

ADMINISTRATIVE CIRCULAR NO. 76
Office of the Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 3, 2008

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 1, 2008

Reference: Article 21 of the 2006-2008 Collective Negotiations Contract between the District and the San Diego Education Association (SDEA) and Administrative Procedure 7342

Action Requested: Disseminate information regarding the Job Share Program. Interested certificated employees submit application as described below.
Please print and post a copy of this 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 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. Please note: the deadline for Reduced Work Load applications is March 1st of each year. Job Share partners may apply up to May 1st of each year.**

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 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 Share 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 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. 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 Unified School 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 for the 2008-2009 school year may be downloaded from the district website at (www.sandi.net) after March 10, 2008.**

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, listed below:

Elementary Sites:

Sonja Elston (619) 725-8058 selston@sandi.net
Theresa Chowdhury (619) 725-8012 tchowdhury@sandi.net

Middle/Alternative/Atypical Sites, Nursing and Counseling:

Darin Noyes (619)725-8019 dnoyes1@sandi.net

High School Sites:

Connie Velazquez (619) 725-8049 cvelazquez@sandi.net
Eileen Sandifer (619) 725-8015 esandifer@sandi.net

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 8:00 am and 5:00 p.m., Monday through Friday.

Sam Wong
Chief Human Resources Officer

APPROVED:



Jodi Smith
Chief of Staff

PW:tc

Attachments (4)

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



EUGENE BRUCKER EDUCATION CENTER
4100 Normal Street, San Diego, CA 92103-2682

(619) 725-8012
Fax: (619) 296-7522

JOB SHARE PROGRAM
SCHOOL YEAR 2008 - 2009

- 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
<p><i>Initial One</i> Job Share _____ Reduced Workload _____</p> <p>Partner A _____</p> <p>Employee ID # _____</p> <p>Present site location and assignment _____</p> <p>Daytime Phone: _____</p> <p>Home Address: _____ _____</p> <p>INSTRUCTIONAL SCHEDULE FOR 2008-2009</p> <p>School and Assignment Percentage (%): _____</p> <p>Grade Level/Assignment Program: _____</p>	<p><i>Initial One</i> Job Share _____ Reduced Workload _____</p> <p>Partner B _____</p> <p>Employee ID # _____</p> <p>Present site location and assignment _____</p> <p>Daytime Phone: _____</p> <p>Home Address: _____ _____</p> <p>INSTRUCTIONAL SCHEDULE FOR 2008-2009</p> <p>School and Assignment Percentage (%): _____</p> <p>Grade Level/Assignment Program: _____</p>

BENEFIT TO DISTRICT/STUDENTS:

OUTLINE OF RESPONSIBILITIES

I acknowledge that upon termination of the job share assignment, the participant with the required credential and greater district seniority will have the right of assignment to the budgeted position. This right may be waived if both partners stipulate to the waiver in their original job share agreement. The other participant will not have a right of seniority over other teachers who are regularly assigned to the cost center.

Both job share partners must initial on the same line.

When there are two job share partners and one partner is coming from another site or program they agree that the right of assignment to the positions will be:

___/___ **As stipulated in the above paragraph**
___/___ **Partner A**
___/___ **Partner B**

I agree to the requirements of the program as outlined above and as described in Administrative Procedure 7342. Sign below only if you are a job share participant. Reduced workload participant should not sign.

Signature: _____ **Date:** _____
Partner A

Signature: _____ **Date:** _____
Partner B

- Approved**
- Disapproved**

Principal/Supervisor

Staffing Administrator, HRSD

Payroll/Benefits Department

**HEALTH AND LIFE INSURANCE BENEFITS FOR
JOB SHARE ASSIGNMENT**

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 medical, 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 times annual salary.
4. Job share employees may waive all of their percentage participation in each of the three health insurance programs (medical, dental and vision) 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 an assignment that is not a 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	Office Use Only _____ _____ _____ _____	Participate	Waive	Office Use Only _____ _____ _____ _____
Medical	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Dental	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Vision	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Basic life	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Percentage of job share assignment _____

Percentage of job share assignment _____

Partner A _____

Partner B _____

Printed Name

Printed Name

Employee ID #

Employee ID #

Signature/Date

Signature/Date

TENTHLY PRO RATA RATE CHART
 For Teachers in Job Share Assignments
 Employee Only or Employee With Dependents
 Rates Effective January 1, 2008 through December 31, 2009

MEDICAL PLANS

PACIFICARE HMO

Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$643.69
40%	\$590.05
50%	\$429.13
60%	\$343.30
80%	\$171.64

PACIFICARE POS

Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$750.03
40%	\$562.52
50%	\$500.01
60%	\$400.01
80%	\$200.01

KAISER

Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$571.22
40%	\$428.42
50%	\$380.81
60%	\$304.65
80%	\$152.33

DENTAL PLANS

DELTA CARE PMI

Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$26.27
40%	\$19.97
50%	\$17.52
60%	\$21.02
80%	\$ 7.01

SDUSD DENTAL BENEFITS PLAN

Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$60.55
40%	\$45.42
50%	\$40.37
60%	\$32.30
80%	\$16.15

WESTERN DENTAL

Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$25.79
40%	\$19.34
50%	\$17.20
60%	\$13.75
80%	\$ 6.88

VISION SERVICE PLAN

Position Equivalent (1) (Percent of full-time contract)	Tenthly Employee Contribution
20%	\$8.76
40%	\$6.65
50%	\$5.84
60%	\$4.62
80%	\$2.34

(1) For a position equivalent not shown, contact the Benefits Operations Office (619) 725-8130, option 6