



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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Action By:
April 01, 2024

TO: Principals and Directors
FROM: Tim Kubrick / Chief of Human Resources
SUBJECT: FY24 PROCEDURES FOR FY25 TEACHER JOB SHARING

Job sharing is defined by **CTA Contract, Article II, Section V** as "**Two employees, other than permanent substitutes, voluntarily sharing one full-time position.**" Principals working with teachers seeking approval for a job sharing request must follow the procedures listed below:

- Teachers who are eligible hold a:
 - Professional Service Contract;
 - Continuing Contract; or
 - Annual Contract with a minimum of one year as a teacher in the District.
- Eligible teachers should contact the Employee Benefits & Risk Management Department for information on how job sharing affects their current benefits (**CTA Contract, Article VIII, Section H**). This contact should be made prior to the employee making a final commitment to job share.
- In coordination with the Budget Services Department, the principal will determine the job share position by designating a specific position number. The position originally held by the other job sharer (the one **not** designated as the job share position) will become a regular vacancy, subject to the posting and filling requirements of **Article IV, Section B of the CTA Contract**. **NOTE: This position CANNOT be filled as an interim, despite the anticipated return of the job sharer upon termination of the job sharing agreement.**
- As defined in **Article II, Section V-6 In the CTA Contract**, when both job sharers are from the same school, teaching the same grade level/subject area(s), the employee having the greater seniority is entitled to resume his/her position when the job sharing agreement is concluded.
- The employee who does not have a position in which to return will be eligible to seek a voluntary transfer (**CTA Contract, Article IV, Section C**). In the event said employee does not obtain a voluntary transfer, he or she will be assigned to another position in accordance with the Unit Adjustment Transfer (UAT) Procedures in **Article IV, Section E of the CTA Contract**.

- Regional Superintendent approval is required for all job sharing requests prior to forwarding requests to the Recruitment & Retention Department.

Please use the following link to apply for a Job Sharing Request:

[PBSD 2180 Job Sharing Request for Instructional Personnel](#). Requests approved by the Principal and Regional Superintendent for FY25 **MUST** be submitted to the Recruitment & Retention Department electronically by Monday, April 1. Requests received after the April 1 deadline, will **NOT** be processed.

The job sharing information meeting for interested teachers will be Monday, February 19, at 3:00 PM via Google Meet:

Meeting ID

meet.google.com/hit-zdou-aka

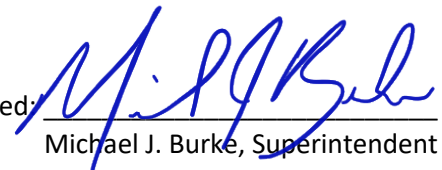
(US) +1 484-416-1548

PIN: 934 663 641#

Please share this date, time, and meeting information with your staff. See attached flyer for more information on Job Sharing.

Attachments

Approved: _____


Michael J. Burke, Superintendent



JOB SHARING

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

What is job sharing?

It is defined in the CTA contract (Article II, Section V) as “Two (2) employees, other than permanent substitutes, voluntarily sharing one (1) full-time position.”

Who is eligible?

Job sharing vacancies are available only to employees having at least one (1) year of consecutive successful employment with the District immediately before making an application to Job Share

When to apply?

All applications shall be made on or before the first employee workday in April. Selections shall be finalized by the end of the voluntary transfer period. Those who are job sharing must renew their job-sharing request each year.

Where can you job share?*

Job sharing can occur in any position that an employee is willing to share or in a vacant position to which a “pair” of teachers jointly apply through the voluntary transfer period.

**Note: Certain schedules at a school may not allow for job sharing, i.e. block or rotating schedules. The master schedule at the school may determine the outcome of a job-sharing request.*

What is the job share approval process?

1. Contact Employee Benefits and Risk Management at (561) 434-8580 to discuss your benefits.
2. Identify your job-sharing partner and commit to a sharing option.
3. Submit your application for job sharing to the principal for approval using eForm PBSB 2180: Job Sharing Request for Instructional Personnel.
4. Your principal will route the request form to the Regional Superintendent for approval.
5. The Regional Superintendent shall forward the approved form to Human Resources for verification of job sharing availability and processing.

Why job share?

Advantages

- Provides flexibility for teachers to address family responsibilities.
- Provides opportunity to pursue advanced degrees/studies, practicum, etc.
- Provides opportunity to experience team teaching with a colleague.

Disadvantages

- Benefits will change to those of a part-time employee.
- The commitment to share is for the entire school year.
- Only one person has ownership of the shared position upon termination of the job sharing agreement.

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