

## Article 21 - Shared Contract

### 21.1 Definition:

21.1.1 A shared contract is one in which one position is shared by two (2) bargaining unit members for a period of not less than one semester.

### 21.2 Procedures

21.2.1 Two (2) bargaining unit members who have full time permanent status who wish to share a contract shall submit a proposal on the District “Shared Contract Proposal” form to Personnel Services for approval by March 1 of each year prior to the school year for which a shared contract is requested.

21.2.1.1 Exceptions to this date shall be considered in the event of unusual circumstances.

21.2.1.1.1 Requests shall be granted subject to District needs.

21.2.1.2 In completing The “Shared Contract Proposal” form, the two (2) bargaining unit members shall delineate the manner in which they shall share the following:

- Teaching Days/Work Calendar
- Staff Development Days
- Teacher Workdays
- Parent Conferences/Back to School Night/Open House
- Faculty Meetings
- Report Cards/Student Assessment
- Communication and Planning
- Classroom Management and Discipline

21.3 All proposals must receive approval from the site administrator prior to being submitted to Personnel Services for final approval.

### 21.4 Compensation and Related Benefits

21.4.1 Bargaining unit members who work a shared contract shall be paid based on their appropriate placement on the regular salary schedule prorated by the percentage of their contract.

21.4.1.1 Salary shall be paid in equal monthly installments tenths unless otherwise mutually agreed upon by the bargaining unit member and the District.

21.4.2 Column advancement shall not be affected by shared contract employment.

21.4.3 Service credit for step movement on the salary schedule shall be calculated so that a bargaining unit member will move one step for each equivalent of one (1) year of full time employment completed.

21.4.4 The District shall pay a pro rata portion of the premium for insurances for part-time members of the bargaining unit who work at least fifty percent (50%) of a full-time assignment. The amount paid by the District will be in the same proportion as the part-time employment bears to full-time employment. The bargaining unit member electing this coverage will pay the remaining portion of the premium, in addition to the annual employee contribution of the selected plan.

Example: A 60% Shared Contract bargaining unit member elects to enroll in Health and Welfare Benefits. Said bargaining unit member shall pay 40% of the cost of the plan in addition to the employee contribution of the selected plan.

21.4.5 The District shall pay a pro rata portion of the premium and any District contribution to a Health Reimbursement Account for dependent coverage for eligible part-time members of the bargaining unit in the same ratio as for full-time bargaining unit members and in the same proportion as the part-time employment bears to full-time employment.

## 21.5 Substitute Teaching for a Shared Contract Partner

Whenever a bargaining unit member participating in a Shared Contract requires a substitute teacher, the other bargaining unit member who is party to the Shared Contract may, at that bargaining unit member's option, serve as the substitute teacher and be compensated at the long-term daily substitute rate of pay for the duration of the leave.

When serving as the substitute teacher for the Shared Contract partner, the bargaining unit member shall:

- Remain on the percent of leave approved under the terms of the approved Shared Contract proposal
- Continue with any health and welfare benefits and fringe benefits agreed to under the terms of the approved Shared Contract
- Not accrue service credit for step movement on the salary schedule

## 21.6 Return to Full-time Contract

21.6.1 Full-time bargaining unit members who elect to share a contract may, at their option, return to full-time employment the following year. In the event overstaffing occurs when a shared contract is dissolved at a site, it shall be resolved as follows:

- a) If both bargaining unit members in the shared contract originated at the site, the terms and conditions of Article 8, Section 8.6, shall apply.

b) If one of the bargaining unit members came from another site to participate in the shared contract, that bargaining unit member shall be surplus from the current site as an involuntary transfer.

21.6.2 Bargaining unit members intending to return to full-time status in the following year shall notify the District in writing of their intent to return by March 1 of the current year.

In the alternative, the District and the bargaining unit member(s) may agree on a definite date of return to full-time status as part of the Shared Contract Proposal.