

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL DEPARTMENT**

**JOB SHARE APPLICATIONS
FOR THE 2016-2017 SCHOOL YEAR**



APPLICATION DEADLINE: MARCH 15, 2016

**COMPLETED APPLICATIONS MUST MEET ALL THE TERMS AND
CONDITIONS OF THE JOB SHARE AGREEMENT AND MUST BE
APPROVED BY THE SITE PRINCIPAL PRIOR TO SUBMISSION FOR
FINAL DISTRICT APPROVAL.**

**COMPLETED APPLICATIONS ARE DUE TO VANIA ARJIAN IN THE
PERSONNEL DEPARTMENT BY MARCH 15, 2016.**

FOUNTAIN VALLEY SCHOOL DISTRICT
Personnel Department

CONDITIONS FOR JOB SHARE FOR THE 2016-2017 SCHOOL YEAR

For the 2016 -2017 school year the Fountain Valley School District shall implement a job share program for unit members with permanent status.

It is mutually agreed and understood that the job share assignment is only for the 2016-2017 school year. Unit members may request renewal of the job share assignment on a year to year basis for a maximum of 5 years. Written request to continue the job share along with the formal application must be submitted to the Personnel Department by **March 15th** of the school year prior to the school year the job share will become effective. The renewal shall be granted at the discretion of the District.

Each unit member will be classified as a part time employee and as such shall receive pro-rated benefits accorded to a full time employee.

- Sick Leave - shall be pro-rated relative to the actual time worked. In a 50% job share each unit member shall receive six (6) days of paid sick leave per school year.
- Personal Necessity Leave - shall be pro-rated relative to the actual time worked. In a 50% job share each unit member shall have a maximum of five (5) days per school year for reasons of personal necessity. Four and a half (4.5) days will be deducted from sick leave and one-half (.5) day from a District Leave Account.
- Salary – Unit member shall be placed on the salary schedule for the appropriate step and column and paid a pro-rated amount of that salary. In a 50% job share unit members will receive one-half of the salary listed.
- Movement on salary schedule – 50% job share contract unit members will advance every other year on the salary schedule. Unit members working less than a 50% job share contract shall advance on the salary schedule every three (3) years.
- Health and Welfare Benefits – District contribution (cap) shall be pro-rated relative to the actual time worked. In a 50% job share each unit member shall receive one-half of the cap, or \$4500.00, towards his/her health and welfare benefits. **Each unit member must select some form of health and welfare benefits or sign a waiver declining benefits.**
- Pro-rated credit will be earned toward retirement and longevity.

The site administrator shall approve the schedule including days/times worked based upon the needs of the students and school site and must be approved by Assistant Superintendent of Personnel or Designee prior to the start of the 2016-2017 school year.

Unit members interested in a job share will request a leave of absence as a full-time teacher for the 2016-2017 school year and once job share is approved unit members will be employed as part time teachers.

Unit members currently in a job share position must request an extension of their job share leave by completing the Job Share Application by March 15th or return to a full time position within the Fountain Valley School District. Effort to return the unit member to their current school site will be made.

Unit members participating in job shares will be present for the following:

- Site meeting prior to the first day of school
- First day of school for students
- Last day of school for students
- Back to School Night
- Open House
- Parent/Teacher conferences

Each unit member will be expected to attend district-wide staff development/training essential to supporting district initiatives including the implementation of signature practices. If the district receives funding to support the implementation of initiatives, the district will pay a stipend in the amount of \$29.06 per hour for the unit member attending the training on his/her day off.

Each unit member will work a pro-rated number of days based upon the percentage of the job share and the work year calendar. For example, an employee on a 50% contract will work 92.5 days of a 185 day work year. Each unit member shall fulfill his/her proportionate share of school site responsibilities.

If one unit member in the job share requests a leave, the remaining unit member will be responsible for returning to full-time status, with full-time salary, up until the end of the unit member's leave. If one unit member resigns during the school year, the remaining unit member will need to resign from part-time status and return to full-time status, or resign as a part-time teacher and be placed on leave without pay. If both unit members choose to resign their part-time status prior to the conclusion of the school year, both shall be placed on leave without pay. Both unit members are obligated to fulfill their commitment.

Initial Initial

Unit members must fill out the attached Job Share Proposal and sign the acknowledgement below. Proposal must be signed by the site administrator and approved by the Assistant Superintendent of Personnel. Application and Proposal must be submitted to Vania Arjian, Personnel Department, no later than **March 15, 2016**. Unit members shall be notified of District's decision by **May 1, 2016**.

I agree to the conditions stated above in participation in a job share for the 2016-2017 school year. I am aware that the application and proposal must be signed by the site administrator and approved by the Assistant Superintendent of Personnel or designee.

Signature

Date

Signature

Date

