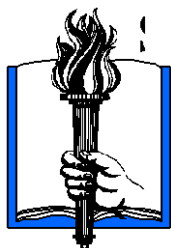


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>	<b>Descriptor No:</b>	<b>Effective Date:</b>
<b>Job Sharing In Certified Positions</b>	<b>AD PER4</b>	<b>4/08</b>
<b>Reviewed/Revised:</b>		
<b>2/14; 6/14; 9/18; 7/19; 7/23</b>		

1 Certified employees considered for job sharing must be outstanding, experienced staff who have  
 2 also provided leadership toward accomplishing school goals. Further, they must have experience  
 3 in the general assignment area, preferably having taught in that area. The principal or supervisor  
 4 shall initiate a request for job sharing. The job-sharing position shall be posted, and the hiring  
 5 process as specified by Board policy shall be followed. Eligibility for the job-sharing program  
 6 shall be discretionary with the Director of Schools. Only under unique circumstances will two  
 7 grade level classrooms be allowed to job share.

8  
 9 No more than two employees may share a single job.

10  
 11 Job sharing employees are required to plan and coordinate all rules, routines, and procedures for  
 12 continuity appropriate to their situation.

13  
 14 **BENEFITS**

15  
 16 State regulations require employees to work at least thirty (30) hours a week to qualify for  
 17 insurance benefits. Employees who job share will not meet this criterion.

18  
 19 Part-time employees are ineligible for the school system's life insurance coverage.

20  
 21 **REQUIRED ATTENDANCE**

22  
 23 Each employee will be paid a percentage of their contracted workdays even though their  
 24 attendance may be required for additional time.

25  
 26 Each employee will attend all required in-service days and parent-teacher conferences. Job  
 27 sharing teachers must attend all faculty meetings, serve on committees, attend committee  
 28 meetings, and attend all professional, administrative, and in-service days. Both employees will  
 29 be available for fundraising activities, registration, PTA meetings, evening book fair events, and  
 30 any other required school activities. Both employees will share equally in duties assigned by the  
 31 principal/supervisor.

33 A principal/supervisor may assign other days for required attendance outside of scheduled paid  
34 days if deemed in the best interest of the student, teacher, and/or system. Each will complete six  
35 (6) hours of optional in-service education.

36  
37

#### 38 PERMISSION FROM DIRECTOR OF SCHOOLS

39

40 Principals/supervisors must submit a proposal letter to the Director of Schools outlining the  
41 reasons for recommending a position be job shared. This request will be accompanied by an  
42 outline of the anticipated shared duties and responsibilities, which must be approved by the  
43 Director of Schools.

44

#### 45 APPROVAL PROCESS

46

47 Job sharing for each team shall be approved on a year-to-year basis by the Director of Schools.  
48 Request for continuation of job sharing for the next school year must be submitted in writing to  
49 the Director of Schools by April 1 of each year. Employees approved for job sharing for one  
50 year should not assume job sharing will be approved for future years.

51

#### 52 RESIGNATIONS

53

54 If one of the job-sharing team members resigns during the year, the other employee must agree  
55 to work full time for the remainder of the school year at full salary and benefits if a suitable  
56 replacement cannot be found.

57

#### 58 REPLACEMENT EMPLOYEE

59

60 If an employee is hired to fill the position vacated by a job-sharing employee, they will do so  
61 with the knowledge that the position is for one year only.

62

#### 63 DUTIES AND SCHEDULE

64

65 Assignment is specific to the assigned area with schedule and duties designated by the  
66 principal/supervisor.

67

#### 68 TENURE

69

70 An employee will not be evaluated or be eligible to receive any credit for tenure unless they  
71 teach at least 120 days in the school year.

72

#### 73 CAREER LADDER

74

75 Career ladder employees will receive the equivalent of the percentage of the contracted days of  
76 the state supplement.

77

78

#### 79 RETIREMENT

80

81 Each employee will receive a percentage of the contracted days of service credit toward  
82 retirement with the Tennessee Consolidated Retirement System.

83 LICENSURE

84

85 An employee must work 100 days (based on payroll records) to be eligible to receive a year’s  
86 credit toward the next license level. The principal/supervisor will be required to evaluate each  
87 employee according to state regulations for full-time employees in order for the employee to  
88 advance to the next license.

89

90 SICK DAYS, PROFESSIONAL DAYS AND PERSONAL DAYS

91

92 Each employee will earn one-half day of sick leave per month, one personal leave day per year,  
93 and one half (1/2) professional day per year.

94

95 SALARY

96

97 Each employee will receive pay for the agreed upon percentage of their contracted days.

98

99 STUDENT EVALUATION

100

101 Job sharing employees are required to work as a team in evaluating students and reporting  
102 progress to parents. Both will be involved in the development of each required Individualized  
103 Education Plan (IEP), but only one will be required to attend IEP meetings (unless special  
104 circumstances require otherwise, in which case both employees will be required to attend).

105

106

107 EVALUATION OF THE JOB-SHARING PROGRAM

108

109 The job-sharing program shall be reviewed each year to determine whether it will be continued  
110 for another year.

111

112

113 Please sign this memorandum to signify you have read and agree that this is a true understanding  
114 of the terms of the job-sharing program and return one copy to the Human Resources Office.

115

116

117

118

119

120

Signature

Date

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