STANWOOD-CAMANO
SCHOOL DISTRICT

Contact:
Christine Del Pozo, Executive Dir. of Human Resources
Stanwood-Camano School District
26920 Pioneer Highway, Stanwood, WA 98292
360-629-1200
cdelpozo@stanwood.wednet.edu

TO: Stanwood-Camano Board of Directors

FROM: Christine Del Pozo, Executive Director of Human Resources

SUBJECT: Review, Board Policy 5222 Job-Sharing Staff Members

DATE: June 4, 2024

TYPE: Review of Policy

This is a request to review Personnel Policy 5222 Job-Sharing Staff Members. At this time, Washington State School Directors Association does not have any updates for this policy.

If you have any questions regarding this policy, please contact me.

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 job-sharing employees to develop a written plan for 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;

D. Consider any request to create a job-sharing position in a position currently held by one employee;

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 will sign a job-sharing agreement annually, subject to the approval of the superintendent/designee. The agreement will identify/address, at a minimum, the employee's, responsibility for participation in staff meetings, training, activities outside of the school day, and committees.

Cross References:	Board Policy 5000	Recruitment and Selection of Staff
	Board Policy 5005	Employment: Disclosures, Certification, Assurances and Approval
	Board Policy 5211	Transfers
Legal References:	RCW 28A.400.300	Hiring and discharging employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools
	RCW 28A.405.070	Job Sharing
Management Resources:	2015 October Policy Issue	

Adoption Date: 04.90
Stanwood-Camano School District
Revised: 12.10.96; 09.06.16
Reviewed: 06.04.24