Job Sharing in Support Staff Positions

Job sharing may be considered when an arrangement shall be beneficial to the programs of the school district. The arrangement must have the approval of the immediate supervisor, superintendent, and Board of Education.

1. The job sharing schedule shall be established in cooperation with the supervisor and the employee involved.
2. Each job sharing arrangement shall be for one school year and shall be evaluated at the end of the school year regarding its continuance.
3. Each employee shall attend all staff in-service programs.
4. All leave allowed by district policies shall be divided equally between the employees.
5. Employees will not be covered by the district health insurance policy while job sharing.
6. If one employee assumes the duties of the other for two consecutive weeks, that employee would receive full pay for days worked after the second week.
7. Job sharing employees may fill in for one another as substitutes.
8. If for any reason the arrangement is not continued for the following school year, the most senior employee shall retain the teaching position. The other employee may be offered the first available position for which he/she is qualified.
9. Applications for job sharing shall be submitted on the proper district form signed by both applicants.

Both applicants must sign below.

I have read and understand the requirements listed above.

_____

Applicant's Signature Date

_____

Applicant's Signature Date

Adopted: September 10, 2002
Amended: March 20, 2012
Reviewed: June 8, 2021