

## ARTICLE 14A: SHARED CONTRACTS

- 14A.1 The primary criteria for approving shared contracts shall be successfully meeting the educational needs of students.
- 14A.2 Applications for a shared contract shall be made to the Human Resources Department by March 15 of the year preceding the year in which the partial assignment is desired. A Percent/Part-Time Contract Application form shall be completed.
- 14A.3 Unit members including ECE, desiring a shared contract shall apply for a partial leave of absence for the portion of the contract they wish to vacate.
- 14A.4 Request for partial contracts shall be approved by the Human Resources Department and the Board. The approval will be conditioned upon having an opening (based upon district-wide staffing needs), finding an existing employee or a new employee who meets the hiring criteria for the District and is selected according to that criterion. The proposed division of the contract must be approved by the site principal who shall then make his or her recommendation to the Human Resources Department
- 14A.5 Upon approval of the Human Resources Department, a signed shared contract agreement shall be submitted to the Board of Education for final approval.
- 14A.6 Renewal of Shared Contract: All partial leaves of absence shall be considered as one year positions with no automatic rights to an extension. The Human Resources Department shall have full discretion to decline to extend the leave.
- 14A.7 By March 1 of the year in which the shared contract occurs, unit member(s) shall inform the principal and the Human Resources Department in writing if they wish to apply for an extension of the agreement.
- 14A.8 Such extensions shall be considered on a case by case basis and are not automatically renewed.
- 14A.9 Provisions of a Shared Contract Employees in a shared contract arrangement shall have on file in the Human Resources Department, a signed shared contract agreement which clearly delineates the duties and responsibilities of each party. The contract shall not be valid until the Human Resources Department have approved the terms of the agreement and the Board of Education has granted final approval.
- 14A.10 The payment of benefits to employees on a part-time leave of absence shall be in accordance with the current collective bargaining agreement.
- 14A.11 All shared contracts are restricted to no more than one benefit package per FTE. However, partners may allocate those benefits among themselves to the degree that is allowed by the insurance carriers and buy the remaining portion should they desire.
- 14A.12 When one partner to a shared contract is unable by reason of disability or other circumstances from continuing under the shared contract agreement, the other partner is responsible for returning to full-time. Should such return be blocked by personal circumstances permanently, the partner shall be responsible for temporarily becoming full-time while other arrangements are made.
- 14A.13 Shared contracts shall be limited to two percent (2%) of the total number of FTE in the District.
- 14A.14 Both partners are responsible for all mandatory teacher workdays and all staff meetings.