

### 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 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 job sharing employees to attend staff training or other staff development activities at prorated compensation~~ the employees to develop a written plan for sharing the performance of the position and to secure the written approval of their supervisor;
- C. ~~Abolish Dissolve~~ Dissolve 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 in accordance with applicable provisions of collective bargaining agreements;
- D. Consider any request to create a job-sharing position in a position currently held by one employee, or vice versa; and
- 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 sole discretion of the district.

Employees sharing a position shall sign a job-sharing ~~contract agreement annually, subject to the approval of~~ to be developed by the superintendent. The ~~contract shall~~ agreement will 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.

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Cross References:	Board Policy	5000	Recruitment and Selection of Staff
		5005	Employment of Staff
		5210	Assignment, Reassignment and Transfer

Policy No. 5222  
Personnel

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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

Adoption Date: January 15, 2003  
Woodland School District #404

