ENTERPRISE ELEMENTARY SCHOOL DISTRICT

Bulletin # 62
January 05, 2018

TO: **CERTIFICATED STAFF**

FROM: **MEAGAN HAWLEY-STONE, HUMAN RESOURCES**

SUBJECT: **JOB SHARE REQUESTS FOR 2018-19**

Attached to this bulletin are copies of Article 17A, Job Share Employment, and 17B, Part-time employment from the current collective bargaining agreement.

Any unit member who desires to be considered for job share employment must submit a request in writing to the principal by February 15 to be considered for job share assignments for the following school year.

Please call me or your site association representative if you have any questions or concerns. Thank you.

Article 17 A

JOB SHARE EMPLOYMENT

Section 1. Conditions

It is the intent of this provision to allow job-share employment for full time certificated staff in instances where it is mutually beneficial to the employee and the District. Conditions of job share employment are:

1.1 It shall be the sole discretion of the District to determine:

1.1.1 which employees will participate

1.1.2 how many employees will participate

1.1.3 form of the job-share employment

1.2 Full-time unit members who desire job-share employment must submit a request in writing to the Principal by February 15 to be considered for job-share assignment for the following school year. The District's commitment to individual employee's job-share employment extends for one year only and must be renewed annually at the District's discretion.

By February 15 annually, full-time unit members in job-share assignments must submit to the Principal in writing their request for continuation of the job-share assignment or their request to return to full-time assignment for the following year. The District will publish a list of all unit members interested in job-share by February 20.

By March 15, full-time unit members desiring job-share assignments shall specify the number of placement of hours per day, days per week, weeks per month and months per year which each applicant has agreed to work. The application shall also specify the respective duties which will be performed by each applicant. Such designated duties shall include but not be limited to: attendance at faculty meetings and other events at which attendance by bargaining unit members is required in accordance with this Agreement, responsibility for student grades, parent conferences, report cards, daily student attendance reporting and co-curricular activities, special events or other assignments which are included within the responsibilities of the full-time teaching position. Both job share teachers will attend "Back-To-School Night," open house, annual pre-service, and staff development days.

The site administrator will make a recommendation detailing the job share components, teaching partner, or other information necessary to assist the District in making a decision.

By April 15 the District will approve or deny all requests for job-share assignments for the following year.

1.3 The employee shall be paid a salary which is a pro rata share of the salary which would have been earned on a full-time basis.

1.4 The employee shall receive health benefits equal to a pro rata share of employment.

1.5 The employee and the District will participate in STRS in accordance with the rules established by the State Teachers Retirement Fund and at a pro rata share of salary.

1.6 The certificated employee will maintain seniority in accordance with Education Code provisions, with the date of hire being established as the first date of paid service.

1.7 The amount of sick leave earned varies directly to the percent of full-time employment. An employee who must use sick leave will reduce earned sick leave on the same basis as his/her employment.

1.8 All applicable Education Code sections and State Teachers Retirement System provisions will apply to this agreement.

1.9 Prior to any Board action on the placement of an individual pursuant to these provisions, the District shall provide a copy of these provisions to the individual and shall notify the Association of the intended action within sufficient time to counsel the employee of rights hereunder.

1.10 If a full-time unit member has entered into a job-share, and the other job-share partner is unwilling or unable to fulfill the responsibilities which were agreed to and undertaken, it shall be the responsibility of the remaining unit member after ten days to work cooperatively to find a substitute teacher replacement for his/her partner who is agreeable to the site administrator and the District.

1.11 In the event a job-sharing is discontinued, the unit member who held the position immediately prior to the position becoming a job-share, shall have the first opportunity for assignment to the full-time position. If neither job-share partner held the position prior to the job-share, then the most senior permanent bargaining unit member shall have the first opportunity to assignment to the full-time position.

1.12 In the event of an emergency, job-share timelines may be waived and a job-share may be established with the mutual consent of the unit member and the site administrator subject to District approval.

Article 17 B

PART-TIME EMPLOYMENT

Section 1. Conditions

This Article governs employment for unit members hired in positions which are less than one full time equivalent position, such as 50% teacher, 60% nurse, etc.

1.1 The work hours and days of employment rests with the sole discretion of the District.

1.2 The employee shall be paid a salary which is a pro rata share of the salary which would have been earned on a full-time basis.

1.3 For purposes of part-time certificated employment only, a full-time teaching load will be considered 7-1/2 hours per day for 185 working days.

1.4 The employee shall receive health benefits equal to a pro rata share of employment.

1.5 The employee and the District will participate in STRS in accordance with the rules established by the State Teachers Retirement Fund and at a pro rata share of salary.

1.6 The certificated employee will maintain seniority in accordance with Education Code provisions, with the date of hire being established as the first day of paid service.

1.7 The amount of sick leave earned varies directly to the percent of full-time employment. An employee who must use sick leave will reduce earned sick leave on the same basis as his/her employment.

1.8 The certificated employee who enters part-time certificated service, and who meets all of the conditions of the Pre-Retirement Part-time Employment or Health Insurance for Retirees provisions of the agreement between EETA and the Enterprise Elementary School District, with the exception of attaining fifty-five (55) years of age and who works at least 50% of a full-time position under the provisions of this agreement, will meet the "full-time employment" requirements under these two mentioned provisions. This full-time employment definition will apply to these two provisions only.

1.9 All applicable Education Code sections and State Teachers Retirement System provisions will apply to this agreement.