

GRANITE FALLS SCHOOL DISTRICT

PERSONNEL POLICY

POLICY 4010: JOB-SHARING STAFF MEMBERS

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

The superintendent is responsible for recommending to the board when the best interests of the district would be served by creating a job-sharing assignment for a particular position.

The district reserves the authority to:

- A. Approve job share proposals;
- B. Discontinue any job-sharing assignment, or change a job-sharing position to a full time position held by one employee;
- C. Consider any request to create a job-sharing position in a position currently held by one employee;
- D. Should a job share participant resign or take a leave of absence prior to or during the school year, the job share situation will be handled as follows:
 - 1. Offer full time employment to the remaining job share person;
 - 2. Seek a compatible replacement, with remaining partner working full time until a replacement is found;
 - 3. If the remaining partner is unable to assume the full time responsibility until a replacement is found, a substitute will be identified to work until a replacement is found.

Employees wishing to share a position shall submit an application as a team in writing to the building principal that will forward to the superintendent for approval. The application shall identify contingencies that may arise during the course of employment including, but not limited to, responsibility for participation in staff meetings and committees.

The conditions provided by this policy are not intended to discourage job sharing nor to impose disproportionate burdens upon job-sharing staff members. The superintendent shall establish job-sharing procedures that describe the duties, responsibilities, salaries and benefits for individuals sharing a position.

Cross References: Policy 4000, 4001, 4005, 4015, 4065

Legal References: RCW 28A.400.300 Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools; RCW 28A.405.070 Job Sharing

ADOPTED: DECEMBER 21, 1995

AMENDED: APRIL 27, 2000

AMENDED: APRIL 16, 2003 (Procedure Only)