
Pittsford Schools

Job Sharing Application for Teachers

Per Section 3-11 of the PDTA Final Contract 2023-2027

Instructions:

Two full-time, tenured teachers may share the responsibilities for one teaching position. The split does not have to be 50/50; other combinations (e.g., 60/40) are allowed if mutually agreeable. Submit this application by February 15 to the building principal(s). Approval process: Principal reviews and forwards to the Director of Human Resources. Decision by March 15. Applications are for one year and must be renewed annually. If denied, written reasons will be provided.

Applicant 1 Information

Name: _____

Position/Grade/Subject: _____

Years of Service: _____

Tenure Status: _____

Applicant 2 Information

Name: _____

Position/Grade/Subject: _____

Years of Service: _____

Tenure Status: _____

Proposed Job Sharing Arrangement

Proposed division of responsibilities (e.g., 50/50, 60/40, specify days/hours/semesters):

Description of how instructional duties, planning, grading, and communication will be shared:

Proposed schedule (attach calendar if needed):

Rationale for Job Sharing

Briefly explain why you are requesting job sharing and how it will benefit students, staff, and the school:

Agreement to Terms

All terms and conditions of job sharing as outlined in Section 3-11 of the PDTA contract, including salary, benefits, professional obligations, and renewal requirements.

Applicant 1 Signature: _____ Date: _____

Applicant 2 Signature: _____ Date: _____

Please submit the completed application to your building principal by February 15.

Other Information related to Job Sharing:

Per Section 3-11-9 of the CBA: At the conclusion of the first or second year of job sharing, the job sharer will be eligible for full-time positions in their tenure area with all rights and benefits. One of the two job sharers may remain in the position they have been sharing. Preference will be given to the more senior staff member. The other job sharer will respond to available openings that are posted. After the third year of job sharing, the job sharers will be eligible for the next unencumbered full-time position available in their tenure area with all rights and benefits.

Per Section 3-11-10 of the CBA: Notification of intention to return to full-time teaching must be received by the Human Resources Office by March 1 if returning at the beginning of the following school year.