

MINNETONKA PUBLIC SCHOOLS

SHARED POSITIONS AUTHORIZATION AND CONDITIONS#426

1.0 PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the policy and procedure for requesting shared positions.

2.0 GENERAL STATEMENT OF POLICY

- A. The Minnetonka Board of Education recognizes that at certain points in their career some employees would prefer to work in a part time job rather than in a full time position, due to family commitments, or other factors, which preclude full time employment.
- B. The Board further recognizes that in some instances it may be to the advantage of the school district to provide the option of sharing a job in order to retain proven and dependable staff members, rather than requiring them to resign from a position.
- C. Hence, under certain circumstances which assure the continuation of high quality provision of services, the district believes it may be mutually beneficial to approve job-sharing arrangements.

3.0 CONDITIONS FOR APPROVAL

- A. The district will consider job-sharing applications only from tenured a record of performance, which the district believes will provide for a successful shared position arrangement;
- B. The district will provide an annual informational posting of those position categories which will be eligible for job sharing for the following year, as provided for in Administrative Rules and Procedures;
- C. The administration will draft procedures, which will outline the application process for job sharing, the conditions under which job sharing will occur, and special expectations.

4.0 COST AND FINANCES

- A. Job sharing arrangements will be approved only under the condition that they shall be Financially neutral; that is, the cost and financial liability to the school district of two 0.5 teachers sharing a 1.0 job shall not be greater than with one teacher occupying the full position.

5.0 TERM OF SHARED POSITIONS

- A. The district will enter into a shared position arrangement only on the basis of one year at a time. As governed by related policy and bargaining agreement provisions, teachers shall take a half time leave of absence from a full position for one year. During the term of the shared position, each teacher will thus be .5 shared position and .5 leave of absence.

6.0 SERVICE EXPECTATIONS

- A. The district will continue the expectation of an annual evaluation of each job sharing arrangement, with the purpose to assure a high level of parental satisfaction and student success with the services being provided. Such evaluation shall occur annually prior to approving the job share arrangement for the following year.

7.0 ADMINISTRATIVE PROCEDURES

- A. The administration shall prepare and maintain Administrative Rules and Procedures which implement this policy.

Approved May 15, 2003