

Provo City School District
Policy Series 5000: Personnel



Policy No. 5225

Job Sharing for Licensed Employees

The Provo City School District Board of Education recognizes that one of the most important aspects of the education process is the relationship that teachers have with students. The Board also recognizes that there are times when a very efficient, professional teacher may have circumstances where it would be beneficial for him/her to work part time. Although job sharing or part-time assignments (half-time or more) may provide a positive alternative in the school staffing pattern, the needs of students within the school's educational program will be of primary concern. Consequently, job sharing or part-time assignments (half-time or more) must be compatible with the District philosophy and goals. The Board directs the Superintendent to develop and implement a procedure for this policy.

Approved by Board of Education: May 12, 2015

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5222 P1

Job Sharing for Licensed Employees

- A. The District will allow two licensed individuals to request a job-share for one position or for an individual to be hired on a part-time basis (half-time or more) with the approval of the local school principal and the Human Resources Department to by April 1 of the year preceding the request. Requests must be submitted by the established deadlines in order to be given consideration.
- B. Only two licensed employees may share one (1) full-time position. At least one (1) of the licensed employees must have one or more years of successful teaching experience in Provo City School District. An applicant for a job sharing position who is not a current licensed employee of the Provo City School District will be considered upon recommendation of the Human Resources Department, and the school principal.
- C. A written plan must be presented to the principal by the licensed employee(s) desiring to job share. The plan must meet the needs of the individual students within the school's educational program and be approved by both the principal and the Human Resources Department. The plan must address each of the following: division of teaching time, division of teaching responsibility, parent conferences, school and district meetings, grading of students, lesson plans, responsibilities for non-teaching duties, district/school-based professional development, committee responsibilities, and planning/coordination time.
- D. If two (2) licensed employees from two (2) different schools propose a plan to job share at one of the schools, approval must be obtained from the principal where job sharing will take place, and the Human Resources Department.
- E. Each job sharing licensed employee will be required to work half of the time of a regular teaching contract. Time scheduling will vary according to the three (3) instructional levels and as determined by the principal of the school in which job sharing takes place.
- F. Job sharing is only approved for a single contract year. Teachers wishing to continue their job share a second year must apply for renewal.
- G. When a job share is dissolved and the principal does not offer a full-time position in a subsequent school year, the employee may apply for posted positions as outlined in [Policy 5xxx Teacher Transfers](#).

- H. Part time/job sharing licensed employees will be subject to the same District policies, procedures, and assignments as any other licensed employee. This includes educator evaluations as per District policy [5XXX Evaluation for Licensed Personnel](#).
- I. Licensed employees involved in part time/job sharing under .75 FTE will not qualify for district health insurance benefits.
- J. Job sharing participants are individually placed on the teacher's salary schedule. The salary is pro-rated to reflect the percent of the full-time assignment. Job sharing partners agree to substitute for each other whenever possible. The rate of pay will be the regular rate of the district substitutes.
- K. Should one job sharing partner resign from the district before the end of the school year; the other partner will complete the full-time assignment. If circumstances prohibit such an arrangement, an effort should be made to find another partner acceptable to all parties.