VOLUNTARY JOB SHARING

A. INTRODUCTION. This policy applies to staff members who request an opportunity to job share in situations other than as an alternative to layoff. For job sharing as an alternative to layoff, see the collective bargaining agreement.

B. BASIC POLICY. The Board of Education may approve employee requests to share a job for a period not to exceed one work year, as established for that specific job.

C. DEFINITION, CRITERIA. Job sharing is a situation in which the responsibilities of one position are shared equally by two employees, both of whom are fully qualified for the position. Job sharing may be requested under the following conditions:

1. It is available only to two staff members holding parallel positions who voluntarily agree to work together in sharing one full time position.

2. Application will be made jointly and voluntarily.

3. Each employee will receive 50 percent of his/her salary for the appropriate step each is on and would share equally one full time position. Each employee would be credited with one-half step advancement on the salary schedule for the year, if appropriate.

4. A plan is to be developed jointly and submitted for approval. The plan will include the appropriate following information:

   a. Daily schedule showing hours for each job-sharer.

   b. Description of the division of instructional responsibilities and other duties assigned the position.

   c. Description of division of other responsibilities of the position including, but not limited to, faculty meetings, conferences and contacts, conferences, in-service, evening activities, committee work.

   d. A description of the communication system with parents and/or supervisors, informing them about the plan and enlisting their support.
e. A description of how the job-sharing arrangement would be introduced to the students or impacted staff.

f. Identification of which teacher/employee would retain the classroom/position in the event job-sharing is not repeated the following year. This would be the senior employee unless IIPSA and or OPEIU agree otherwise. If both are equal in seniority, then the job sharers must agree upon who will retain the position or draw lots for it.

5. Provisions of job sharing:

a. Prorated employee benefits will be provided to each employee on an approved job-sharing plan. The employee will pay the balance of any insurance benefits selected by payroll deduction.

b. Job sharing requests and plans will be submitted for review and recommendation by building principal or immediate supervisor, division head, assistant superintendent for human resources, superintendent, and Board of Education, in that order.

c. The job-sharing plan will be approved for one year only. Staff would be re-assigned to a full assignment at the beginning of the next school year.

d. In the event of layoff, the terms of policy 6281.00 "Reduction in Personnel” procedures apply.

e. Employees on an approved job-sharing plan will be considered on voluntary unpaid leave of absence for the portion of their time when they are not scheduled to work. At the conclusion of the job sharing, the employee who does not retain the position will agree to go on a voluntary unpaid leave of absence until a vacancy occurs for which he/she is qualified. It is understood that the employee on leave will be reemployed only if there are no other persons on layoff or with prior tenure claims who are eligible for the same vacancy.

f. Employees on an approved job-sharing plan will be considered part time employees, and will receive credit toward step advancement as provided in the IIPSA and OPEIU master agreements.
D. LIMITATION. Not more than four pairs of employees will be approved to job share at
the same time unless specifically waived by the Board. The assistant superintendent for
human resources will inform the Board of the number of applicants in total and from each
program.

E. PRIORITIES.

1. Should more employees apply for job sharing than can be accommodated under
the limitation in D., above, the superintendent will consider applicants according
to the following priority guidelines.

2. Employees who wish to job share for:
   a. Respite from full-time work responsibilities.
   b. Child care.
   c. Job-related training or work experience in their off time.
   d. Other reasons (specify).

POLICY

Adopted: July 17, 1984
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