

POLICY: JOB SHARING GUIDELINES

Job Sharing can be implemented in the Millinocket School Department when the teacher(s) involved are willing to participate in such an arrangement and a submitted plan is approved by the Principal, Superintendent and Board.

The following shall apply:

- A. Two (2) bargaining unit members may, at their option, agree to share an assignment/position that otherwise would be performed/occupied by a single bargaining unit member within the allocated staff position for the current school year. In the event no employed or displaced bargaining unit members with appropriate certification, training, and experience wish to job share, any certified teacher formerly employed by the Millinocket School Department may be considered.
- B. For the purpose of this assignment, a shared assignment is working each day, but less than a full day, their respective elementary assignments. This would be teaching either morning or afternoon.
- C. Each assignment will be approximately half-time. The administration reserves the right to assign subjects and time to be spent on each subject so that subject(s) offered will be covered by both teachers and will have adequate time for instruction.
- D. During the period of the shared assignment, bargaining unit members remain subject to and may exercise options under the provisions of Article XIII, Voluntary Transfers and Reassignments. If either individual in the shared assignment exercised their options under Article XIII and were placed in a full time assignment, their job sharing agreement shall be null and void. The remaining individual shall assume the responsibilities for the balance of the assignment. Otherwise, job sharing assignments shall terminate at the end of the school year.
- E. When a shared position expires, each teacher who participated in the shared assignment shall retain all rights accrued to them under the contract.
- F. Attendance at staff meetings shall be mandatory for both teachers. Should one partner be absent, the teacher in attendance is responsible to share information from the meeting with his/her partner. Attendance at parent-teacher conferences shall be in accordance with the arrangements made pursuant to Section C herein.

G. Each bargaining unit member participating in a shared assignment shall be granted seniority for the school year in which a shared assignment is in effect as per past practice for half-time employees in the Millinocket School System.

H. Salary and fringe benefits as per negotiated teacher contract.

Approved Date: 2/13/86

Reviewed: 12/11/96