

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 or designee is responsible for determining when the best interests of students and the district would be served by creating a job-sharing assignment for a particular position. Requests for job share will be listed in the personnel report and are subject to board approval.

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;

Employees sharing a position will sign a job-sharing agreement annually, subject to the approval of the superintendent or designee. The agreement will identify contingencies which may arise during the course of employment including, but not limited to, responsibility for participation in staff meetings and committees of the position to be shared.

The conditions provided by this policy are not intended to discourage job sharing nor to impose disproportionate burdens upon job-sharing staff members.

In addition, job-sharing assignments for represented classified staff will be implemented under the terms of the collective bargaining agreement between the District and the Bainbridge Island Educational Support Professional Association (BIESPA).

Cross References:

[Board Policy 5000](#) Recruitment and Selection of Staff

[Board Policy 5005](#) Employment Disclosures, Certification Requirements, Assurances and Approval

Legal References:

[RCW 28A.400.300](#) Hiring and discharging of employees — Written leave policies — Seniority and leave benefits of employees transferring between school districts and other educational employers

[RCW 28A.405.070](#) Job sharing

Management Resources:

Policy News, October 2015 Model Policies Aligned with Washington State School Board Standards