

Contract for Job Sharing

**Submit requests to the Human Resources Department
Attention: Executive Director**

March 1 – Deadline for Renewal Requests
April 1 – Deadline for Initial Requests

School Year	
Employee Name and ID Number	
Employee Name and ID Number	
Location	
Assignment	
3.5 hours per day A Day/B Day Semester One/Two Other	Identify work schedule

Job Sharing Guidelines

Each person would be responsible for one-half of the classroom instruction and all in-service and parent conferences.

A full time teacher works 7 hours per day. A 30 minute duty free lunch results in a full time teacher being on site 7 hours and 30 minutes (Example: 7:45-3:15). Each person in a job share should work 3.5 hours per day OR 2.5 days per week.

Elementary teachers in a job share have a minimum of 135 minutes for planning each week. Middle school teachers have a minimum of 135 minutes for planning each week. High school teachers in a job share have 225 minutes of planning per week. These times represent a 5 day week.

- **Provide a copy of the work schedule for each person. Illustrate the instructional time, the planning time per day and/or per week. Include lunch and non-instructional duty obligations.** Attach complete schedule for each participant to this form.

- **Initial to indicate agreement/acceptance of the work schedule arrangements.**

Teacher: _____

Teacher: _____

- **Initial to indicate an understanding that each teacher attends all parent conferences and attends all school based and curricular in-service training.**

Teacher: _____

Teacher: _____

Each person shall earn pro-rated sick leave and personal leave based on one-half (.5 FTE) employment.

A full time, 10 month, teacher earns 10 days sick leave and 3 days personal leave per year. Over one year time a full time teacher earns 70 hours of sick leave and 14 hours of personal leave. Each person in a job share will earn 35 hours of sick leave and 10.5 hours of personal leave over the period of one year.

- **Initial to indicate understanding of the leave accrual.**

Teacher: _____

Teacher: _____

The employees may substitute for each other without loss of sick or personal days. The teacher providing the coverage shall not receive additional compensation.

While in job share arrangement, if Teacher A is absent and Teacher B covers the class, then Teacher A is NOT required to submit a leave slip. Teacher B receives no additional compensation for working the full day.

- **Initial to indicate understanding of the class coverage option.**

Teacher: _____

Teacher: _____

Each person will receive one-half of the salary he/she would earn if teaching full time.

Example: Teacher A full time (1.0) earns \$40,000. Teacher A in the job share arrangement would earn \$20,000. Teacher B full time earns \$50,000. Teacher B in the job share arrangement would earn \$25,000.

- **Initial to indicate understanding of compensation.**

Teacher: _____

Teacher: _____

Extra duties for which one receives compensation may also be part of the job share arrangement. Example: Team Leader/Department Chair duties may be shared. Refer to Negotiated Agreement for compensation guidelines.

- Provide an explanation of how these duties will be shared as an attachment. Include expectations for compensation.
- **Initial to indicate agreement/acceptance of the extra duty arrangements/compensation.**

Teacher: _____

Teacher: _____

Each employee shall earn one year of teaching experience on the negotiated salary schedule for each year of job sharing.

Employees in a job share are credited with one year of experience. Example: Teacher A begins SY 2012-13 with 7 years experience. Teacher A will begin SY 2013-14 with 8 years experience.

- **Initial to indicate understanding of experience credit on the negotiated salary scale.**

Teacher: _____

Teacher: _____

Each employee shall be eligible to receive health and dental benefits with the BOE contributing one-half of the premiums it would pay if the individual were a full-time employee.

Medical Benefits Costs:

Option A: Teacher A does not want coverage so waives medical benefits

Teacher B gets medical care benefits at no additional cost. BOE maintains contribution for the employee

Option B: Teacher A wants coverage. Teacher A pays for .5 of BOE contribution.

Teacher B wants coverage. Teacher B pays for .5 of BOE contribution.

- **Identify Option selected for Medical Benefits arrangement**
Option A selected

_____ **Waives medical benefits.**

_____ **Requests medical benefits.**

Option B selected

_____ **Requests medical benefits**

_____ **Requests medical benefits**

Dental Benefits Costs:

Option A: Teacher A does not want coverage so waives dental benefits

Teacher B gets dental care benefits at no additional cost. BOE maintains contribution for the employee

Option B: Teacher A wants dental coverage. Teacher A pays for .5 of BOE contribution.

Teacher B wants dental coverage. Teacher B pays for .5 of BOE contribution.

- **Identify Option selected for Dental Benefits arrangement**
Option A selected

_____ Waives dental benefits.

_____ Requests dental benefits.

Option B selected

_____ Requests dental benefits

_____ Requests dental benefits

Each employee shall be provided with life insurance according to Article XVII Section B of the Negotiated Agreement.

- **Initial to indicate understanding of the life insurance option.**

Teacher: _____

Teacher: _____

Each employee shall be eligible for a pro-rated amount of tuition reimbursement.

Employees are eligible to receive 9 credits per year of tuition reimbursement at the current Hood College graduate tuition rate. Current maximum amount is \$3,375 per year. *Adjust to match Hood Graduate Rate.*

Option A: Teacher A and Teacher B each receive reimbursement for 4.5 credits not to exceed \$1,687.50.

Option B: Teacher A waives tuition reimbursement

Teacher B eligible for 9 credits of tuition reimbursement.

- **Identify Option selected for tuition reimbursement arrangement**

Option A selected: Initial acceptance

Teacher: _____

Teacher: _____

Option B selected

_____ Waives tuition reimbursement

_____ Accepts tuition reimbursement

Participation in the Maryland State Retirement/Pension Systems shall be in accordance with the MD State Retirement/Pension System guidelines.

- **Initial to indicate understanding of retirement system guidelines.**

Teacher: _____

Teacher: _____

Terms of Assignment

Each Job Share contract shall be for a period of one year. If the position is terminated as a job share, or an individual who was previously a full-time employee does not wish to continue in a job share position, he/she shall be provided a full-time position in his/her area of certification. This shall be done by assignment to a vacant position or if no similar position is available the procedures identified in Article X-Personnel Employment, Section C.1 of the Negotiated Agreement will be followed.

Job Share Contract discussed and agreed upon by:

Teacher: _____ Teacher: _____

Principal: _____ FCTA: _____

FCPS:HR: _____ Date: _____

**Source: Negotiated Agreement, Article XXXIV Job Sharing
Human Resources, July 2005**