

SAN DIEGO CITY SCHOOLS

Date: March 15, 2005

To: School Principals, Division and Department Heads, Child Development Center Administrators, and San Diego Education Association Representatives.

Subject: JOB-SHARE PROGRAM

Department and/or Persons Concerned: Certificated Staff

Due Date: May 2, 2005

Reference: 2003-2006 Collective Negotiations Contract
Article 21, and Administrative Procedure 7342

Action Requested: Disseminate information regarding the Job-Share Program; interested certificated employees submit application as described below.
Print and post a copy of the circular.

Brief Explanation:

In accordance with Article 21 of the Collective Negotiations Contract between the San Diego Unified School District and the San Diego Education Association (SDEA), unit members may job-share their individual assignment with another unit member during the school year. Job-sharing assignments allow two unit members to share one budgeted position. **Unit members also have the option to submit a job-share application with another unit member who is participating in the Reduced Workload Program.** The health and welfare benefits available to each unit member participating in a job-share are determined by the actual time worked. **For two unit members in a job-share assignment, reference attachment 2.1 for information on health and welfare benefits. For a unit member in a job-share assignment with a reduced workload partner, reference attachment 2.2 for information on health and welfare benefits.** All job-sharing assignments must be made with the mutual consent of the site administrator and the unit members involved in the job-share assignment.

MAXIMUM PARTICIPATION

Job-share assignments are limited to a maximum of one percent of the full-time positions in the SDEA bargaining unit. Unit members in an assignment with a reduced workload partner shall not count towards the limit.

ELIGIBILITY

Unit members who are interested in participation in the job-share program must have permanent status with the district, hold the appropriate credential for the assignment, and have effective ratings on all elements of their most recent evaluation.

CONDITIONS OF PARTICIPATION

Job-sharing assignments shall be limited to a term of one school year, with renewal by mutual agreement of the principal/supervisor and the unit member(s) involved in the job-share assignment.

Upon termination of the job-share assignment, where one job-share partner was not previously at the site, the unit member with the required credential and greater district seniority will have the right of assignment to the budgeted position unless otherwise stipulated in the original job-share agreement. The unit member without the right of assignment to the budgeted position may, by mutual agreement with the site administrator, be placed in another appropriate vacancy at the site/cost center. Absent mutual agreement, the unit member will participate in the post and bid process without priority consideration. If this does not result in an assignment, then the Human Resource Services Division (HRSD) will reassign the unit member.

If both job-share partners were members of the site staff prior to the job-share agreement, and there is a need to reduce staff at the site, then the provisions of Article 12, Section 12.7.3 and Section 12.7.4 of the SDEA contract will apply.

During the period of the job-share assignment, absences shall be covered by the job-share partner (with payment at the daily substitute rate) or by a district-provided visiting teacher. Trading of workdays by job-share partners shall be at the discretion of the principal or designee. Any absences shall be reported as the appropriate leave categories (e.g., sick leave and bereavement leave) and charged to the absent job-share partner.

APPLICATION PROCEDURE

Permanent certificated employees submitting an application to participate in the Job-Share Program shall identify their partner and the two shall jointly submit a completed Job-Share Agreement (Attachment 1) and the Health and Life Insurance Benefits forms (Attachment 2.1, 2.2 and 2.3). The site approved job-share application must be forwarded to HRSD for final approval.

The job-share forms (Attachment 1, 2.1, 2.2 and 2.3) can be printed from the San Diego City Schools district website at (www.sandi.net). You can locate the forms by clicking "For District Staff," search for "Bulletins and Circulars" and locate the number of the circular. Duplicate forms as needed. Prior to submitting your job-share agreement, please review Administrative Procedure 7342. Job-share agreements should be submitted to HRSD, Eugene Brucker Education Center, Room 1241. Job-Share calendars may be downloaded from the district website at (www.sandi.net) after March 31, 2005. To obtain a list of unit members interested in a possible job-share assignment, or to add your name to the list, please contact your certificated support staff as listed below:

Elementary Sites:

Connie Velazquez (619) 725-8049
Lisa Ruiz (619) 725-8012

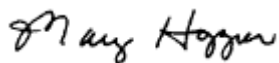
Middle/Secondary Sites:

Sonya Elston (619) 725-8050
Darin Noyes (619) 725-8019

Questions regarding staffing may be referred to your assigned certificated staffing support team. Questions regarding health benefits may be referred to Employee Benefits, at (619) 725-8130, select option 6 between the hours of 1:00 and 5:00 p.m., Monday through Friday. Questions regarding the job-share calendars may be referred to Certificated Input at (619) 725-8083.

Ruth G. Peshkoff
Chief Human Resources Officer

APPROVED:



Mary Hopper
Chief Administrative Officer

RGP:drm

Attachments (4)

Distribution: Lists A, C, D, E, F, H, and S

**JOB-SHARE PROGRAM
SCHOOL YEAR 2005-2006**

NEW
 RENEWAL

Please return Job-Share Agreement,
Health & Life Ins. Benefits form to:
Certificated Support Staff
Eugene Brucker Ed. Center
Room 1241, HRSD

**JOB-SHARE AGREEMENT
NAMES OF PARTICIPANTS**

REQUIRED	REQUIRED
Initial One Job-Share _____ Reduced Workload _____	Initial One Job-Share _____ Reduced Workload _____
Partner A _____	Partner B _____
Empl ID# _____	Empl ID# _____
Present site location and assignment _____	Present site location and assignment _____
Daytime Phone: _____	Daytime Phone: _____
Home Address: _____ _____	Home Address: _____ _____
INSTRUCTIONAL SCHEDULE FOR 2005-2006	INSTRUCTIONAL SCHEDULE FOR 2005-2006
School and Assignment Percentage (%): _____	School and Assignment Percentage (%): _____
Grade Level/Assignment Program: _____	Grade Level/Assignment Program: _____

BENEFIT TO DISTRICT/STUDENTS:

HEALTH AND LIFE INSURANCE BENEFITS

The following conditions apply to the two employees in a job-share assignment:

1. Job-share employees must pay for medical, dental, and/or vision coverage on a tenthly pro-rata basis, if coverage is desired.
2. Job-share employees who elect coverage under any district-sponsored dental and/or vision plan must make the required tenthly pro-rata contribution for the plan(s) selected through the end of the calendar year. If coverage continues into a subsequent calendar year, the required tenthly pro-rata contribution must be through the end of that calendar year.
3. District-paid basic life insurance coverage will remain in effect for a job-share employee who is in paid status in a monthly salaried position. The benefit is equal to one time annual salary.
4. Job-share employees may waive all of their percentage participation in each of three (3) (medical, dental and vision) programs and transfer such participation to their job-share partner.
 - a. Such arrangements must be included in the job-share agreement and may not be modified during the term of the agreement.
 - b. Employees who waive coverage under this provision will be eligible to enroll either on the first of the month following the first day of paid service in a non job-share assignment or on the first of the month following the start of a new job-share assignment.

To be completed by Job-Share Partners

In accordance with the conditions specified above, as job-share partners, we agree to the following division of the benefits package:

PLEASE NOTE: If both partners participate in a specific benefit (i.e., medical), each will pay a pro-rata share of the cost of coverage equivalent to their own position. (Pro-rata rate chart attached.)

Name of Work Location _____

Partner A

Partner B

Participate Waive

Participate Waive

Office Use Only

Office Use Only

Medical

Dental

Vision

Percent of job-share assignment _____

Percent of job-share assignment _____

Partner A _____

Partner B _____

Printed Name

Printed Name

Empl ID#

Empl ID#

Signature

Signature

HEALTH AND LIFE INSURANCE BENEFITS

The following conditions apply in a job-share assignment with a reduced workload partner:

1. Job-share employees must pay for medical, dental, and/or vision coverage on a tenthly pro-rata basis, if coverage is desired.
2. Job-share employees who elect coverage under any district-sponsored dental and/or vision plan must make the required tenthly pro-rata contribution for the plan(s) selected through the end of the calendar year. If coverage continues into a subsequent calendar year, the required tenthly pro-rata contribution must be through the end of that calendar year.
3. District-paid basic life insurance coverage will remain in effect for a job-share employee who is in paid status in a monthly salaried position. The benefit is equal to one time annual salary.
4. Employees who elect not to participate in coverage under this provision will be eligible to enroll either on the first of the month following the first day of paid service in a non job-share assignment or on the first of the month following the start of a new job-share assignment.

To be completed by Job-Share Partners

In accordance with the conditions specified above, as job-share partners, I agree to the following acceptance of the benefits package:

PLEASE NOTE: A job-share partner participating in a specific benefit (i.e., medical), will pay a pro-rata share of the cost of coverage equivalent to their own position. (Pro-rata rate chart attached.)

Name of Work Location _____

Partner A

	Participate	Waive
Medical	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>
Vision	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only

Percent of job-share assignment _____

Partner A _____

Printed Name

Empl ID#

Signature

TENTHLY PRO-RATA RATE CHART
 For Teachers in Job Share Assignments
 Employee Only or Employee With Dependents
 Rates Effective January 1, 2005 through December 31, 2005

MEDICAL PLANS

DENTAL PLANS

<u>PACIFICARE HMO</u>	
Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$529.83
40%	\$397.37
50%	\$353.21
60%	\$282.58
80%	\$141.29

<u>SDCS DENTAL BENEFITS PLAN</u>	
Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$56.37
40%	\$42.27
50%	\$37.57
60%	\$30.06
80%	\$15.03

<u>PACIFICARE POS</u>	
Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$610.78
40%	\$458.09
50%	\$407.19
60%	\$325.75
80%	\$162.88

<u>SAFEGUARD</u>	
Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$24.10
40%	\$18.08
50%	\$16.07
60%	\$12.85
80%	\$ 6.43

<u>KAISER</u>	
Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$480.70
40%	\$360.53
50%	\$320.47
60%	\$256.38
80%	\$128.19

<u>WESTERN DENTAL</u>	
Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$25.79
40%	\$19.34
50%	\$17.20
60%	\$13.76
80%	\$ 6.88

(1) For a position equivalent not shown, contact the Employee Benefits Unit (619) 725-8130, select option 6

<u>VISION SERVICE PLAN</u>	
Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$6.39
40%	\$4.79
50%	\$4.26
60%	\$3.41
80%	\$1.70