

HUMAN RESOURCES**Job-Sharing**

Employees may have circumstances that prohibit them from working a full time position. In recognition of their valuable skills and, according to the authority vested in the Ohio County Board of Education by West Virginia Code §18-5-13(t)(1)-(5), as amended, the following regulations shall govern the practice of job-sharing pursuant to West Virginia Codes §5-16-2(3), as amended, and §18A-1-1(h), as amended.

I. Procedures

- A. A request to convert a full time position to a job sharing arrangement must be submitted in writing to the Human Resources Office by May 1 to allow time for all necessary paperwork processing to be completed and have Committee and Board approval prior to the beginning date of the term for which the job-sharing arrangement is to become effective.

Every job sharing arrangement is subject to Committee and Board approval. A written agreement between the job sharing partners and the Board of Education must also be completed.

The Director of Human Resources will refer the request to the Job Share Committee. All information submitted by the employee to the committee will be kept confidential with the members of the committee.

The members of the committee will include

- The supervising administrator
- One member of the Central Office Administrative Staff
- One member of the Professional Staff Development Council
- One member of the Service Personnel Staff Development Council
- One member selected by the Board of Education who will serve as the chairperson and will be a non-voting member except in the event of a tie.

In such cases where the committee recommends denial of

an application, the applicant may appeal the request through normal Due Process Procedures.

Member terms will be for two years.

- B. Job sharing arrangements shall be reviewed annually by the committee. Should the committee determine, based upon the annual review, that the job sharing arrangement is not operating in the best interests of the students, written notice that a recommendation to terminate the job sharing arrangement will be made to the Board of Education and shall be given to the job sharing partners. The provisions of applicable state laws and policies shall be followed regarding transfers and/or placement of the job share partners on the preferred recall list.
- C. Job sharing agreements may only become effective at the beginning of the school year. Exceptions may be made when deemed in the best interests of the schools by the Superintendent.
- D. Determination for pairing job sharing partners will be made according to the availability of qualified applicants and will be made by the administration according to the provisions of governing laws and policies regarding posting, qualifications, and seniority.
- E. Job sharing arrangements shall consist of two or more employees dividing the duties and responsibilities of one full time position.
- F. Participants shall be placed appropriately on the salary schedule, receive one salary increment for each year of service, and be given appropriate added increments for advance degrees and/or changes in classification. The salary will be one half of a full time salary. If applicable, insurance benefits shall be granted to one job sharing partner so designated on the written job share agreements.
- G. It is anticipated that, once agreed upon, each job sharing partner will fulfill the contract. However,

should one of the partners ask to be released from the contract, the other partner(s) may agree to cover the position full time until a qualified replacement can be found, and will be paid accordingly. This provision will be made a part of the written agreement.

- H. A request to terminate a job sharing arrangement must be submitted to the Human Resources office by December 1.
- I. The original full time employee, board approved for the position, may request to terminate the job share arrangement. Furthermore, this employee may be reinstated to the full time position per prior board action. If the employee who has requested the job share arrangement is not returning to the position, the position will be posted. The employee working the other half of the requested job share has no guarantee of returning to a position and will be placed on a transfer or preferred recall list.
- J. Regular employment procedures shall be followed in filling all vacancies, including those created by termination of a job sharing arrangement.
- K. Job Share situations approved before August of 2017 shall remain unchanged until the original full time employee, board approved for the position, desires to terminate the job share arrangement.
- L. Upon review, all Job Share situations may be terminated by the supervising administrator or by the county level administration if operational needs require it.
- M. Any committee member who has a conflict of interest shall recuse him/herself from the vote.

REGULATION REVISED: May 11, 2017

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OHIO COUNTY BOARD OF EDUCATION