

PERSONNELJob-Sharing Staff Members

A job-sharing assignment is the shared performance of the duties of one full-time, regular position by two employees.

All announcements of job openings in the district, including openings for certificated staff, shall indicate that applications will be accepted from individuals wishing to share the position(s) to be filled. Applications from two individuals wishing to share a single position will be considered by the district. The superintendent is responsible for recommending to the board when the best interests of the district would be served by creating a job-sharing assignment for a particular position.

The district reserves the authority to:

- A. Determine the number of job-sharing positions within the district;
- B. Require job-sharing employees to attend staff training or other staff development activities;
- C. Abolish any job-sharing assignment, or change a job-sharing position to a full time position held by one employee, at the sole discretion of the district;
- D. Consider any request to create a job-sharing position in a position currently held by one employee, or vice versa;
- E. Require job-sharing staff members to work full-time in the event of the termination or resignation of one of the job-sharing staff members, or until such time as a replacement can be hired, at the discretion of the district, unless a collective bargaining agreement specifies alternate procedures for filling the vacancy.

Employees sharing a position shall sign a job-sharing contract to be developed by the superintendent or designee. The contract shall identify contingencies which may arise during the course of employment including, but not limited to, absence or resignation of one of the job-sharing employees, computation of employee benefits, and responsibility for participation in staff meetings and committees. The purpose of such contract is to address potential conflicts in an equitable manner in advance of actual conflicts.

The conditions provided by this policy are not intended to discourage job sharing nor to impose disproportionate burdens upon job sharing staff members. The superintendent shall establish job-sharing procedures as needed.

## Cross References:

Policy	5110	Recruitment and Selection of Staff
	5111	Employment of Staff
	5210	Assignment, Reassignment and Transfer

## Legal References:

RCW	28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority
and		leave benefits, retention upon transfers between schools
	28A.405.070	Job Sharing

Adopted June 1, 1990  
Revised January 14, 1998  
Formerly: Policy No. 5214