



JOB SHARING

Based on district needs, a job share assignment may be approved by the district. 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. A job sharing assignment is the shared performance of the duties of one, full-time regular position by two employees.

The District reserves the authority to:

- A. Determine which positions are authorized for job-sharing assignments, if any, within the district;
- B. Require job-sharing employees to attend staff training or other staff development Activities in accordance with any governing CBA;
- C. Terminate 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. Approve or deny 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.

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.

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

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