

Letter of Agreement  
between  
Highline Education Association  
and the  
Highline School District

Job Share  
School Years 2015-16, 2016-17, 2017-18

Job shares will be considered for certificated employees who have indicated to the District, in writing, their desire to share an assignment for the school year. Job share is limited to two employees sharing one full-time (1.0 FTE) position.

HSD will determine the number of job-sharing positions. HSD will approve a request to create a job-sharing position in a position currently held by one employee, or vice versa, if the arrangement has the support of the building administrator. Responsibilities of an assignment may be divided and/or allocated according to a plan designed by the certificated employees with the approval of the building administrator.

In the event that a long-term replacement is required for one of the employees in a job-share position, due to illness or injury, the District will offer the other certificated employee that portion of the position, prior to hiring a long-term substitute.

Employees in a job share assignment may, with the approval of their supervisor, arrange their responsibilities to accommodate a job-share partner's absence. Job share partners may also substitute for one another at the substitute rate of pay.

Job share employees wishing to continue their shared assignment for the following school year must have a job share partner no later than May 1st. In the event that a job share partner is not determined by May 1st, the existing job share employee must decide to:

- (a) apply to work in the assignment full time,
- (b) take leave from his/her current contract, if eligible,
- (c) accept reassignment, or
- (d) resign.

In the event that one job share partner resigns after July 21<sup>st</sup> and prior to the start of school, the remaining job share partner and the building principal will have ten (10) working days to find a job share partner before the remaining job share employee must choose one of the four (4) options above.



Dr. Steve Grubb  
Chief Talent Officer  
Highline School District



Date



Sue McCabe  
President  
Highline Education Association



Date