

## **Job Sharing in Professional Staff Positions**

### **Definition**

Job sharing involves two non-probationary status teachers who voluntarily agree to share one full-time teaching assignment. Job sharing partners may split an assignment 50/50 or 60/40.

### **Requirements and conditions**

1. Teachers interested in job sharing must find their own partners.
2. Both partners must be qualified for the position to be shared and both must be acceptable to the principal of the school in which the job sharing will occur.
3. Job sharing teachers must have and/or must maintain satisfactory evaluations.
4. All Board policies and regulations will apply to job sharing partners unless otherwise agreed to in writing.
5. Teachers electing a 50 or 60 percent assignment in a job share will be granted a leave of absence without pay for the other 50 or 40 percent.
6. The percent of benefits received shall be equal to the percent of employment.

### **Selection and application**

Job sharing agreements are granted for one school year. Teachers wishing to continue their job share must renew it annually. Requests must be in writing and must include a plan which addresses each of the following:

1. Division of teaching time
2. Division of teaching responsibility
  - a. Parent conferences
  - b. Meetings
  - c. Grading of students

- d. Lesson plans
- 3. Responsibilities for non-teaching duties
- 4. Faculty meetings
- 5. District/school-based inservice
- 6. Campus supervision/lunchroom, etc.
- 7. Committee responsibilities
- 8. Planning/coordination time

The request must be signed by each partner and the principal. Requests must be submitted to the superintendent by March 1 of the year preceding the request. Requests must be submitted by the established deadline in order to be given consideration.

### **Compensation**

- 1. Job sharing participants are placed individually on the teacher's salary schedule. The salary is prorated to reflect the percent of the full-time assignment.
- 2. The district contribution for employee health, dental, vision and life insurance are prorated to reflect the percent of the full-time assignment.
- 3. Job sharing partners who work 60 percent portions of job shares will receive one year of credit for salary schedule advancement for each year they participate in a job share.
- 4. Employees with a 50% or less contract must work two years before moving down one step on the salary schedule.
- 5. If job sharing partners are requested by their supervisor to work any days exceeding their contract time, they will be paid at their per diem rate.

### **Special circumstances**

1. Job sharing partners agree to substitute for each other whenever possible. Compensation is at the established long-term substitute rate of pay.
2. Should one job sharing partner resign from the district or for any reason is unable to complete the year, the other partner will complete the full-time assignment unless a medical reason would prohibit such an arrangement or another partner acceptable to all parties can be found.
3. A request from a job sharing partner to return to a full-time assignment must be in writing to the superintendent and building principal by March 1 of the year preceding the requested change. Provided there is an available position for which a job sharing partner is qualified, a job sharing partner who is on continuing status will be assigned to a position in the district. A job sharing partner is not guaranteed an assignment in the school in which the job sharing occurred, nor to an assignment in the school the job sharing partner left prior to job sharing.

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Garfield School District No. Re-2, Rifle, Colorado