

## **ARTICLE 21: SHARED CONTRACT EMPLOYMENT**

**Section 21.1-Definition.** A shared contract shall refer to two (2) permanent unit members sharing one (1) teaching assignment. Two unit members may share an assignment for a minimum of one (1) trimester/semester.

**Section 21.2-Eligibility.** Shared contract positions for the following school year may be obtained by permanent unit members by filling an intent to share form. The form shall be filed with the District by February 15. Exceptions to this date will be considered in the event of unusual circumstances and requests shall be subject to District needs and final Board approval.

**Section 21.3-Selection of Position and Applications.** Unit members requesting shared contract positions will meet with the administrator(s) from the worksite where such a shared position may exist in order to develop suitable combinations. The final determination of shared positions and the selection of applicants shall be made by the District.

### **Section 21.4-Procedures.**

- a. By March 1 the District will make available at the Human Resources Office to each applicant a list of other applicants interested in a shared contract.
- b. By April 1 each shared contract pair must submit their names to the District.
- c. By April 15 the District shall approve or deny the requests and notify, in writing, the applicants of its decision.
- d. By May 1 shared contract pairs shall submit their calendars to the principal.
- e. By May 15 the principal shall notify the shared contract pairs of the approved calendar.

### **Section 21.5-Shared Contracts.**

- a. Unit members sharing a contract must accept the responsibility of assuring that compatible classroom management will exist.
- b. Shared contracts will be issued reflecting all pertinent information concerning the assignment (i.e., dates, including duration of the assignment, description of subject/grade level, location, salary, and benefits). The shared contract will incorporate the provisions of this Agreement and will include a statement: "If you wish to renew this shared position for the next school year, you must notify the District on or before February 15 of the school year in which this contract applies."

**Section 21.6-Compensation.** A participant in the shared contract program shall receive the proportionate amount of the regular annual salary paid in equal monthly installments, or as otherwise mutually agreed upon by the unit member and the District. Participants shall be eligible for a proration of the District contribution toward the fringe benefit program applied in the same manner as salary. For every two (2) years of continuous, completed shared contract service in the Colton Joint Unified School District, unit members will advance one (1) step on the salary schedule.

**Section 21.7-Time Requirements.**

- a. The time requirements for a shared contract position shall be proportionate to the regular workday.
- b. Unit members in shared contract positions will be required to attend “Back to School Night”, “Open House”, and parent conferences. Faculty meetings shall be attended by the teacher on duty.
- c. The specific time requirements of participating unit members shall be mutually agreed upon by the district and the unit member prior to entering into a shared contract.

**Section 21.8-Return to Full-Time Position.**

- a. Full-time unit members opting for reduction in time may, at their option, return to full-time employment in a comparable position the following year. The District and the unit member may agree on a definite return date as part of the shared contract agreement.
- b. Unit members intending to return to full-time status must notify the District of their intent to do so by February 15 of the year prior to their return.
- c. Unit members returning to full-time status will be entitled to the same rights as any other unit member on a paid leave status (except as noted in section 20.6).