



# **HAYWARD UNIFIED SCHOOL DISTRICT**

## **Job Share Program**



## **Information and Application**

**Due to Human Resources No Later Than April 1  
of the Year Preceding the Anticipated Job Share**

## **JOB SHARING KEY POINTS**

### **➤ COMPLETED BY THE PARTICIPATING TEACHERS**

- ◆ **Job Share Request Application**
- ◆ **Job Share Agreement**
- ◆ **Job Share Site Level Agreement**
- ◆ **Certificated Leave Request Form**

This form can be found at <https://www.husd.us/hr> under FORMS, [Certificated Leave Request](#).

### **➤ MUST BE APPROVED BY THE PRINCIPAL**

- ◆ **Job Share Agreement**
- ◆ **Job Share Site Level Agreement**
- ◆ **Certificated Leave Request Form**
- ◆ **NeoGov Personnel Action Form (PAF) for Each Participating Employee**

### **➤ MUST SUBMIT COMPLETED PACKET BY APRIL 1**

### **➤ MUTUAL AGREEMENT, TEACHERS, PRINCIPAL, DIRECTOR, ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES**

### **➤ IF MUTUAL AGREEMENT HAS NOT BEEN REACHED, HEA AND HR WILL MEET WITH THE JOB SHARE PARTNERS AND THE SITE PRINCIPAL TO REACH CONSENSUS.**

### **➤ ONLY COMPLETED JOB SHARE APPLICATION PACKET IS ACCEPTED AND CONSIDERED**

### **➤ REDUCTION OF WORK DUTIES/HOURS MAY AFFECT YOUR ABILITY TO RETAIN BENEFITS. PLEASE CONTACT YOUR BENEFITS SPECIALIST BEFORE MAKING ANY CHANGES IN YOUR FTE.**



# Hayward Unified School District

*Building a Culture of Success: "ALL Means ALL"*

## Job Share Request Application – Teacher A

This request serves as notice to the Human Resources Department that I am requesting a job share teaching assignment for the \_\_\_\_\_ school year. I clearly understand the HEA/HUSD contract as it applies to job shares.

**Name:** \_\_\_\_\_

**Credential Held:** \_\_\_\_\_

Percentage of  
Job Share:      Work \_\_\_\_\_ %      On Leave \_\_\_\_\_ %

Grade Level(s): \_\_\_\_\_

Subjects(s): \_\_\_\_\_

School Site(s): \_\_\_\_\_

\_\_\_\_\_  
*Current School Site*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Human Resources**  
Phone 510.784.2691  
Fax 510.781.6241



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## Job Share Request Application – Teacher B

This request serves as notice to the Human Resources Department that I am requesting a job share teaching assignment for the \_\_\_\_\_ school year. I clearly understand the HEA/HUSD contract as it applies to job shares.

Name: \_\_\_\_\_

Credential Held: \_\_\_\_\_

Percentage of  
Job Share:      Work \_\_\_\_\_ %      On Leave \_\_\_\_\_ %

Grade Level(s): \_\_\_\_\_

Subjects(s): \_\_\_\_\_

School Site(s): \_\_\_\_\_

\_\_\_\_\_  
*Current School Site*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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## Job Share Agreement

School Year \_\_\_\_\_

This agreement serves to explain the job share arrangement to include terms and conditions of the shared workload for both teachers as indicated on the attached Job Share Site Level Agreement form. We will share teaching \_\_\_\_\_ class at \_\_\_\_\_ School. The job share arrangement will be \_\_\_\_\_% for \_\_\_\_\_ and \_\_\_\_\_% for \_\_\_\_\_.

The attached Job Share Site Level Agreement form serves to provide the site administrator with information needed to insure continuity between the two of us and our classroom responsibilities.

We further agree that if any changes are needed during the duration of the job share agreement, it will require agreement of the site level administrator and the two teachers, and if necessary, the Director of Certificated Personnel.

\_\_\_\_\_  
Teacher A Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher B Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

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## Job Share Site Level Agreement

School Year \_\_\_\_\_

Name of School \_\_\_\_\_ Grade Level \_\_\_\_\_

Teacher A \_\_\_\_\_ % of assignment \_\_\_\_\_

Teacher B \_\_\_\_\_ % of assignment \_\_\_\_\_

### Responsibilities

### Teacher(s) Responsible

Staff Meetings \_\_\_\_\_

Back to School Nights \_\_\_\_\_

Open House \_\_\_\_\_

Coverage for class during absence of partner \_\_\_\_\_

Communication(s) with parents \_\_\_\_\_

Parent Conferences \_\_\_\_\_

Report Cards \_\_\_\_\_

Planning \_\_\_\_\_

Special Education Responsibilities \_\_\_\_\_

Communication(s) to IA's and volunteers \_\_\_\_\_

Other Activities (Please Specify) \_\_\_\_\_

I understand the duties and responsibilities of my job share. I will directly inform the principal of any changes in responsibilities listed above. It is understood that communications between the principal and my job share partner are critical to the success of all our students.

\_\_\_\_\_  
Teacher A Date

\_\_\_\_\_  
Teacher B Date

\_\_\_\_\_  
Principal Date

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