

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCG
Date of Adoption: November 6, 1986 Consolidation of 3/Code & Title Change Adoption School Board: May 2, 2012 Previously: GCE	Page 1 of 2

*JOB SHARING/PART TIME/SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT*

The board accepts the concept of job-sharing in which two or more people share a single position as long as there is no adverse effect on students' education. If granted, a job-sharing position is renewable annually, subject to evaluation and approval by the board.

The details of the sharing arrangement can be worked out among the participants and their building principal(s). Job-sharing teachers will be expected to participate in their fair share of all school activities in which a teacher normally would participate. A "fair share" shall be determined by agreement between the principal and the job-sharing teachers.

If one of the job-sharing participants is hired to substitute for another, he or she will be paid the salaried rate. Should one participant vacate his/her share of the position for any reason, the board may exercise any of the following options:

- a) the remaining job-sharing participant(s) will be required to assume the full-time position;
- b) the position will be filled as a full-time position by another party;
- c) the vacant part of the position will be filled by another job-sharer; or
- d) the entire position will be discontinued.

Participants will neither gain nor lose tenure as a result of participating in the job-sharing arrangement. Salary and economic benefits shall be determined using the guidelines for part-time positions.

*PART-TIME POSITIONS*

A part-time position could call for a fraction of each day during the week or from one to four whole days during the week. The need to continue part-time positions will be reviewed annually.

Teachers who hold positions established at less than full-time will work out the details of employment with the administration. The percentage of time upon which the position is based will consider actual class time, planning time, and time devoted to staff meetings and program development. A written statement of responsibilities and expectations will be established with the teacher prior to employment. The portion of a year's experience to be given for the position that year will be determined at this time.

Renomination of so-called "tenure" will be applied consistent with the State Board of Education's guidelines (to be determined). Teachers who have achieved "tenure" status through full-time positions in the Oyster River School District will retain tenure status as long as they are in the continuous employ of the district.

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Note: A significant change in the status of a part-time position will require readvertising of the position. Teachers holding the position prior to the change will be notified of the change and invited to apply for the position.

The salary of part-time positions will be prorated at the percentage of time on which the position is based. Advancement on the salary schedule for satisfactory service will be based upon the position of experience credited for the position in paragraph 2.

Teachers holding part-time positions requiring fifty percent time or more will be eligible for certain economic benefits to be prorated. Teachers may choose to contribute the difference between prorated contribution of the Board and the full cost of certain benefits.

A teacher holding a part-time position, elected to a full-time position, will be placed on the salary schedule based upon the number of years of equivalent full-time experience and professional preparation. Credit will be given for accumulated sick leave.

#### *SUBSTITUTE TEACHERS*

A substitute teacher is a person who is employed for short periods of time in the absence of the regular teacher because of illness or professional duties. When possible, a substitute teacher will be fully qualified as a teacher.

Suitable programs for training, assigning, orienting, and evaluating the work of substitute teachers shall be provided by the professional staff under the direction of the school principals.

Rates of compensation for substitute teachers will be set by the Board. When a definite and lengthy period of substituting is needed, fully qualified persons will be contracted at the applicable salary on the salary schedule.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school district.