

3.121 Certified Employee Job Sharing

Introductory Statement

Voluntary job sharing is dependent upon the understanding that student needs and scheduling take precedence and preference over individual bargaining unit members' preferences. This concept is predicated on consensus, conciliation and cooperation. All initial job sharing positions shall be reviewed annually by the superintendent and will not be renewed automatically. All decisions by the superintendent or building principal regarding the recommendation or approval of proposed job sharing arrangements shall be final and not subject to the grievance procedure of the Negotiated Agreement. A teacher may not be eligible for a job sharing partnership until the completion of five years of employment in the Franklin Local School District.

Application Process

To be considered for job sharing, the interested teachers must annually submit a written proposal no later than March 1. The proposal must address:

1. How the two teachers will share a full-time equivalent position, which may include either an A.M.-P.M. or alternate day split schedule.
2. In the case of a self-contained classroom, how the two teachers' educational philosophies are compatible and similar.
3. A commitment that both teachers will attend all field trips, IEP meetings, professional development days, and parent-teacher conferences.
4. How the two teachers will develop consensus about sharing planning time, job responsibilities, related duties, and building and district committee work.

Definition and Related Information

- A. Job sharing shall be defined as the sharing of duties and responsibilities of one (1) full time equivalent position by two (2) employees.
- B. The purpose of a job share is to divide an existing position at the request of two (2) teachers. Job sharing should not to be used to create part-time teaching positions instead of full-time teachers.
- C. Each job sharing employee shall have a contractual work week with hours of Monday through Friday. Instructional planning time, job responsibilities, duties and committee work shall be shared equitably as determined by consensus among the two (2) bargaining unit members and the building principal.
- D. For professional development time purposes, each job sharing employee shall fulfill, at no additional cost to the district, all responsibilities as if a full-time employee.
- E. Both employees shall attend any scheduled parent-teacher conferences involving shared students.
- F. In the event that one of the job sharing employees resigns, ceases active employment with the district, or if a part of a job share position becomes vacant for any reason, the superintendent at his/her discretion, shall either (1) return the other teacher to full-time

status for the remainder of that school year or (2) fill the vacant part-time position for the remainder of that school year. If the Superintendent chooses to fill the vacant part-time position for the remainder of that school year, it shall be posted to the bargaining unit members as vacant. If the Superintendent determines that there is not a suitable bargaining unit member that has applied for the vacant position then the Superintendent may fill the position with a part-time substitute teacher for the remainder of the school year.

- G. Should only one (1) member of the job sharing team reapply for job sharing, the remaining member shall be given the opportunity to find a new partner and continue the job sharing team. In addition, the vacant job sharing position will be posted to the bargaining unit members as vacant. If either member of a job-sharing team does not reapply for job sharing, the member with the greater seniority shall retain the position held by the job sharing team with his/her new partner, and the member with the lesser seniority shall be reassigned to a vacant position within his/her certification or license. If there is not a vacancy available, then the job sharing arrangement shall continue until such time as a vacancy may occur.
- H. The building principal shall provide an opportunity for the job sharing teachers to discuss scheduling needs. Total preparation time for job sharing bargaining unit members shall be equivalent to the preparation time of a full-time bargaining unit member in that position. The job sharing partners will agree to a division of the planning time taking into account the building master schedule. A job sharing proposal to divide instructional planning time and, as a result decreases student instructional time, will not be approved. The job-sharing proposal shall divide the preparation time equitably between the job sharing bargaining unit members. The bargaining unit members involved in job sharing should, jointly with the principal, develop a plan for job sharing obligations (i.e., meetings, parent-teacher conferences, grading, progress reports, etc.) Both members of a job sharing team shall be required to attend all staff meetings and open house meetings as required by all bargaining unit members. Each bargaining unit member shall share relevant information with the other bargaining unit member to insure a successful job sharing experience for the students.

Compensation

- A. Salary compensation for each job sharing employee shall be prorated according to the salary the bargaining unit member would have earned if the employee was full-time.
- B. All other benefits, including all insurance(s) shall be prorated for job sharing employees.
- C. If one of the job sharing employees is absent from work, the other bargaining unit member will assume the full-time duties and be compensated on the regular substitute board approved substitute rate. Should the one job sharing employee be absent in excess of fifty-nine continuous days, the other job-sharing partner will be compensated per the employee's regular salary. A job sharing employee shall not be employed by the board as a substitute for other teaching positions within the District and shall agree that he/she will not hold substitute employment in other districts while employed as a job sharing teacher.

- D. Each member of the job sharing team will accrue years on the seniority schedule at $\frac{1}{2}$ a year for each year that they job share. Two years of job sharing must be completed to earn one year of seniority and to advance one year on the salary schedule.
- E. Each employee participating on one of the job sharing teams shall be compensated one half ($\frac{1}{2}$) the level which the employee would receive under a full-time contract. Health and dental insurance costs will be as follows: Each member of a job sharing team will be responsible for paying the monthly premium for all full-time employees, as well as one-half ($\frac{1}{2}$) of the boards portion. The Board will not pay more than its equivalent share of a family medical and dental for any job sharing arrangement – unless both job-sharing partners request single insurance, at which point the Board will not pay more than its equivalent share for a single health and dental insurance plan.
- F. Sick leave accumulation will be adjusted to reflect the half-time arrangement. Each member of the job sharing team will receive one and one-half ($1 \frac{1}{2}$) personal leave days per school year and seven and one-half ($7 \frac{1}{2}$) sick leave days per calendar year.
- G. Bargaining unit members may wish to consult State Teachers Retirement System to determine how their retirement will be effected by job sharing.

Notification of Intent

- A. An initial job sharing arrangement shall have a maximum duration of one (1) school year and in order for a particular job sharing arrangement to continue or be renewed for an additional year, there must be a mutual agreement among the Superintendent, building principal and the participating teachers. An agreement to continue a job sharing for more than one (1) year shall not establish a past practice nor establish a precedent entitling the participating teachers to continue the job sharing an additional year in the absence of the mutual agreement of the Superintendent and the building principal.