

# School District of Hortonville

Title: Job Sharing

Date Adopted: 2/23/98

Policy No. 4020

Date Revised:

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**POLICY STATEMENT:**

If shall be the policy of the Board of Education to permit voluntary job sharing in accordance with job sharing agreement.

**RATIONALE:**

Job sharing presents staff and students with a variety of options, personal and professional, that will ultimately benefit students because of a higher retention rate for experienced staff.

**SCOPE:**

District Certified Instructional Staff (non-probationary) with a minimum of three (3) years teaching experience in the School District of Hortonville.

**RESPONSIBILITY:**

Compliance with this policy shall be the responsibility of the District Administrator, Building Principal and job share teachers.

**IMPLEMENTATION:** See Job Sharing Agreement

**ASSOCIATED INFORMATION:** See Job Sharing Agreement included with this policy

President Willard Griebach Date 2/23/98  
Clerk Maries Stankin Date 2/23/98

## School District of Hortonville Job Sharing Agreement

1. Job sharing is defined as a voluntary program allowing two teachers to share one full-time equivalent position. Each person sharing a job will assume fifty percent (50%) of the duties and be hired as a .50 F.T.E. employee. All applicable wages, fringe benefits, leave accrual seniority and other benefits will be prorated fifty percent of a full-time position basis.
2. Probationary staff are not eligible for this program. All applicants for job sharing must have a minimum of three (3) years teaching experience in the School District of Hortonville.
3. All certified staff are eligible to apply. The applicants must apply as a team. In all cases, it is the responsibility of the staff person to arrange for a job sharing partner. The District will not be required to nor will it hire a part-time person to accommodate a job sharing request.
4. Successful applicants must return to full-time status the following year if the other participants in a shared job position is nonrenewed, discharged, resigns or is laid off, or does not wish to continue in the shared job position or if the arrangement for the shared job position is determined to be unsatisfactory by the building administrator. If only one full-time job is available, it will be offered to the teacher with the most seniority. If more than one full-time job is available, the most senior teacher will have the first opportunity to continue in the position that had been shared.
5. Each applicant for a job sharing position must be certified to teach those subjects/grade levels involved in the shared job position.
6. A successful applicant may only return to a full-time job if one is available.
7. One full year's credit will be given for purposes of advancement on the salary schedule.
8. Shared job holders shall retain all recall rights.
9. Both teachers in the shared job position must attend all parent/teacher conferences.
10. The "Floating Inservice" requirement per District calendar will be prorated.
11. Professional educators in a job sharing agreement have the same rights as full-time professional educators with regard to faculty meetings. Both teachers will be responsible for finding out what transpired at the meetings. Actual attendance at the meetings may be shared at the discretion of the job sharing team. IEP and M-Team meeting attendance may be shared at the discretion of the job sharing team. Attendance at the two teacher orientation days at the start of the school year and full day inservice days will be prorated.  
  
Staff development days with early release of students will be shared as equally as possible with each member of the team working a full day on a rotating basis. This allows each member to attend approximately one half of the staff development days.
12. Scheduling will be the responsibility of the position holders with the understanding that it may never be possible to divide all duties and preparation times in an equal manner. The District will not pay for any time that is required for the coordination of teaching assignments.
13. In the event that one member of a job sharing team is absent from work, the other member may agree to serve as a substitute teacher and:
  - a. receive the normal rate of substitute teacher pay for the extra time worked.

- b. exchange the time worked with the other team member, within the next four (4) week period.
- 14. If one member of the team resigns or is unable to complete a teaching assignment for any reason, the other team member may opt to accept the shared job position as a full-time position or request that a long term substitute be hired for the remainder of the school year. A job sharing agreement for the next school year will be subject to all of the criteria cited in this agreement.
- 15. This Agreement is accepted by all parties on a one year trial basis.
- 16. All parents/ guardians of the students enrolled in the job sharing classroom will be notified by mail and encouraged to contact the Teachers and Building Administrator with questions and concerns. Parents/guardians will be asked to evaluate the program at the end of the first and second semesters.
- 17. The Job Sharing Program will be monitored by the Building Administrator and District Administrator.
- 18. Job Sharing Program will not be a provision of the Masters Agreement until mutually agreed to by the District and Hortonville Association of Teachers.
- 19. The Job Sharing Program, described herein will be discontinued on the last day of school if not mutually continued by application no later than April 1.

Applications for job sharing must be submitted to the Board of Education no later than April 1 of the school year prior to implementation.

# School District of Hortonville

Gregory A. Joseph, Ph.D., District Administrator  
246 N. Olk Street, Box 70  
Hortonville, WI 54944  
414/779 - 4172

## Discrimination Complaint Form (For Local Use)

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Name Date

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Street Address

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City State Zip

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Telephone No. *Home* Telephone No. *School or Work Location*

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Status of Person Filing Complaint

Pupil     Employee     Parent     Other *Specify*

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Filing complaint alleging discrimination on the basis of

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Statement of complaint (include type of discrimination charged and the specific incident(s) in which it occurred.)

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Corrective action requested

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Signature of Complainant Date Signed

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Signature of Person Receiving Complaint Date Received

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Submit all copies to District Administrator, or the immediate supervisor, or their respective secretaries. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, and one copy will be sent to the designated employee.

Distribution:      1st Copy - Complainant  
                          2nd Copy - Designated Employee

## STUDENT DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the District's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the District complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the District Administrator.
  - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the District's special education handbook.
  - b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g. EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
2. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator will review with the Building Principal, or other appropriate persons, the facts comprising the alleged nondiscrimination. Within 15 days after receiving the complaint, the District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the grievant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the District Administrator.
4. If the grievant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois, 60606.

Copies of these complaint procedures shall be included in staff and student handbooks.

**Legal Reference:** Section 118.13 Wisconsin Statutes  
PI 9 and PI 41 of the Wisconsin Administrative Code  
Title IX, Education Amendments of 1972  
Title VI, Civil Rights Act of 1964  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990  
Individuals with Disabilities Education Act  
Civil Rights Act of 1991

**Cross Reference:** Equal Educational Opportunities  
Special Education Handbook