

**Job-Sharing Staff Members**

A job-sharing assignment is the sharing of one full-time or nearly full-time regular position between two persons. The Board of Trustees will determine those positions and persons where job-sharing would best meet the needs of the District.

The District reserves the right to:

1. Determine the number, if any, of job-sharing positions within the District;
2. Require job-sharers to attend staff meetings, professional development, in-service and other meetings as expected of their non-job-sharing colleagues;
3. Abolish any job-sharing position at any time;
4. Change a job-sharing position to a non-job-sharing position at the sole discretion of the District;
5. Deny any staff member's request to change a job-sharing position to a non-job-sharing position or vice versa.
6. 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 such staff member can be replaced according to the District's satisfaction and sole discretion.
7. Require one job-sharer to assume leadership and administrative responsibility for the position to ensure that the rules, functions and responsibilities of the position are fulfilled.

Those contingencies that may arise during the course of employment such as, but not limited to, the absence or resignation of one of the job-sharers, the computation of employment benefits, and the responsibilities to participate in staff meetings and on committees shall be discussed with and set forth in writing for the benefit of the employee's job-sharing and the Board. The purpose of such a statement is to resolve potential conflicts in an equitable fashion before they arise.

**Policy History:**

Adopted on: 2008-09

Revised on: 01/28/19