

PLEASANT VALLEY SCHOOL DISTRICT Job Share Request School Year:			
Name		Name	
School Site		School Site	
% of time You will work		% of time you will work	
Days you will work		Days you will work	
Grade Level		Grade Level	

Is this a new job share? Yes No

_____ has greater seniority, and will maintain the current position in the event that one person decides not to share the position for the next school year.

Per the Negotiated Agreement with PVEA, Article 10

- Job sharing shall be defined as two permanent unit members sharing the responsibility of a full time assignment for a minimum of one year with both teachers being on a partial leave of absence without compensation.
- To be eligible, teachers must be permanent certificated employees.
- Eligible teachers who wish to participate in job sharing must submit their joint proposal in writing to the District no later than **March 1ST of the current year to go in effect for the next school year.**
- The joint proposal must include a calendar of the days each teacher will work, how the preparation of report cards will be handled, attendance at staff meetings and coverage for any adjunct duties. Both teachers will be expected to attend staff development days, Back- to-School and Open House nights and parent conferences.
- The school site principal shall accept or deny the proposal no later than **May 1st.** If the request is denied, the applicants shall be notified in writing of the specific reasons for the denial.
- Exceptions to this time frame can be granted by the Department of Human Resources.
- Job sharing assignments are approved one year at a time, and may be renewed following the application process above.

District Policy and Practice:

- Both Job Share partners are expected to attend the **First Teacher Work Day, Back-to-School Night, Open House, Parent Conferences, and District Staff Development Days.**
- Job share partners may trade their scheduled day/times for reasons of illness, personal necessity, or educationally related activities with the principal approval.
- When a job share partner substitutes over and above his/her assigned part-time work year he/she shall receive additional compensation at the current substitute rate.
- When no job share partner is available, members will need to resume a full-time position (if available), take a leave of absence, or resign their position.

Teacher Signature:	Date:
Teacher Signature:	Date:

Please attach: 1. Joint Proposal
 2. Calendar of Days for the School Year of the job share