

## **JOB-SHARING STAFF MEMBERS**

A job-sharing assignment is the shared performance of the duties of one full-time, regular position by two (2) employees.

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.

The district reserves the authority to:

- A. Determine the number of job-sharing positions, if any, within the district;
- B. Require the employees to develop a written plan or sharing the performance of the position and to secure the written approval of their supervisor;
- C. Dissolve 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 in accordance with applicable provisions of collective bargaining agreements;
- 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, at the sole discretion of the district.

Employees sharing a position shall 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.

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

Legal References:        RCW 28A.400.300 Hiring and discharging employees — Written Leaves  
                                 for employees — Seniority and leave benefit of employees transferring between school  
                                 districts and other educational employers  
                                 RCW 28A.405.070 Job Sharing

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