



Human Resource Services

Job Sharing: Frequently Asked Questions

What is Job Sharing?

Job sharing is when two teachers provide a written commitment to share the full responsibilities and the contract of one full time position for a minimum of one year. If, because of extenuating circumstances, one of the participants cannot continue in a part-time assignment during the year, the District is under no obligation to return the individual to a full-time assignment until the following year; but the District may consider an earlier return if a position is available.

How are the hours/days split up?

The Job Sharing Program is one in which two permanent employees share the full responsibilities and the contract of employment of one identifiable full-time position. The shared teaching assignment shall be 50-50 percent or 60-40 percent. The sharing shall be on a proportional division of the school day or of the school week.

Who is eligible?

All regular permanent contract employees.

How do I find a partner?

Teachers may request to be placed on a Job Share Interest List by submitting a [Job Share Interest Request](#) (link) to Human Resource Services by January 17, 2020. The interest request link may also be found at teachlongbeach.com, click "For Current Employees" and "Job Share Interest Request" under Job Sharing.

A list of interested teachers, including their name, phone number, current school and assignment, is compiled and a copy is mailed to each person on the list. From that list, teachers may contact other teachers until a partner is found. A list of teachers interested in job sharing will be maintained by both Human Resource Services and TALB.

How do I apply to Job Share?

Applicants must submit a joint written application to the appropriate site manager(s) showing the names of the participants, positions affected, the proposed sharing schedule, division of adjunct duties, and the potential benefit to students. The application shall then be submitted to HRS for final approval.

What is the approval process?

Mutual agreement between the two employees, the principal, the appropriate assistant/deputy superintendent, and the Deputy Superintendent, Human Resource Services, is required before the job sharing assignment can be implemented. Applications shall be submitted on or before March 1.

Where do I direct my questions about health and welfare benefits?

Please contact Risk Management, at ext. 8236, 2nd floor of the Administration Building.

What if one of us needs to be absent?

If a teacher on a job sharing assignment is absent, the other teacher partner, whenever possible and with the approval of the site manager, will trade days with his/her partner or will agree to substitute for his/her partner in a regular substitute status at the regular substitute rate.

What if extenuating circumstances occur while job sharing in the middle of the year?

If, because of extenuating circumstances, one partner cannot continue in the shared assignment, one of the following shall occur:

- The remaining participant fills the previously shared position on a full-time basis.
- A new partner, mutually agreeable to parties, replaces the non-continuing partner.
- The remaining participant applies for a leave for which he/she is eligible.
- The remaining participant submits his or her resignation.

Do we need to re-apply each year, or will our job share roll over?

Job sharing partnerships do not roll over. The entire process needs to be repeated each year for those who wish to continue job sharing. Continuation of any job sharing partnership is contingent upon the annual mutual agreement of all parties.

Will I receive a step increase on the salary schedule while in a job share?

Increments are granted to certificated employees who have been compensated for 50 percent or more of the one hundred eighty-two day school year under contract.

Will I receive years of district service while in a job share?

Unit member employees compensated for 50 percent or more of a full-time assignment will receive one year of credit toward the required seventeen years of service.

Please refer to the Provisions of Agreement K – 12, TALB contract:
Article V – Job Sharing
Article VI – Compensation
Appendix B – Salaries

Contacts:
Human Resource Services – 562-997-8106
Risk Management – 562-977-8236
STRS – 800-228-5453

Approved:
David Zaid, Assistant Superintendent, Human Resource Services