



AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
Human Resources Department

2300 San Juan Highway, San Juan Bautista, CA 95045
Tel: 831-623-4500 fax: 831-623-4907
www.asjUSD.k12.ca.us

Request for Part-Time Teaching/Shared Contract

Employee Name: _____ **Position:** _____

Site: _____ **Current Assignment:** _____

Requested School Year: _____

Please check one:

- **I am requesting to reduce my FTE and teach part-time:**

Assignment to be reduced: _____

Reason for reduction:

Current FTE: _____

Requested FTE: _____

- **I am requesting to share my contract with:**

Partner name: _____

Current Position (include grade level): _____

Request grade level: _____

Requested percentage: _____

Describe the benefits of your proposed shared contract arrangement to the educational program for students:

Collective Bargaining Agreement Acknowledgement:

- I have read and understand [Article 14- Part-Time Teaching and Shared Contracts](#) in my collective bargaining agreement.

Benefits Acknowledgement:

- I understand that the salary and fringe benefits paid by the District to a part time or shared contract unit member shall be a proportional ratio of the salary and benefits he/she would have earned as a full-time unit member. The proportional ratio is equal to the FTE of the unit member (14.1.2).
- I understand that my benefits options will change based on my new FTE and may affect my September insurance premium.

Employee Signature

Date

Approvals Required

Requested Site Administrator: _____ **Date:** _____

Human Resources: _____ **Date:** _____

Date added to Board Agenda: _____ **Date Board Approved:** _____