

PROFESSIONAL STAFF JOB SHARE EMPLOYMENT

Job sharing entails the sharing of one full-time position by two teachers. For job sharing, the agreement must be mutual and approved by the building administrator and the superintendent.

Uinta County School District No. Four will consider job sharing proposals from teachers who desire such an opportunity providing they meet the following criteria:

1. They have been full-time professional employees of the District for a period of at least five (5) years, or at the discretion of the superintendent.
2. They submit a written proposal by April 1st. This proposal must include the following information:
 - a. the proposed period of time to be covered;
 - b. the proposed division of tasks;
 - c. the proposed time schedule;
 - d. provisions for communications between partners;
 - e. provisions for communications between the partners and the rest of the staff.
 - f. benefits to the pupils;
 - g. benefits to the requesting teacher;
 - h. benefits to the District.

The requesting teacher will submit his/her proposal to the appropriate principal, who will review same, make a recommendation and forward it to the superintendent.

Final approval/disapproval of the proposal will reside with the Board of Trustees.

If the proposal is approved, it will be for a maximum of one year. The teachers will automatically return to full-time status on the first contract day of the school year following the leave and part-time employment, **providing they are in line for seniority recalls.**

During **job sharing** employment, the teachers will be responsible for all regular duties normally performed by teachers, including: 1) planning instruction; 2) evaluating student progress; 3) attendance at staff meetings; 4) attending workshops and all staff development activities; 5) attending parent/teacher conferences; 6) others as assigned by the administration. **These tasks will be completed by both job sharing instructors.**

During **job share** employment, the teachers will retain employment rights gained as a full-time teacher. Benefits while on a part-time assignment will be in accordance with those granted to other part-time, certified employees and will be designed to meet the compliance requirements of Section 89 of the IRS code.

During the period of **job share** employment, the teacher will receive experience credit for the fraction of time employed. A teacher working half-time will receive ½ year experience credit and will advance **½ a pay step** on the salary schedule at the completion of each part-time year.

If a reduction of staff becomes necessary during the period of **job share** employment, personnel in the job sharing positions will be subject to lay-off in accordance with the same rules as applies to teachers in full time positions.

If a job sharer substitutes for a partner, the teacher who substitutes will be paid at the current substitute rate for certified personnel.

A teacher who wishes to continue on part-time status for the next year must notify the District of said desire, in writing, by April 1st. The continuation of part-time status will be solely at the discretion of the Board of Trustees.

Continuation of **job share** status in subsequent years does not entitle the teacher to acquire permanent part-time status.

Job sharing teachers are expected to substitute for each other whenever possible. They should “trade” times to maintain an equitable situation.

Adopted: October 4, 1994

Revised: