

Shared Certified Position

Definition

A shared teaching position shall be a previously established position (not to exceed 1.0 FTE) which may be filled by not more than two employees certified to hold the position. At the secondary level, multiple subject areas should not be combined in order to create a shared position.

A shared position is one where both individuals work the full year with less than full time hours but not more than 1.0 FTE between the two individuals sharing the position.

A shared position is established at the request of the employee and with the approval of the building administrator and the Superintendent or designee. This request shall be submitted by April 1 of the preceding school year.

Salary

Placement on the District's Salary Schedule shall be determined for each employee based upon his/her approved experience and training. For the shared teaching position, each employee shall receive a prorated salary based on their placement on the Salary Schedule and the percent of time worked.

Benefits

The School District's contribution for benefits for a shared position shall not exceed the District's contribution had it been filled by a single employee. If the shared position is split between two employees equally, (.5 FTE and .5 FTE) then the benefits (except life insurance) will also be divided equally between the two employees. However, the employees may agree to a different distribution of the benefits upon approval of Human Resources. If one employee has an FTE status that is greater than the other employee, the employee with the greater FTE shall maintain all the benefits.

Number of Shared Teaching Positions

The number of shared teaching positions shall be determined on an individual basis by the building administrator and the Superintendent or designee.

Employee Responsibilities

Employee responsibilities will be divided between the persons involved in the shared position, in proportion to their paid assignment.

Renewal Process

Each shared position shall be dissolved at the end of the school year. An employee may request to continue the shared position. With the approval of the building administrator and the Superintendent or designee, the position may be extended for another school year. This process shall continue until either the employee no longer requests the continuation of the shared position

or the building administrator and Superintendent no longer approve the shared position. When a shared position is dissolved, the employee who made the original request shall return to full-time status.

Policy History

Adopted on: December 13, 2011

Revised on: