

Job Sharing Procedures

- I. General Information
 - A. Job sharing is when two applicants wish to take responsibility for all the functions of one full-time position.
 - B. Participation in the job sharing program is voluntary on the part of participants
 - C. Current certificated staff members who wish to job share must have at least one year of successful teaching experience.
 - D. Individuals not currently employed by the Lynden School District are eligible to apply only if a job sharing position has been posted to the outside and, in the case of certificated employees, they have at least two years of successful teaching experience. In the case of classified employees, they must have demonstrated successful experience or training in the area of the job sharing position. Such job sharing positions would be available for one year only and applicants must follow standard district hiring procedures.
 - E. The initial job sharing arrangement is for one year only. Employees who meet eligibility criteria and wish to job share must apply for a leave of absence from their former position for one year.
 - F. If the job sharing partners do not wish to continue the job share after the first year, the employees shall be placed in the position last held.
 - G. If the job sharing partners wish to continue the arrangement after the first year, the job sharing partners must make an application for an additional year. However, if approved, the job sharing partners will be considered part-time employees and not guaranteed their former full FTE position.
 - H. All job sharing positions will be evaluated annually by the district and the job sharing partners.
- II. Certificated Application Procedures
 - A. The application for the job sharing position shall be made in writing by the job sharing team and submitted to the building principal.
 - B. The application must address all of the items needed to share the duties and responsibilities of one position, including but not limited to the following criteria.
 - 1. How the following items will be covered:

- a. Faculty meetings
 - b. Parent conferences/reports
 - c. Report cards
 - d. Class parties
 - e. Field trips
 - f. Essential learnings and assessments
 - g. Staff development
 - h. Inservice
 - i. Open house
 - j. Parent/student orientation
 - k. First and last day of school
 - l. Substituting
 - m. MDT conferences
2. The agreement on an acceptable division of teaching assignment: morning-afternoon; 2 1/2 days-2 1/2 days; 3 days-2 days; or another agreed upon division of time, depending on grade level, position (resource room), etc.
 3. Division of teaching tasks, including subject matter.
 4. Basic ground rules on discipline.
 5. A communication system:
 - a. Between job share applicants
 - b. With principal
 - c. With parents
 - d. Conflict resolution
 6. How job sharing will be evaluated by:
 - a. Principal
 - b. Job sharing partners
 7. A listing of equipment and materials that can be shared and what materials would need to be purchased.
 8. When and how the job sharing partners are going to provide for joint planning.
 9. An agreed upon plan of how the job sharing relationship will be discontinued if this situation arises.

III. Classified Application Procedures

- A. The application for the job sharing position shall be made in writing by the job sharing team and submitted to the building principal.
- B. The application must address all of the items needed to share the duties and responsibilities of the specific job description for the position to be job shared, including but not limited to the following criteria.
 - 1. The agreement on an acceptable division of the work assignment: morning-afternoon; 2 1/2 days-2 1/2 days; 3 days-2 days; or another agreed upon division of time, depending the position.
 - 2. A communication system:
 - a. Between job share applicants
 - b. With supervisor and/or principal
 - c. Regarding conflict resolution
 - 3. How job sharing will be evaluated by:
 - a. Job sharing partners
 - b. Supervisor
 - c. Principal
 - 4. A listing of equipment and materials that can be shared and what materials would need to be purchased.
 - 5. When and how the job sharing partners are going to provide for joint planning.
 - 6. An agreed upon plan of how the job sharing relationship will be discontinued if this situation arises.

IV. Administrative Approval

- A. The administration and the school board of directors must approve the job sharing proposal before it can be implemented. Items which will be considered prior to granting approval or disapproval include, but are not limited to, the following.
 - 1. The job sharing partners have, in the judgment of the administration and school board of directors, a well-developed plan for job sharing an assignment.
 - 2. Neither job sharing partner is undergoing evaluation for below-average performance.
 - 3. Certificated job sharing partners hold proper certification.

4. In the case of a certificated job sharing proposal, teacher compatibility in such areas as:
 - a. Educational philosophy
 - b. Areas of effectiveness
 - c. Experience
 - d. Disciplinary expectations
 - e. Sharing space and room arrangement.
 - B. Each job sharing proposal will be judged on its own merits and impact on a specific building and overall district circumstances.
 - C. The approval of an individual job share proposal does not constitute any indication of precedent or approval of any future proposals.
 - D. The number of job shares per building will be limited to a maximum of two certificated and two classified at any concurrent time.
- V. Financial and Contractual Arrangements for Certificated Personnel
- A. Certificated staff members holding job sharing assignments shall be granted the appropriate annual fractional leave during the period of job sharing.
 - B. Job sharing participants will receive benefits in the same ratio as their part-time service bears to full-time service (i.e. their individual FTE).
 - C. Should a job sharing participant not be able to complete the job sharing situation for any reason, the district will deal with the situation in the following manner:
 1. Offer full-time employment to the remaining job sharing person;
 2. Seek a compatible replacement, with the remaining partner working full-time until the replacement is found; or
 3. If the remaining partner is unable to assume the full-time responsibility until a replacement is found, a substitute will be identified to work until a replacement is found.
 - D. If feasible, job sharing partners will substitute for one another, specifying the number of days, or partial days, each person will work and adjusting workdays to accommodate substituting. If job sharing partners are unable to exchange job sharing days for substituting purposes, then the substituting partner will receive current substitute rate of pay.
 - E. Certificated job sharing positions are exempt from Article IV, Section 9 - assignment, vacancies, promotion, and transfer section of the collective bargaining agreement.

- F. Certificated job sharing participants will qualify for salary advancement and experience credit as per state guidelines.

VI. Financial Arrangements for Classified Personnel

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- B. Job sharing participants will receive benefits in the same ratio as their part-time service bears to full-time service (i.e. their individual FTE).
- C. Should a job sharing participant not be able to complete the job sharing situation for any reason, the district will consider the following:
 - 1. Offer full-time employment to the remaining job sharing person;
 - 2. Seek a compatible replacement, with the remaining partner working full-time until the replacement is found; or
 - 3. If the remaining partner is unable to assume the full-time responsibility until a replacement is found, a substitute will be identified to work until a replacement is found.
- D. If feasible, job sharing partners will substitute for one another, specifying the number of days, or partial days, each person will work and adjusting workdays to accommodate substituting. If job sharing partners are unable to exchange job sharing days for substituting purposes, then the substituting partner will receive current substitute rate of pay.

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