

GARDEN GROVE UNIFIED SCHOOL DISTRICT  
Office of Personnel Services

TO: Teachers Participating in Job Shares  
Teachers Applying for a Job Share

FROM: Joli Armitage  
Assistant Superintendent, Personnel

DATE: January 11, 2016

RE: **Job Share Information**

This memo is to notify all teachers participating in a job-share that it is most likely that the district will be able to release teachers from a job-share position for the 2016/17 school year. Please note that applications will be required from job-share teams on a yearly basis with their principal's approval by the March 15<sup>th</sup> deadline. (This application requirement had not been enforced in the past because of the district's limited ability to dissolve job share partnerships.)

Job-share partners wishing to return to full-time status must submit a letter to the Office of Personnel Services requesting the job-share partnership be dissolved. Letters will be accepted beginning Tuesday, February 16<sup>th</sup>. In the event a full-time vacancy becomes available, job-share partnerships will be dissolved in the order their letters are received. Please note, if you send in a letter requesting to dissolve your job share, and the district is able to honor this, your job share will be dissolved. You will not be able to remove yourself from the dissolution list after committing to dissolve, even with extenuating circumstances. Therefore, you should not submit a request to dissolve if you are not entirely prepared to do so.

**Important to note:**

It is also important to keep in mind that you may not have your job share dissolved before the school year starts. The dissolution may occur during the summer, during the first week of October (most likely if a position *were* to become available), or anytime later in the year as teachers in the District retire or resign.

**Job share transfer issues:**

If your job share is dissolved before the first student day of the new school year, both job share partners will remain at the current school and the teacher on staff with the least seniority will be transferred. If the job share is dissolved after the first student day, the partner requesting the dissolution will be transferred. If both partners request the dissolution, the partner with the least seniority will be transferred. If both partners request the dissolution and have the same seniority within the District, the principal will decide which teacher will be transferred.

Thank you in advance for your understanding and for your continued contributions to the Garden Grove Unified School District.

GARDEN GROVE UNIFIED SCHOOL DISTRICT  
Office of Personnel Services

JOB SHARE APPLICATION

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ HOME ADDRESS: \_\_\_\_\_

Street/City/Zip Code

Street/City/Zip Code

CURRENT SCHOOL: \_\_\_\_\_ CURRENT SCHOOL: \_\_\_\_\_

FOR: \_\_\_\_\_ / \_\_\_\_\_ SCHOOL YEAR SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

1. Describe how classroom duties (including curriculum and planning, classroom management, and communication with parents) will be shared.

2. Describe or attach work schedule.

3. Describe how communication between members of the job share team will be accomplished to insure a coordinated program for students.

4. Describe how the following professional duties will be met.

Faculty Meetings/Activities/Collaboration

Open House/Back to School Night

Parent Teacher Conferences

Report Cards

Adjunct Duties

Inservices/Training/Staff Development Related to School Plan

5. Describe how partners will provide coverage for each other during absences:

If approved for a job share position we understand that our salaries and STRS contributions are prorated as are all entitlements to contractual leaves. **We also understand that should one partner be unable to fulfill the job share due to an extended leave, the remaining partner will be expected to cover the class by returning to full-time status.** To the extent possible, absences of short duration are to be covered by partners trading days. Finally, we understand that employees in a job share position will not receive credit for a full step on the salary schedule, but rather must work two consecutive (2) one half (1/2) years to receive one (1) years credit. To receive health benefits we understand that we are required to pay one half (1/2) the cost of the coverage as determined by the District Insurance Office. ***Should the dissolution of this job share result in a currently employed teacher losing his/her position, we understand that we must remain in a job share status. We understand our job share will take on the seniority of the least senior partner.***

APPLICANT SIGNATURES: \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

RECOMMENDED  NOT RECOMMENDED  FOR APPROVAL:

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
DATE

APPROVED/NOT APPROVED:

\_\_\_\_\_  
PERSONNEL

\_\_\_\_\_  
DATE

# GARDEN GROVE UNIFIED SCHOOL DISTRICT

Office of Personnel Services

## JOB SHARING

### Half-Time Shared Contract Program

Job sharing is an opportunity for a permanent employee to provide service on a part-time basis with another permanent employee. A position may be shared by two persons wishing half-time employment. Participants must be permanent teachers willing to provide a written commitment to serve a minimum of one year in the job-sharing position. **The deadline for submitting a request to participate in Job-Sharing shall be March 15 of any given year.**

Potential participants shall submit a written proposal to their principal showing the names of the participants, positions affected, departments affected, the proposed job-sharing schedule, and the potential benefit to the students and the district. Elementary teachers may elect to work half of every day, or all day two days a week and alternate every other Wednesday. Secondary teachers will each work one semester. Following the submission of the proposal, the principal and the applicants will meet and mutually agree upon the terms and conditions of the job share. The form will be sent to the Assistant Superintendent of Personnel Services for final approval. This program will be evaluated at the end of the school year.

Salary will be on a prorated share of the salary an employee would earn if the employee had not elected to exercise the option of part-time employment. Contributions to the State Teachers Retirement System will be based upon the prorated salary actually earned by the participants. The seniority of the job share will be based on the seniority of the least senior teacher.

The employee in a half-time assignment will not receive credit for a full step on the salary schedule because the employee has not worked the requisite time for such advancement. It will take two consecutive half years to advance one full step. The employee in a part-time assignment will receive all contractual leaves on a prorated basis.

Employees in job-sharing 50% assignments are eligible for full health and welfare coverage but will be required to pay one-half the cost of the coverage, as determined by the district insurance office, if they wish to be covered.

The employee in a part-time assignment will be expected to participate in professional responsibilities such as, but not limited to, the following:

- Faculty meetings and activities
- Open House/Back-to-School Night and parent meetings
- Parent/Teacher conferences
- Report card preparation
- Required inservices/Staff development
- Appropriate adjunct duties

**Should one partner be unable to fulfill the job share due to an extended leave, the remaining partner will be expected to cover the class by returning to full-time status.** To the extent possible, absences of short duration are to be covered by partners trading days.

**Commencing 2008-2009, dissolving existing job shares will not be allowed if the dissolution would result in any loss of a job for a teacher.**

Questions related to the Job-Sharing Program may be directed to the Office of Personnel Services, ext. 6464

**\*\*\*PLEASE POST\*\*\***