



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7342

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **10-21-87**

SUBJECT: **Job-Share Assignments,  
Certificated Staff**

REVISED: **2-10-2000**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing job-share assignments for district certificated staff.
2. **Related Procedures:**

Assignment, general.....	7050
Placement, transfer, and reassignment of contract teachers.....	7276
Teachers salary administration.....	7225

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: C-3800, I-1300, I-4200; Collective Negotiations Contract.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on the topic shall prevail over any language to the contrary in this procedure.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative/Operational Support.
2. **Definition. Job sharing:** The sharing or assumption of total job responsibilities for one budgeted position by two employees.
  - a. Typical job-share assignments occur when a single assignment is divided into a 50%-50% or 60%-40% split in responsibilities. Job sharing also may occur on the basis of a divided school year, with partners alternating on a fall-spring semester plan.
  - b. Job-share agreements which include multiple assignment changes during one school year will not be approved.
  - c. Compensation for job sharing is controlled by district procedure. An employee assuming a 60% job-share assignment would receive 60% of his/her regular salary (step and class) and the partner would receive 40% of his/her regular salary (step and class). Employee benefits and salary increments are subject to

procedures derived through collective negotiations. (See Article 9, Section 9.1.2 of the 1998–2001 Collective Negotiations Contract).

### **3. Regulations/Limitations**

- a. Only permanent district teachers whose most recent performance evaluations are “effective” may participate in a job-sharing program.
- b. Under no circumstances shall a job-share situation result in a greater expense to the district than the cost of the equivalent 100% position.
- c. A job-share assignment may continue on a year-to-year basis, subject to continued approval by the principal/supervisor and Human Resource Services Division (see D.3.d.[3]).
- d. The district may cancel a job-share assignment at any time if one partner in the job-share situation can no longer continue in that assignment, or if in the judgment of the principal/supervisor, responsibilities of that assignment are not being fulfilled in an effective manner.
- e. Upon termination of a job-share assignment, the participant with the required credential and greater district seniority will have the right of assignment to the budgeted position. (This right may be waived if both partners stipulate to the waiver in their original job-share agreement.) The other participant will not have a right of seniority over other teachers who are regularly assigned to that cost center.
- f. Absences shall be covered by the job-share partner (with payment at the daily substitute rate) or by a district-provided substitute. In all cases, absences shall be reported as the appropriate leave categories (e.g., sick leave and bereavement leave). Trading of workdays by job-share partners shall be at the discretion of the principal or designee. Payroll Unit, Fiscal Control Department, Finance Division, Administrative/Operational Support, must be informed of any changes to workdays.

## **D. IMPLEMENTATION**

### **1. Teacher/Partner Applicants**

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- a. Prepare a job-sharing agreement by May 1, which shall include statements clarifying each of the following elements:
    - (1) Potential benefit to district
    - (2) How job responsibilities will be fulfilled
    - (3) How the following pertinent job requirements will be fulfilled:
      - (a) Pupil program reporting/grading
      - (b) Parental contacts/communications
      - (c) Planning and preparation
      - (d) Scheduling and grouping
      - (e) Performance of responsibilities such as yard duty, supervision of aides, open house, and PTA functions
      - (f) Departmental/grade-level meetings
      - (g) Faculty meetings
      - (h) Extracurricular duties
      - (i) Intended work schedule for the school year (including calendars to show that both participants will work the required days)
      - (j) Method for covering short-term absences of a job-sharing partner (see C.3.f.)
  - b. Submit job-share packet, which consists of agreement, health and life insurance benefits form, and job-share calendar, to principal/supervisor.
2. **Principal/Supervisor**
- a. Reviews agreement; if appropriate, consults with program supervisor.
  - b. Evaluates benefits to instructional program.
  - c. Considers following supervisory factors:

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- (1) Recordkeeping/time sheet monitoring
  - (2) Performance evaluations
  - (3) Equitable work loads
  - (4) Resolution of absentee problems
  - (5) Performance of total job responsibilities
  - (6) Communications with teachers who are sharing jobs
  - (7) Other factors relating to particular jobs (e.g., staff development, race/human relations programs)
- d. Consults with job-share applicants and (1) approves, (2) approves with modifications, or (3) disapproves job-sharing proposal.
  - e. If approves, submits proposal to the Human Resource Services Division.

3. **Human Resource Services Division**

- a. Certificated staffing administrators review elements of proposal.
- b. Considers factors related to employment of new (replacement) teachers.
- c. If disapproves job-share agreement, notifies employee and principal/supervisor of action taken.
- d. **If agreement is approved by certificated staffing administrator:**
  - (1) Sends job-share agreement to the Payroll Unit, Fiscal Control Department, for review of calendars; if needed, modifications are requested from participants.
  - (2) Health and Life Insurance Benefits form is sent to the Employee Services Director.
  - (3) Notifies unit member and principal/supervisor of approval.

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- (4) Site/department prepares assignment authorization for job-share participants and forwards to the Human Resource Services Division.
  
- (5) In early spring, reviews status of job-share assignments. Requests to continue a job-share assignment into the following school year must be done by submitting a new job-share agreement by May 1 with approval of principal/supervisor and the Human Resource Services Division.

**E. FORMS AND AUXILIARY REFERENCES** (available from the Human Resource Services Division)

1. Job-Sharing agreement packet
2. Health and Life Insurance Benefits form
3. Job-Share calendar

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education