

Section: **PERSONNEL**

Policy Title: **Job-Sharing Staff Members**

A job-sharing assignment is the shared performance of the duties of one full-time, regular position by two (2) employees.

The superintendent/designee is responsible for recommending to the board when the best interests of students and 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, if any, within the district;
- B. Require the employees to develop a written plan for sharing the performance of the position and to secure the written approval of their supervisor;
- C. Dissolve any job-sharing assignment, or change a job-sharing position to a full time position held by one employee, at the discretion of the district in accordance with applicable provisions of collective bargaining agreements;
- D. Consider requests 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, at the discretion of the district in accordance with applicable provisions of the collective bargaining agreement.

Employees sharing a position will sign a job-sharing agreement annually, subject to the approval of the superintendent/designee. The agreement will identify contingencies which may arise during the course of employment including, but not limited to, responsibility for participation in staff meetings and committees of the position to be shared.

Cross References:

5005 - Employment Disclosures, Certification Requirements, Assurances and Approval

5000 - Recruitment and Selection of Staff

Legal References: RCW 28A.400.300 Hiring and discharging of employees —
Written leave policies — Seniority and leave benefits of

employees transferring between school districts and other
educational employers

RCW 28A.405.070 Job sharing

Management

Resources: 2015 – October Issue

Adopted: January 11, 2016