent or designee. The contract shall be construed consistent with this policy, but also more specifically 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.

Cross References: Administrative Policy 5000 - Recruitment and Selection
Administrative Policy 5005 - Employment of Staff

Legal References: RCW 28A.400.300 Hiring and discharging employees–Leaves for
employees–Seniority and leave benefits,
retention upon transfers between schools
28A.405.070 Job Sharing