



San Bernardino Teachers Association

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Dear SBTA Members,

If you are interested in job-sharing positions, we want to ensure you are aware that the necessary forms are expected to be released by **March 7, 2025**, from HR.

For more information, please feel free to reach out to **HR Director Dr. Morales** or his secretary, Michelle Jimenez. Please note that all completed forms must be submitted to HR by **April 1, 2025**.

Additionally, we encourage you to complete the [Job Share Google Form](#) to help us gather information from interested members and facilitate connections between those seeking job-sharing opportunities.

Below, you will find the contract language regarding job sharing:

Section 9 – Job Sharing

- A.** Job sharing refers to two (2) or more permanent unit members voluntarily sharing one (1) or more full-time positions.
- B.** Unit members who agree to share a job must submit an application and a plan to **Human Resources prior to April 1**. The job-sharing plan must include a division of responsibilities such as attendance at school meetings, district meetings, adjunct duties, parent conferences, report card preparation, etc. Both unit members must attend all three (3) district-mandated in-service days as a condition of the job-sharing agreement. Any additional days beyond their share of contract days shall be compensated at their per diem rate of pay. The plan must be approved by the supervisor and the District's Chief Human Resources Officer.
- C.** Unit members in job-sharing positions shall receive prorated salaries, benefits, and leaves. Except as noted in subsection "D" below, State Teachers' Retirement System (STRS) contributions shall be proportionate to the time worked and salary earned.
- D.** Job-sharing agreements are valid for **one (1) year** and may be renewed by reapplying as outlined in subsection "B" above.
- E.** Unit members in a job-sharing arrangement shall serve as substitutes for one another. While working as a substitute, the unit member will be paid the Board-adopted substitute rate of pay. Job-sharing unit members may also trade time with supervisory approval.
- F.** If one of the job-sharing unit members is unable to complete the school year, the remaining unit member must immediately assume the full-time position.
- G.** Once approved by the District, a job-sharing agreement may only be revoked with the mutual consent of the District and both unit members.

If you have any questions or require further assistance, please do not hesitate to contact the SBTA office.