

PERSONNELShared Teaching Assignments

1. Job sharing agreements shall be effective for one (1) fiscal year (school year) at a time beginning on or after July 1st and ending by June 30th of the subsequent year.
2. Job sharing shall refer to two (2) certificated employees under contracts sharing one (1) full time teaching assignment (100% FTE).
3. Job sharing shall be considered for only full time teaching assignments (100% FTE).
4. (Renewal) of an existing job share shall be filed with the District no later than March 1st. Requests for a (New) job sharing assignment for the following fiscal year shall be filed with the District no later than May 1.
5. A request must be submitted in writing from the employee(s) with the support of his/her principal/supervisor indicating the goals, structure and implementation of the job share assignment and how the job share shall not disrupt the learning opportunities of the students involved. All requests are to be sent to the Assistant Superintendent of Human Resources who will then present the plan to superintendent's cabinet for review and approval. Job share assignments and schedules shall be determined by the District. The District shall uphold that all job share schedules will employ both teachers working within a calendar school week (5 days) to maintain continuity of instruction and school goals.
6. The District shall approve or deny requests and notify, in writing, the applicants of its decision for (Renewals) by March 15 and (New) job shares by May 15.
7. Teachers who are working under a job share agreement shall both assume the additional responsibilities as outlined in Article 8.5, including parent conferences.
8. It is understood that if a full time certificated employee or a new certificated employee agrees to a job share, they have resigned from their 100% position (Voluntary Reduction). The teacher(s) involved in this job share will retain their district seniority; receive pro-rated credit towards retirement, sick leave and pro-rated credit towards salary movement.
9. Advancement on the salary schedule shall be at the rate of one (1) step for each full year of experience. Credit less than a full FTE (100%) employee will be pro-rated. (i.e. credit toward step advancement on the salary placement shall require two (2) years at 50% employment for one step of advancement.)
10. The job share contract shall not disrupt the learning opportunities of the students involved. A withdrawal of one of the job share certificated employee(s), named in the

agreement thus invalidates the agreement. Therefore, the remaining partner in the job share shall assume the contract on a full time basis.

11. Employees working under an approved job share agreement for a regular full time position shall be entitled to a choice option in the District's contribution for insurance as follows:
 - a) On a pro-rata basis for each participant; or
 - b) By mutual agreement between both participants in writing, full District coverage on one of the two participants as outlined in Article 9.

Choice of coverage shall be effective for the duration of the job share agreement and may not be switched back and forth between the two participants. [*Two (2) years see 42.12*]

12. Job sharing agreements for health benefits contribution (42.11) are for a two (2) year period as long as the same two (2) unit members sharing the same one (1) teaching assignment have been renewed for a subsequent year.
13. In the event the unit member(s) or the District decide not to renew the agreement for the subsequent year the District will place the unit members in a full time assignment if available. The unit member will be assigned the first available full time teaching position for which he/she is certificated to teach.
14. For those job share agreements that were in place before the 2007-2008 school year, the Superintendent shall annually review the effectiveness of the shared teaching assignment and determine whether or not it will be renewed on an individual basis.
15. Beginning with the 2007-2008 school year all new job share agreements will be effective for one (1) fiscal year (school year) at a time beginning on or after July 1st and ending by June 30th of the subsequent year. Under certain circumstances an extension may be granted beyond the one year limit. At the conclusion of the one year period, if the team so desires to extend beyond the one year limitation, the job share teams must request an extension from the Assistant superintendent of Human Resources for an additional year. The superintendent will subsequently evaluate the effectiveness of the job share assignment which will be reported to the governing board for an authorization of the extension.

Regulation approved: 1/23/07