

ACCEPTANCE OF TERMS OF SHARED-TIME TEACHING POSITIONS

Please acknowledge your understanding and acceptance by initialing the box beside each statement below, sign and date in the appropriate place, and return the form to Human Resources at the District Office as soon as possible.

Initial to Acknowledge Understanding	Policy Statements and Procedures
	1. Shared-time positions are subject to annual review, therefore, contracts will only be written on a one-year basis with no explicit or implicit offer for continued shared-time employment.
	2. Each teacher is required to attend all conferences, meetings, and in-service activities as if they were full-time employees.
	3. Each teacher's salary and benefits shall be prorated in relation to a full-time equivalent position. a. Only the prorated portion of medical, vision, dental, and life insurance benefits will be paid by the District. b. The remaining portion of the benefit package in addition to any costs for coverage of dependents will be paid by each time-share teacher.
	4. If the teaching schedule is less than thirty (30) hours per week, you will not be offered medical benefits.
	5. Sick leave and personal leave shall accrue and accumulate on a prorated basis
	6. Each teacher working .5 FTE or less will only accrue ½ year credit toward advancement on the District's salary schedule.
	7. Elementary shared-time teachers shall not be assigned to instruct the same classroom of students at different times during the school day or on different days during the school week.
	8. Secondary shared-time teachers shall not be assigned to instruct the same students in the same content area on different days during the week.
	9. Secondary shared-time teachers shall not be assigned to instruct the same students on an every other week basis.
	10. If one of the teachers in a shared-time position resigns, or is unable to fulfill the contract, the remaining partner will be required to assume a full-time contract for the balance of the school year if the District is unable to hire a qualified shared-time replacement teacher.
	11. If the shared-time position is approved for the next school year and one of the partner-teachers is unable to continue, resigns, or applies for a full-time reassignment, the remaining partner-teacher must either: a. reapply with another partner-teacher b. apply for full-time reassignment c. resign from teaching in the District
	12. If the annual review does not permit continuing a shared-time teaching position, the partner-teachers will be requested to apply for a full-time position in the District or apply for a transfer to an available shared-time teaching position at another school.

I have read, understand, and accept the provisions of the District's policy #5660 Shared-time Teaching Positions and Shared-time Teaching Positions Procedures #5660P.

Teacher Name (Please Print)

Date

Signature