

**ADMINISTRATIVE CIRCULAR NO. 38**  
Office of the Chief Human Resources Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 15, 2020

**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, 2020

**Reference:** Article 21 of the Collective Negotiations Contract between the District and the San Diego Education Association (SDEA)  
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 1<sup>st</sup> of each year. Job share partners may apply up to May 1<sup>st</sup> 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 and attachment 3 for tenthly pro-rata rate chart.** 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.

In accordance to Administrative Procedure 7342 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 outline of responsibilities (Attachment 2) 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); health and life insurance benefits forms for Job Share (Attachments 2); health and life insurance benefits form for Job Share and Reduced Workload (Attachment 2.1) and Job Share medical rates (Attachment 3). The site-approved job share application must be forwarded to HRSD for final approval.

The job share forms (Attachments 1, 2, and 3) can be printed from the San Diego Unified School District website at [www.sandiegounified.org](http://www.sandiegounified.org). You can locate the forms by clicking “Staff Portal” then click on “Resources” and “Administrative” then click “Bulletins and Circulars” and locate the number of the circular. <https://www.sandiegounified.org/2019-20-bulletins-and-circulars>

Duplicate forms as needed. Prior to submitting your job share agreement, please review Administrative Procedure 7342. Job share agreements should be submitted to the Human Resource Services Division, Eugene Brucker Education Center, 4100 Normal Street, Room 1241.

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To look for a Job Share partner please add your information to the [Job Share Interest List](#).

Questions regarding job shares please contact:

**Areas 1, High Schools, (Special Education, Nursing, Central Office Counseling, ECE):**

Jessica Edney (619) 725-8109 [jedney@sandi.net](mailto:jedney@sandi.net)

**Areas 2, 3, (Leadership & Learning, Secondary Schools):**

Jeané Kline (619) 725-7752 [jkline@sandi.net](mailto:jkline@sandi.net)

**Areas 4, 5, (Special Ed. Alt. Sties, ECSE):**

Stacy Boland (619) 725-8108 [sboland1@sandi.net](mailto:sboland1@sandi.net)

Questions regarding health benefits may be referred to Employee Benefits, at (619) 725-8130.

APPROVED:

Acacia Thede  
Chief Human Resources Officer

AT:sb

Attachments (4)

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