



Human Resources – Series 5000 Employee Job Share – 5410

The Superintendent or designee shall establish job sharing procedures which describe the duties, responsibilities, salaries, and benefits for individuals sharing a position. The conditions provided by this policy are not intended to discourage job sharing nor to impose disproportionate burdens upon job sharing employees.

The District shall make aware to employees through the application process and/or discussions 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 notification is to address potential conflicts in an equitable manner in advance of actual conflicts.

The District reserves the authority to determine the number of job sharing positions, if any, within the District; require job sharing employees to attend staff training or other staff development activities; abolish or modify any job sharing assignment; consider any request to create a job sharing position; and require job sharing employees to work the entire position in the event of the termination or resignation of one of the job sharing employees, until such time as a replacement can be hired.

Cross Reference:

Board Policy 5400	Assignment, Reassignment and Transfer
Board Policy 5100	Recruitment and Selection of Staff
Board Policy 5105	Employment Disclosure, Certification Requirements, Assurances and Approval
Board Policy 5115	Employment Contracts

Legal References:

RCW 28A.400.300	Hiring and discharging of employees –Seniority and leave benefits, transfers between schools
RCW 28A.405.070	Job sharing

Adopted: 03-26-2002