

Job-Sharing Staff Members

A job-sharing assignment is the shared performance of the duties of one full-time, regular position by two (2) employees.

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

The district reserves the authority to:

- A. Determine the number of job-sharing positions, if any, within the district;
- B. Require the employees to develop a written plan for sharing the performance of the position and to secure the written approval of their supervisor;
- C. Dissolve any job-sharing assignment, or change a job-sharing position to a full time position held by one employee, at the sole discretion of the district in accordance with applicable provisions of collective bargaining agreements;
- D. Consider any request to create a job-sharing position in a position currently held by one employee, or vice versa;
- E. 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, at the sole discretion of the district.

Employees sharing a position will sign a job-sharing agreement annually subject to approval of the superintendent/designee. The agreement will identify 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 of the position to be shared.

Cross References: Policy 5000
Policy 5005

Recruitment and Selection of Staff
Employment: Disclosures, Certification
Requirements, Assurances and
Approval

Legal References: [RCW 28A.400.300](#)

Hiring and discharging employees —
Written leaves policies — Seniority
and leave benefits of employees
transferring between school districts
and other educational employers

[28A.405.070](#)

Job Sharing

Management Resources: *Policy & Legal News*, October 2015