

JOB-SHARING

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

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 superintendent or designee reserves the authority to:

- A. Determine the number of job-sharing positions, if any, within the district;
- B. Abolish any job-sharing assignment, or change a job-sharing position to a full time position held by one employee, upon recommendation by the superintendent or designee with approval by the board of directors.
- C. Consider any request to create a job-sharing position in a position currently held by one employee, or vice versa; and
- D. Require job-sharing employees to work full-time in the event of the termination or resignation of one of the job-sharing employees upon recommendation by the superintendent or designee with approval by the board of directors.

Employees sharing a position shall sign a job-sharing contract to be developed by the superintendent. 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 or to impose disproportionate burdens upon job-sharing.

Cross References:	Board Policy 5000 Board Policy 5005 Board Policy 5211	Recruitment and Selection of Staff Employment: Disclosures, Certification, Assurances and Approval Transfers
Legal References:	RCW 28A.400.300 28A.405.070	Hiring and discharging employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools Job Sharing

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