

JOB SHARE PROPOSAL FORM 2022-2023

ONE FORM MUST BE SUBMITTED BY EACH TEACHER

**INFORMATION MAY BE ENTERED BY COMPUTER IN THE TEXT BOXES AND GRAY AREAS BELOW.
PLEASE DO NOT SUBMIT DOCUMENTS OTHER THAN THESE FORMS AS THEY WILL NOT BE ACCEPTED.**

Name Employee ID#

School Grade/Subject

Job Share Partner's Name Principal

Double click on a blank square to enter a checkmark in the square.

- Continue** job sharing with **same** partner **Continue** job sharing with a **new** partner
 Same building/department for next year **Different** building/department for next year
 Same grade/subject for next year **Different** grade/subject for next year
 I am a new Job Share teacher. Partner is Job Sharing now. Partner is full-time now.

Impact – Explain how job sharing will impact the instructional program.

Teaching Performance – How will you do the following: share teaching responsibilities, develop lesson plans, attend meetings, communicate with your partner, assess student work, manage behavior, contact parents?

Management Activities – Explain your plan to develop classroom rules, expectations and consequences with your job share partner. How will you establish routines and orient yourselves with your students and parents?

Work Schedule – Provide a brief summary of your plan for your schedule. Do you plan on covering for each other in the case of a short term absence?

Please delineate your work schedule using the proposed calendar form included in this packet.

Teacher's signature

Date

Administrator's signature

Date

Administrator's signature (If Elem. Art, Music, PE; ESL, Spec. Ed., Library, School Counselor, etc.)

Date

Please submit this form and one proposed calendar *for each job share partner.*
The Job Share Proposal and Proposal Calendar are due to the Strategic Staffing Department, by January 11, 2022. Please email it to article211@columbus.k12.oh.us using the subject line: 2022-2023 Job Share Proposal.

IMPORTANT INFORMATION

“Teacher” refers to any teacher, nurse, librarian, school guidance counselor, school psychologist, occupational therapist, speech pathologist, physical therapist, social worker, or other position title which holds a one year limited or continuing contract and is a member of the CEA bargaining unit. Requests must be for a **full contract year** and must be for two teachers to do one full-time job. Teachers interested in job sharing must complete a proposal form describing their job-sharing activities plan for the 2022-2023 school year to the building principal or program supervisor for approval and the Strategic Staffing Department, no later than January 11, 2022.

A SEPARATE PROPOSAL FOR EACH JOB SHARE TEACHER must include a calendar marking the **proposed** workdays for the job share teacher during the 2022-2023 school year. By mid-June 2022 each job share teacher must submit a second (Verification) calendar showing the **actual days worked** which must be signed by the job share teacher and the principal or department supervisor to be considered for a salary step. To qualify for a year of experience for salary credit, **each teacher must work 120 or more school days each of the two school years, for a total no less than 240 days in two school years.** Verification Calendars for salary credit are available on the CCS Intranet under the Strategic Staffing Department link.

- Each year, a proposal must be submitted by a *current employee who is a CEA bargaining unit member and who holds a one year limited or continuing contract and wishes to job share.* **Job sharing cannot be proposed by a person who is not currently working under a teacher contract for the district.**
- Please complete your proposal and calendar and submit one proposal and calendar for each job share partner.
- **PLEASE NOTIFY THE STRATEGIC STAFFING DEPARTMENT USING THE ATTACHED FORM IF YOU INTEND TO DISSOLVE YOUR JOB SHARE PARTNERSHIP AND RETURN TO FULL TIME STATUS.** If you plan to return to full time status and were not “selected” at your current building assignment through the Article 211 transfer process (prior to job sharing), you will be considered “staff reduced” and must be interviewed and selected for a full-time position; otherwise you will be required to attend the Job Fair or be assigned by Human Resources.
- DO NOT SUBMIT A PROPOSAL FOR A SUBJECT OR GRADE LEVEL OUTSIDE OF YOUR CERTIFICATION OR LICENSE AREA.

Final approval of a job sharing request will be made by the Superintendent or his/her designee. Any teacher who accepts a job sharing arrangement does so with full understanding of the following stipulations:

Contract Status

When two teachers request to job share, they are requesting that one job share partnership be divided into two half-time jobs that equate to one full-time job.

The two employees agreeing to a job sharing arrangement must accept a change in contract status. A change in contract status could have serious ramifications for future employment as delineated below and deserves careful consideration by both parties involved prior to entering into a job sharing arrangement.

- Job sharing partners shall have their contracts reduced to 50%. The status of a limited contract or a continuing contract for teachers is not affected by this reduction.
- If either one of the job sharing partners becomes unavailable to cover their share of the job for any reason, including jury duty, reassignment, resignation, retirement, lay-off, termination, non-renewal, or

paid or unpaid leave, the remaining job sharing partner may be required to cover full time or be subject to the forfeiture of his/her contract.

- Job sharing teachers who have accepted half-time contracts have no guarantee that they can return to full-time contract status at the time of their choosing. While the district will attempt to honor such requests to return to full-time status, the availability of jobs, lay-offs, and other contractual or legal requirements may prohibit the return to full-time status at the time of their request.
- Job sharing teachers shall forfeit their rights to apply for transfers during the Article 211 process each spring; however, if a teacher will be returning to full time (see notification form attached), they may participate in the Article 211 transfer process.

Professional Development Attendance Requirement

You must attend half of the Professional Development days.

Salary

The salary for each job sharing partner will be 50% of his/her full-time salary.

Credit on the Salary Schedule

A teacher must work 120 or more school days each of the two school years, for a total no less than 240 days in two school years. The 120 days may be full or half school days within each of two schools years to qualify for one year on the salary schedule.

Winter break days are not counted. Count all spring break days.

Calamity Days

If a calamity day occurs during your scheduled days to work, you may count that day as a service day. Any "make-up" days may not be counted if you were already paid for a calamity day that occurred during your work schedule.

You may count make up days if you were not scheduled to work during the calamity day and you did not count that calamity day toward your 120 days total for that year.

Medical, Dental, Vision and Term Life Insurance

Each job share partner will be expected to pay a Job Share Percentage of 50% towards their benefits if they elect to obtain them. The job share teacher rates are attached to this packet for your review. PLEASE CONTACT THE BENEFITS OFFICE at benefitquestions@columbus.k12.oh.us IF YOU HAVE ANY QUESTIONS ABOUT YOUR CONTRIBUTION AMOUNT.

Article 213 - Job Sharing

213.01 Teachers may be granted job sharing opportunities annually subject to approval of the building principal, Superintendent/designee and the Board. The salary and Board cost for insurance fringe benefits (Articles 806, 807, 808 and 809) will be prorated for job sharers based on their share of 1.0 FTE, effective at the beginning of the 2010–11 school year.

806.04 The Board shall contribute the amounts derived from the following percentages toward the monthly funding ("premium") cost for health benefits for one-half time or more teachers and for full-time hourly professional employees based on the "benchmark plan." **The "benchmark plan" is the PPO** unless and until the plans are changed by the Joint CEA/Board of Education Insurance Committee. If the Joint CEA/Board of Education Insurance Committee offers three or more plans, the "benchmark plan" will be the second to lowest cost plan.

Sick Leave

Job sharing teachers shall accrue half of sick leave per contract year per the CEA contract. Sick leave use will be charged based on the time absent from work.

Absences

If a job share partner needs to be off for short term (less than 16 days) sick leave or personal leave, the cooperating job share partner is expected to cover for the absent partner. If job share partners “pay back” each other for days they covered for time off, they will not be charged for an absence. If the job share teacher is **unable** to cover the absence of their job share partner, a substitute teacher may be requested to cover for a **full** day. If a substitute teacher cannot be scheduled to cover the class, it must be divided among the classroom teachers (article 209.04).

Personal Leave

Job sharing teachers shall accrue personal leave at one day per contract year.

Seniority

Teacher seniority is based on uninterrupted service and most recent hire date and will not be affected by accepting a half-time contract.

Retirement Credit

Working less than full time may negatively impact your retirement income and eligibility. For additional information regarding this matter, please contact the State Teachers Retirement System of Ohio (STRS) at 1-888-227-7877.

Schedule

Please note: you must serve 120 or more school days each of the two school years in order to receive a year of salary credit.

There are many ways to obtain 120 or more school days served within a year. Additionally, there are many ways Job Share Partners can split their schedules. Please be sure to work with your Principal to identify a schedule which will best meet the needs of your classroom.

This document represents an attempt to clarify the key issues in a job-sharing arrangement. The job sharing program and any item not addressed in this document, shall be processed according to Board policy, the Collective Bargaining Agreement, prevailing law, and/or the school system's practices.

Job Share Teachers

2022 EMPLOYEE BENEFIT CONTRIBUTIONS PER PAY

MEDICAL

| 21 Pay Plan | Select | Choice |
|---|------------|------------|
| Job Share Percentage | 50% | 50% |
| Employee only | \$263.18 | \$272.03 |
| Employee plus Child | \$524.78 | \$542.43 |
| Employee plus Spouse (grandfathered rates)** | \$524.78 | \$542.43 |
| Employee plus Spouse* | \$618.31 | \$635.96 |
| Employee plus Children | \$774.29 | \$800.34 |
| Family (Employee plus Spouse and child(ren)) | \$774.29 | \$800.34 |
| Family (Employee plus Spouse and child(ren))* | \$912.27 | \$938.33 |

| 26 Pay Plan | Select | Choice |
|---|------------|------------|
| Job Share Percentage | 50% | 50% |
| Employee only | \$212.57 | \$219.72 |
| Employee plus Child | \$423.86 | \$438.12 |
| Employee plus Spouse (grandfathered rates)** | \$423.86 | \$438.12 |
| Employee plus Spouse* | \$499.40 | \$513.66 |
| Employee plus Children | \$625.38 | \$646.43 |
| Family (Employee plus Spouse and child(ren)) (grandfathered rates)** | \$625.38 | \$646.43 |
| Family (Employee plus Spouse and child(ren))* | \$736.83 | \$757.88 |

*CEA bargaining unit members or Administrators hired **after** May 31, 2009 will pay a higher rate contribution to include their spouse for Health Coverage.

** CEA bargaining unit members or Administrators as of May 31, 2009, who have continuously covered their spouse on their health coverage since May 31, 2009, shall be allowed to continue Spousal coverage at these lower rates during their continuous employment with the district.

DENTAL 50%

| | 21 Pay Plan | 26 Pay Plan |
|---------------|-------------|-------------|
| Employee only | \$21.91 | \$17.70 |
| Family | \$21.91 | \$17.70 |

VISION BASE 50%

| | 21 Pay Plan | 26 Pay Plan |
|----------------------|-------------|-------------|
| Employee Only | \$1.03 | \$0.84 |
| Employee + 1 | \$2.07 | \$1.68 |
| Employee + 2 or more | \$3.34 | \$2.70 |

LIFE INSURANCE

| | 21 Pay Plan | 26 Pay Plan |
|---------------------|-------------|-------------|
| Basic Life \$25,000 | \$0.00 | \$0.00 |
| Supplemental Life | \$2.09 | \$1.68 |

VISION BUY-UP

| | 21 Pay Plan | 26 Pay Plan |
|----------------------|-------------|-------------|
| Employee Only | \$3.81 | \$3.08 |
| Employee + 1 | \$7.63 | \$6.16 |
| Employee + 2 or more | \$12.29 | \$9.93 |

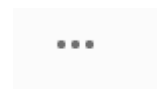
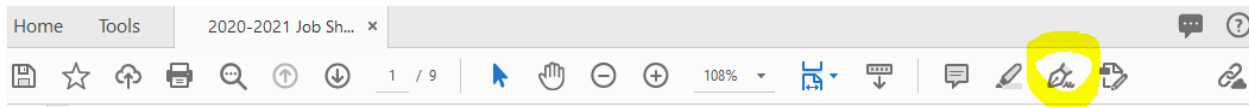
Article 211 2022-2023 Job Share

Ownership Instructions: If you are the position owner, click the Check box on Page 5 under your name. If your job share partner is the position owner, you will leave this box unchecked on your job share packet and it will be checked on the packet your job share partner submits. Ownership is determined by who has the most seniority.

The current seniority list is available on the Intranet: <http://ccsoh.us/Staff/Intranet/StrategicStaffing>

Please send any questions regarding ownership to article211@columbus.k12.oh.us,

Instructions to sign document: On the menu bar (at the top of the screen) click on the sign yourself icon pictured below and follow the prompts to Sign yourself.



Please direct all questions to article211@columbus.k12.oh.us.

Job Share Teachers
PROPOSAL CALENDAR 2022 – 2023

Name: _____ Employee ID Number: _____

Grade Level / Subject: _____ School / Dept: _____

Employee Signature: _____ Date: _____

My work schedule for this school year is marked as follows:

X - Work full day **A - Work half day in the morning** **P – Work half day in the afternoon**

*****NOTE: SHADED DAYS ARE DAYS SCHOOL IS CLOSED BASED ON THE PROPOSED CALENDAR. THESE DATES HAVE NOT BEEN APPROVED BY THE BOARD AND ARE SUBJECT TO CHANGE UPON BOARD REVIEW.*****

| August 2022 | | | | |
|-------------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| September 2022 | | | | |
|----------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| October 2022 | | | | |
|--------------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| Total |
|-------|
| |

| November 2022 | | | | |
|---------------|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

| December 2022 | | | | |
|---------------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| January 2023 | | | | |
|--------------|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

| Total |
|-------|
| |

| February 2023 | | | | |
|---------------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

| March 2023 | | | | |
|------------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| April 2023 | | | | |
|------------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| | | | | |

| Total |
|-------|
| |

| May 2023 | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| June 2023 | | | | |
|-----------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| July 2023 | | | | |
|-----------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| Total |
|-------|
| |

A half day worked counts as 1 day toward the 120-day minimum required in one year.

| |
|-------------------------|
| Grand Total: |
|-------------------------|

PRINCIPAL / SUPERVISOR, PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name: _____ School / Program: _____ FAC# _____
Print Name of Principal / Supervisor

I approve this proposed calendar by the teacher named above to work this schedule for the 2022-2023 school year. The schedule indicates the teacher will attain the 120-day minimum requirement in one year. I have also checked their certification/licensure to guarantee that the teacher named above is qualified for the above position.

Principal / Supervisor Signature: _____ Date: _____

REQUEST TO RETURN TO FULL TIME

To be eligible to return to full time, this form must be completed and signed by the Teacher and Principal or Supervisor and be submitted to the Strategic Staffing Department no later than Tuesday, January 11, 2022. Full time requests will be awarded based on positions available.

Please **print Name** and **Employee ID#** of TEACHER requesting full-time employment in 2022-2023. INCLUDE an email address for notification.

| | | | |
|------------|-----------|-----|---------------|
| First Name | Last Name | ID# | Work Location |
|------------|-----------|-----|---------------|

Email Address:

Please Print Name of Job Share Partner, if applicable: Include status of partner for next school year. (i.e., continue job sharing with another partner, resigned/retired, returning to full-time, etc.)

Please **PRINT** Name of Principal/Supervisor:

Signature of Principal/Supervisor:

DATE

Signature of Teacher:

Approval by Human Resources:

NOTES:

Job Share Teachers **VERIFICATION CALENDAR 2022 – 2023**

Name: _____ Employee ID Number: _____

Grade Level / Subject: _____ School / Dept: _____

Employee Signature: _____ Date: _____

My work schedule for this school year is marked as follows:

X - Work full day **A - Work half day in the morning** **P – Work half day in the afternoon**

*****NOTE: SHADED DAYS ARE DAYS SCHOOL IS CLOSED BASED ON THE PROPOSED CALENDAR. THESE DATES HAVE NOT BEEN APPROVED BY THE BOARD AND ARE SUBJECT TO CHANGE UPON BOARD REVIEW.**

| August 2022 | | | | | September 2022 | | | | | October 2022 | | | | | Total |
|---------------|----|----|----|----|----------------|----|----|----|----|--------------|----|----|----|----|-------|
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | |
| 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 | 17 | 18 | 19 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | 31 | | | 26 | 27 | 28 | 29 | 30 | 31 | | | | | |
| | | | | | | | | | | | | | | | |
| November 2022 | | | | | December 2022 | | | | | January 2023 | | | | | Total |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | |
| | 1 | 2 | 3 | 4 | | | | 1 | 2 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 5 | 6 | 7 | 8 | 9 | 9 | 10 | 11 | 12 | 13 | |
| 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | | | 26 | 27 | 28 | 29 | 30 | 30 | 31 | | | | |
| | | | | | | | | | | | | | | | |
| February 2023 | | | | | March 2023 | | | | | April 2023 | | | | | Total |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | |
| | | 1 | 2 | 3 | | | 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | |
| 6 | 7 | 8 | 9 | 10 | 6 | 7 | 8 | 9 | 10 | 10 | 11 | 12 | 13 | 14 | |
| 13 | 14 | 15 | 16 | 17 | 13 | 14 | 15 | 16 | 17 | 17 | 18 | 19 | 20 | 21 | |
| 20 | 21 | 22 | 23 | 24 | 20 | 21 | 22 | 23 | 24 | 24 | 25 | 26 | 27 | 28 | |
| 27 | 28 | | | | 27 | 28 | 29 | 30 | 31 | | | | | | |
| | | | | | | | | | | | | | | | |
| May 2023 | | | | | June 2023 | | | | | July 2023 | | | | | Total |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | |
| 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 | 17 | 18 | 19 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | 31 | | | 26 | 27 | 28 | 29 | 30 | 31 | | | | | |

A half day worked counts as 1 day toward the 120-day minimum required in one year.

| |
|-------------------------|
| Grand Total: |
|-------------------------|

PRINCIPAL / SUPERVISOR, PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name: _____ School / Program: _____ FAC# _____
Print Name of Principal / Supervisor

I approve this proposed calendar by the teacher named above to work this schedule for the 2022-2023 school year. The schedule indicates the teacher will attain the 120-day minimum requirement in one year. I have also checked their certification/licensure to guarantee that the teacher named above is qualified for the above position.

Principal / Supervisor Signature: _____ Date: _____