



JOB SHARE REQUEST FORM

For School Year: _____

Certified employee requests: please submit completed form to the Human Resources Office no later than **March 1**.

Classified employee requests: please submit completed form to the Human Resources Office no later than **April 1**.

Position to be shared: _____ **Location:** _____

Employee owning this position: (F# _____) _____ Date of Hire: _____
Name Month/Year

Job Share Partner: (F# _____) _____ Date of Hire: _____
Name Month/Year

Current Position of Partner: _____ Current Location: _____

How will position be shared? Specify for each person below. (*Days; A.M./P.M. times; 1st or 2nd semester*)
TRS benefits may be impacted if working a 60/40 or semester job share and should be confirmed directly by the Div. of Retirement and Benefits office.

Current employee: _____

Job Share Partner: _____

Any additional information for consideration:

Current Employee Date

Job Share Partner Date

Approved:

I have received notice of this request:

Principal Date
(Receiving and Accepting Principal)

Principal Date
(Job Share Partner Current Principal)

Faxed and/or copied signatures do not serve as an official submission.

Personnel Action:

This request is hereby: **Approved** **Denied**

Date

Executive Director of Human Resources

Terms and conditions of shared teaching assignments are set forth in Section 522 of the FEA Negotiated Agreement between the district and FEA (see FEA Negotiated Agreement). Terms and conditions of shared assignments are set forth in Section 7.18 of the ESSA Negotiated Agreement between the district and ESSA (see ESSA Negotiated Agreement).

Distribution: Original = Human Resources Copy = Employees Copy = Principals

Print form for signatures and submission to Human Resources