

PINELLAS COUNTY SCHOOLS  
**JOB SHARE APPLICATION**

Refer to Instructions on page 2

Please Print:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Do you currently work for Pinellas County Schools? ☐ No ☐ Yes

If yes, Location: \_\_\_\_\_ Position: \_\_\_\_\_

If a teacher: Grade level: \_\_\_\_\_ Subject: \_\_\_\_\_

Subject/Grade Levels on Certificate:

\_\_\_\_\_

Reason for Job Share:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*\*\*Attach supporting documentation to this application.\*\*\*\*\***

Job Share site requested: \_\_\_\_\_

Have you held a Job Share position before? ☐ No ☐ Yes

If yes, for which years: \_\_\_\_\_

Have you chosen someone to Job Share with? ☐ No ☐ Yes

Name of person: \_\_\_\_\_ Current position: \_\_\_\_\_

- I acknowledge and understand that the accrual of experience, which determines salary, will be capped at the two (2) year limit while participating in job share.
- I certify that all information given on this application is true to the best of my knowledge.
- I understand if a job share is not approved or unmatched, I will remain at my current worksite/location.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Deadline is May 1<sup>st</sup>**

**Attach supporting documentation to this application.**

Return to: [JobShare@pcsb.org](mailto:JobShare@pcsb.org)

PINELLAS COUNTY SCHOOLS  
**JOB SHARE APPLICATION INSTRUCTIONS**

**JOB SHARE EXPLANATION:**

Job sharing, simply defined, is the employment of two or more employees to perform the duties and responsibilities for one job. These formal arrangements are designed to permit employees to receive part time benefits while working in a part-time capacity. The concept can be effectively used with currently employed personnel, and those approaching retirement as a means of providing a contribution to education while gradually reducing the number of hours worked daily. Considering the potential benefit this concept may have for the recruitment and retention of teachers, the administration and the Association agreed to establish a job sharing program. NOTE: Job Share is NOT designed to be permanent part-time employment or to provide opportunity for Board employees to work for another employer.

**ELIGIBILITY CRITERIA**

The PCS Job Sharing Program shall be made available to teachers at all levels and is intended to assist in recruiting and retaining qualified instructors in the district. Principal or Supervisor must approve placement of a job share in a program or school. Teachers will be approved for participation in the following priority order:

1. Be a teacher returning from maternity, childcare, or medical leave or desiring a job share position for childcare or medical reasons. (Documentation may be requested)
2. Be a teacher seeking certification in a critical shortage area.
3. Be a teacher anticipating retirement at the end of the following school year.
4. Other reasons approved by the Human Resources Department and the School Board.

Under approved conditions, a teacher granted a sabbatical/professional leave for a critical shortage area may participate in the Job Share Program at the same time.

**CONDITIONS OF EMPLOYMENT FOR JOB SHARING PARTICIPANTS**

The conditions of employment for participation in the Job Share Program shall be as follows:

1. A Job Sharing Participant is strongly encouraged to seek a partner in a like certification/assignment.
2. The period of assignment shall be four (4) hours per day for an aggregate of twenty (20) hours per week. Any deviation from this schedule **must** be approved in advance by Human Resources.
3. A Job Sharing Participant shall be eligible to teach a minimum of three (3) hours or three (3) periods of instruction.
4. The schedule of duties and assignments shall be made at the building level by the principal consistent with the certification and experience of the teacher.
5. A newly hired teacher may not be hired as a job sharing participant but would be eligible for a partial contract.
6. A Job Sharing Participant will be considered a part time employee and shall, therefore, be excluded from the bargaining unit. A continuing employee shall be considered on partial leave and shall retain those applicable rights afforded by the agreement.
7. The teacher must be fully certified to teach in the area required by the job share position.
8. A candidate must indicate interest in participation in the program by May 1<sup>st</sup> of the prior fiscal year for consideration for placement. Application shall be made on forms available through the Human Resources Office.
9. A teacher may participate in the Job Share program for a period of two (2) years. However, this period may be extended for an additional two (2) years to a maximum of four (4) years if approved. The teacher must reapply and be approved by the Board each year. The accrual of experience, which determines raises, will be capped at a two (2) year limit. If extended an additional two (2) years, teachers will only receive raises based on cost of living and referendum as applicable.
10. Teachers holding Continuing Contracts or Professional Service Contracts shall be given priority consideration for placement at the end of each year.
11. Teachers on Job Share will not be granted long term leaves except for unforeseen medical emergencies.

**COMPUTATION OF SALARY FOR JOB SHARING PARTICIPANTS**

The period of service for purposes of this program shall be four (4) hours per day for twenty (20) hours per week during the regular school year of 198 days. Payment and benefits for this period of employment shall be computed as follows:

1. Payment shall equal 1/2 of the individual's salary based on degree and experience.
2. In addition to the above salary amounts, the teacher shall also receive:
  - a. 1/2 of the Board's annual contribution for group health options and life insurance
  - b. Sick leave computed at the rate of 1/2 day per month for each month worked
  - c. Two (2) days of personal leave charged to accumulated sick leave
  - d. Contributions for Florida Retirement and Social Security based on part time employment

**NEXT STEPS**

Human Resources shall review the applications of those candidates interested in placement and shall submit appropriate candidates to principals for interview in the selected schools. Final approval rests with Principal or Program Supervisor. An approval letter will be sent to each Job Share Applicant.