

Provo City School District
Policy Series 5000: Personnel



5225 P1

Job Sharing for Licensed Employees

- A. The District will allow two licensed individuals to request a job-share for one position (1 FTE) 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 by April 1 of the year preceding the request.
- 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 Deputy Superintendent. The plan must address each of the following:
 - i. Division of teaching time
 - ii. Division of teaching responsibility
 - iii. SEP conferences
 - iv. School and district meetings, including PLCs
 - v. Grading of students
 - vi. Lesson plans
 - vii. Responsibilities for non-teaching duties
 - viii. District/school-based professional development
 - ix. Committee responsibilities
 - x. 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 5241 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 5240 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.

Cross References:

Policy 5241 Transfers

Policy 5240 Evaluation for Licensed Personnel

Adopted: June 16, 2015