



Job-Sharing Application

Please complete this form with all information provided. Both teachers to the agreement must sign the form as well as the principal of the school. Once the form is completed, forward the application with all copies to the appropriate Director of Human Resource Services.

1. Classroom teachers may make application for a "job-sharing" position, independent of the early retirement incentive program, by requesting a "*Job-Sharing Agreement Form*" from Human Resource Services.
2. For the _____ school year, the parties agree that up to twenty (20) "job-sharing" opportunities may be permitted; but no more than ten (10) full-time equivalent classroom teacher positions may be allocated to this program.
3. Classroom teachers who make application to the "job-sharing" program must mutually determine the exact nature of the "job share," i.e., whether the "job share" is a 50%-50% or a 60%-40% arrangement. It shall be the responsibility of the classroom teachers to consult with the principal prior to completing any application for "job sharing."
4. Participants to a "job share" shall accrue one (1) semester of salary and one semester of seniority credit for each one (1) year of participation in a "job share" regardless of either participant's "share."
5. The participants will be encouraged to substitute in the assigned class when the other participant is absent, at the appropriate substitute rate.
6. Fringe benefits will be provided for "job-share" participants, as outlined in Article 13 of the negotiated Agreement, so long as their individual "job share" is 50% or more of the assigned FTE.
7. Each "job share" situation shall be reviewed by April 1 annually, and if not renewed, the most senior of the participants to the "job share" will assume the position which existed prior to the commencement of the "job share." The least senior teacher shall be declared surplus pursuant to the provision of Article 8 of the Agreement.
8. All accrued rights during the "job share" shall be retained. No other unit member shall be assigned limited-term status as a result of any "job-share" situation.
9. Duties and responsibilities associated with any "job-share" position shall be assigned on a pro-rata basis.
10. Salary shall be based upon experience and training as enumerated in the Agreement.

Teachers Requesting "Job-Sharing" Arrangements	
Teacher 1	Teacher 2
Name:	Name:
Address:	Address:
Phone:	Phone:
Percentage of School Day:	Percentage of School Day:
Signature:	Signature:

Approved: _____
Principal _____ Location _____ Date _____

Distribution: Director of Human Resource Services; Teacher 1; Teacher 2; Principal