# 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 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 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, 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.

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

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