

Beginning date

\_\_\_\_\_

Ending date

\_\_\_\_\_

**SCHOOL DISTRICT OF HILLSBOROUGH COUNTY**

901 East Kennedy Boulevard  
Tampa, Florida 33602

**JOB SHARE APPLICATION**

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number/Street City State Zip Code

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Lawson# \_\_\_\_\_

Current School \_\_\_\_\_ Current Subject/Grade Assignment \_\_\_\_\_

I am certified in \_\_\_\_\_

Certificate Expires \_\_\_\_\_ Years Teaching Experience \_\_\_\_\_

Have you held a job sharing position before? Yes  No

If yes, where and when \_\_\_\_\_

**JOB SHARE UNIT INFORMATION**

School requested \_\_\_\_\_ Subject/Grade Assignment \_\_\_\_\_

My job share partner would be \_\_\_\_\_

I prefer my 4-hour day would be in the A.M.  P.M.

**Check One:**

- I would need health benefits
- I would waive health benefits
- I would share health benefit / flex benefit (circle one)

**I certify that all information on this application is accurate to the best of my knowledge. I acknowledge having reviewed and read the job share variances to the teacher contract.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR EMPLOYEE BENEFITS USE ONLY**

Benefits: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**FOR HUMAN RESOURCES USE ONLY**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

# THE HILLSBOROUGH COUNTY PUBLIC SCHOOLS JOB SHARING PROGRAM

## PURPOSE OF THE PROGRAM

The Hillsborough County Public Schools Job Sharing Program is intended to assist in recruiting and maintaining qualified teachers in the district.

## WHAT IS JOB SHARING?

Job Sharing, is the employment of two or more employees to perform the duties and responsibilities of one classroom teacher. It is sometimes referred to as job related work alternatives, or temporary part-time employment or transition arrangements. The concept can be effectively used with currently employed personnel, those approaching retirement, and/or retirees, as a means of providing a contribution to education while reducing the number of hours worked daily.

**NOTE:** Job Sharing is not designed to be permanent half-time employment or to provide opportunity for Board employees to work for another employer.

## ELIGIBILITY CRITERIA

The Hillsborough County Public Schools Job Sharing Program shall be made available to appropriately certified teachers.

## WHO MIGHT BE INTERESTED IN JOB SHARING?

A teacher returning from maternity, adoption, family care, or medical leave.

A teacher anticipating retirement within one year of the year for which he/she applies for consideration for this program.

A teacher seeking certification in a critical shortage area.

A retiree from Hillsborough County Public Schools who has satisfied the statutory time limitations necessary for full employment.

A teacher desiring a temporary half-time position for maternity, adoption, family care, personal, or medical reasons.

## CONDITIONS OF EMPLOYMENT FOR JOB SHARING CANDIDATES

The conditions of employment for participation in the Job Sharing Program shall be as follows:

1. The period of assignment shall be 1/2 of the scheduled hours per day for an aggregate of 1/2 of the work week. Any deviation from this schedule must be approved in advance by the Division of Human Resources.
2. The schedule of duties and assignment shall be made at the building level by the principal, consistent with the certification and experience of the teacher.
3. A Job Sharing participant shall be eligible to teach a minimum of four (4) hours per day.

4. The teacher must be fully certificated to teach in the area in which he/she is to be considered for placement.
5. A candidate must indicate his/her interest in participation in the program by July 15th of the fiscal year for consideration. Application shall be made on forms available through the Division of Human Resources.
6. A teacher may participate in the Job Sharing Program upon recommendation of the principal. The teacher must reapply and be approved by the Board each year.
7. Teachers on Job Share will not be granted long term leaves, except for unforeseen medical emergencies.
8. Job Share teachers will substitute for absent partner and receive a half day of substitute pay for the additional service.
9. The principal or site administrator must approve the Job Sharing option at the particular worksite.
10. The job sharing applicants are responsible for finding their own partners. If either partner leaves the job share, then the job share is dissolved and the remaining partner must assume full responsibility of that position.
11. In the event of retirement or death of a job share participant, the terminal pay shall be computed as a full time equivalent.
12. The school that loses a Job Share partner will hold that teacher's position for two-years. At the inception of a third year of Job Share, that partner shall be placed in the district level pool for placement upon return to full time.
13. Years in a Job Share position count towards non-probationary status.
14. Job Sharing is intended for classroom positions only.

#### **COMPUTATION OF SALARY FOR JOB SHARING PARTICIPANTS**

The period of service for purposes of this program shall be 198 days. Payment and benefits for this period of employment shall be computed as follows:

Payment shall equal 50 percent of the individual's salary based on degree and experience for 198 days and 100 percent of the individual's salary for 11 non-pupil days.

In addition to the above salary amounts, the teacher shall also receive:

- ◆ Sick leave computed at the rate of one half day (1/2) per month for each month worked.
- ◆ Six (6) half days of personal leave added to accumulated sick leave per year.

#### **COMPUTATION OF BENEFITS FOR JOB SHARE PARTICIPANTS**

- ◆ One Job Share teacher may elect Board-provided single employee coverage, subject to the Board's cap on contributions, while the other Job Share teacher must elect to forego

Board-provided single employee medical coverage.

- ◆ Applicants may choose to split the cost of the Board-sponsored single employee premium. If this option is elected, the premium for each Job Share teacher shall be one-half of the Job Share teacher's single employee medical coverage. This option may not be changed during the school year.
- ◆ Job Share applicants are advised to contact the Employee Benefits Department at (813)272-4174 for specific information.

Revised July 3, 2019

Revised July 20, 2019