

JOB-SHARING STAFF MEMBERS

A job-sharing assignment is the shared performance of the duties of one (1) full-time (2080 hour), regular position, (2,080 hours minimum for a classified position/180 days minimum for a certificated position) by two (2) employees. Two (2) employees may share performance of the duties of a regular position that is less than full-time at the discretion of the Superintendent.

The Superintendent, or designee, is responsible for determining when the best interests of the NWESD 189 would be served by creating a job-sharing assignment for a particular position. Only in those situations where the best interests of the NWESD 189 programs are served will job-sharing assignments be considered.

The NWESD 189, through the Superintendent, or designee, reserves the authority to:

- 1) determine the number of job-sharing positions, if any, within the NWESD 189;
- 2) require the employees to develop a written plan for sharing the performance of the position and to secure the written approval of their supervisor;
- 3) dissolve any job-sharing assignment, or change a job-sharing position to a full-time position held by one (1) employee, at the sole discretion of the NWESD 189 in accordance with applicable statute;
- 4) consider any request to create a job-sharing position in a position currently held by one (1) employee, or vice versa; and
- 5) require job-sharing staff members to work full-time in the event of the termination or resignation of one (1) of the job-sharing staff members, at the sole discretion of the NWESD 189.

Employees sharing a position shall sign a job-sharing agreement annually, subject to the approval of the Superintendent. The agreement will identify contingencies which may arise during the course of employment including, but not limited to, responsibility for participation in staff meetings and committees of the position to be shared.

First Reading: 05/23/01
Second Reading: 06/27/01
Revised: 08/27/03
Revised: 11/16/15

Reference:
RCW 28A.310.200
RCW 28A.310.220
Ch. 206, Laws of 1989