

OLYMPIC ESD 114 BOARD POLICY

JOB SHARING

POLICY 5222

Definition: *A job-sharing assignment is the shared performance of the duties of one (1) full-time regular position, (2,080 hours minimum for a classified position/182 days minimum for a certificated position) by two (2) employees.*

The Superintendent or designee shall be responsible for determining when the best interests of the Olympic Educational Service District 114 (OESD) would be served by creating a job-sharing assignment for a specific position. Only in situations where the best interests of the OESD programs are served will job-sharing assignments be considered.

The OESD, through the Superintendent or designee, reserves the authority to:

1. Determine the number of job-sharing positions, if any, within the OESD;
2. Require job-sharing employees to attend staff training or other staff development activities at a pro-rated level of full compensation;
3. Abolish any job-sharing assignment or change a job-sharing position to a full-time position held by one (1) employee, at its sole discretion;
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 or until a replacement can be hired, at its sole discretion.

Prior to the implementation job-sharing, employees sharing a position shall sign a job-sharing agreement, to be approved by the Superintendent. The contract shall identify contingencies which may arise during employment including, but not limited to, absence or resignation of one of the job-sharing employees, computation of employee benefits, and responsibility for participation in staff meetings and committees. The purpose of such contract is to attempt to address potential conflicts in an equitable manner in advance of actual conflicts.

Legal Reference:
RCW 28A.405.070

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