



MISD PART-TIME EMPLOYEE AGREEMENT

Part-time Location: _____

Part-time Position: _____

Part-time Employee Name: _____

Part-Time Employee Guidelines:

- **Work/teaching days will be determined by selecting from district provided calendar options (see below)** and submitting it to the campus principal or employee supervisor as well as the Assistant Superintendent of Human Resources for approval. Proposed changes to an employee's work calendar must be approved by the Assistant Superintendent of Human Resources prior to the changes taking effect.
- Additionally, part-time employees **shall submit a work schedule calendar** to the Assistant Superintendent of Human Resources for approval before the contract year begins.
- Duties will include service on all District-defined student days and additional applicable service on non-student days (in-service/planning days, etc.).
- Part-time employees shall attend the contractual "Meet the Teacher" night and "Open House" evening, as applicable.
- Part-time employees shall attend all contractual parent conferences, as applicable.
- Part-time employees shall attend school-wide/grade-level evening activities, as applicable.
- Part-time employees shall attend or share pertinent information for RtI/IEP Team meetings regarding their students, as applicable.
- Part-time employees will attend staff and in-service meetings when appropriate.
- In case of inclement weather days incurred during part-time employees' scheduled work day(s), part-time employees will be responsible to work on the designated make-up day.
- Part-time employees will be subject to evaluation.
- Part-time employee absences may be coded only for ½ (3.75 hours) or full (7.5 hours) days. Hourly absences will not be approved.
- **For individualized SDCE requirements based on selected part-time arrangement, email Julie Heafner in Human Resources by September 15, 2015.**
- Upon request, part-time employees may be considered for full-time employment in ensuing years but are not guaranteed such employment.

Part-Time Employee Benefits*:

- Benefits apply to employees who complete the school year assignment.
- Part-time employees will receive:
 - One-half pay
 - 2.5 state and 2.5 local personal days

- Full step credit on District Salary Schedule, and full step credit towards Teacher Retirement Service if 90 full time days are worked

Circle the desired part-time arrangement:

Option #1		Option #2		Option #3	
Monday	7.5 hours	Tuesday	7.5 hours	Monday-Friday	3.75 hours
Wednesday	7.5 hours	Thursday	7.5 hours	(A.M. only)	
Friday	3.75 hours	Friday	3.75 hours	OR	
				Monday-Friday	3.75 hours
				(P.M. only)	
*Eligible for medical and supplemental benefits		* Eligible for medical and supplemental benefits.		* Eligible for medical and supplemental benefits.	

***Any other Job Share arrangement will be considered only in consultation with the Assistant Superintendent of Human Resources.**

This agreement approved by the following parties:

Employee 1: _____ Date: _____

Principal/Supervisor: _____ Date: _____

Assoc. Supt., Human Resources: _____ Date: _____

To be deemed in effect, this form must have all necessary signatures and be submitted to Kimberley Cantu, Assistant Superintendent, Human Resource Services.