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## **Professional Personnel**

### **Administrative Procedure - Job Sharing Leave**

The following guidelines and procedures will be employed in the implementation of Board policy regarding Job Sharing Leave.

- A. Leave is restricted to one specific school year and shall normally be for the entire school year. Any subsequent job-sharing leave requires reapplication and reapproval. Job sharing leave will be granted consistent with existing terms governing employee leave of absence. The granting of such leaves shall be wholly and unilaterally at the sole and exclusive discretion of the Board of Education. Refusal to grant such leave, or to approve the proposed plan or partnership, will not be subject to challenge through the grievance procedure. The granting or denial of a leave is non-precedential with respect to the granting or denial of future leaves.
- B. Participants in job-sharing positions will be placed appropriately on the teachers' salary schedule, and salaries will be prorated according to the time worked. Teachers in half-time (.5) job-sharing positions will receive salary step movement following the accumulation of the equivalency of one year of full time service.
- C. During the period of time spent in a job-sharing position, seniority credit of teacher(s) will accrue in proportion to the time worked (i.e. one-half year for each of one-half time employment).
- D. Medical and life insurance benefits will be provided for those employed one-half time or more, consistent with policy and the board of Education-Glen Ellyn Education Association Agreement. Other benefits will be provided in proportion to the time worked.
- E. Job-sharing partners will be expected to be available for substitute teaching for their partner at the established daily rate for substitute teachers.
- F. While only a tenured teacher may apply for a job-sharing leave, the other partner may or may not be tenured and as such would be employed on a part-time basis. All benefits, wages and other considerations for a part-time employee will accrue according to policy and applicable Board of Education-Glen Ellyn Education Association terms of agreement regarding part-time staff.
- G. The tenure of a teacher on contractual continued service will not be interrupted during the time he is on a job-sharing leave.

- H. Recruiting a job-sharing partner and developing a job-sharing plan acceptable to Administration and Board is wholly the responsibility of the prospective job-sharing participants. In order to be considered for the subsequent academic year, a plan must be acted upon by the immediate supervisor and submitted to the Superintendent by January 15. To be implemented, the plan and the partnership must be accepted by the Board by March 1 of the preceding school year. All plans submitted will be responded to in writing, and a rationale provided. Conferences will be held upon request. Exceptions to the stated timelines may be allowed should extenuating circumstances occur.

Reviewed: May 17, 2004, August 2, 2010

Adopted: August 23, 2004

Revisions Adopted: