

ORANGE UNIFIED SCHOOL DISTRICT

Human Resources Division Personnel Procedure

SHARED CONTRACT

1. Teachers who desire to share a contract are responsible for selecting a qualified and compatible partner.
2. Together, the teachers will develop their plan for shared contract including the details of responsibilities, percent of contract, benefits, etc.
3. Teachers will complete the “Application for Shared Contract”.
4. Teachers will meet with principal to discuss their plan.
5. Principal will approve/disapprove the proposal.
6. Principal will submit application to Human Resources.

Qualifications for Teachers Requesting Shared Contract

Required

1. Principal must recommend/approve.
2. At least one of the partners must have permanent status as a certificated employee in the Orange Unified School District (OUSD).
3. At least one of the partners must have experience at the assigned grade level or its equivalent.
4. At least one of the partners must be a current OUSD employee. Applicants must meet all employment requirements and be eligible for employment.
5. Applicants must have received satisfactory evaluations.
6. Applicants must have demonstrated ability in organizational skills, communication skills and working with others.

Preferred

1. Knowledge of a variety of teaching models and styles.
2. Familiarity with collegial support methods (teaming, peer coaching, problem solving, etc.).
3. Demonstrated leadership capabilities.
4. Partners have worked together previously at the same location or on a project.

Instructions Regarding Application for Shared Contract

1. Completion of the “Application for Shared Contract” is the responsibility of the teachers.
2. Application must include the following:
 - a. Principal’s signature.
 - b. Full Time Equivalent (FTE) designation (i.e., what percentage of an FTE contract will each partner fulfill, and for permanent or probationary employees, the percentage of an FTE that the employee will be considered to be on unpaid leave).
 - c. Specific teaching schedule for each partner and planning time for partners to exchange information, and planning.
 - d. How plan will meet the needs of the students, instructional program, the school wide program, the district, and the partners.
 - e. Responsibility of each partner for supervision duties, preparation of progress reports/report cards, staff meetings, Back-to-School nights, Open House, PTA/School Site Council meetings, opening and closing of the school year, and adjunct duties (instructional and non-instructional).
 - f. Insurance benefits designation (i.e., who will receive the district provided benefits, what percentage and the agreed upon terms of that transaction). Will one partner pay for their own benefits?
 - g. Adjunct school and district commitments made by each partner, if any.
 - h. Written commitment by both parties to fulfill all responsibilities and duties related to the instructional program in the event of a long-term absence or illness by one of the partners.
3. Selection Criteria
 - a. The following criteria shall be considered should there be a situation in which there are more qualified applicants for shared positions than there are shared contract positions available.
 1. Applicants meet all required qualifications.
 2. New qualified applicants will receive priority over those who have already shared contracts at a site during the three (3) previous school years.
 3. Applicants meet all required and preferred qualifications.
 4. Date that the application was approved by the Human Resources Division.

**ORANGE UNIFIED SCHOOL DISTRICT
2016-2017 APPLICATION FOR SHARED CONTRACT**

SCHOOL _____

TEACHER _____ EMPLOYEE ID# _____

Name (Print)

EMPLOYEE STATUS: PERM PROB TEMP (CIRCLE ONE)

Contract FTE Requested _____%

Commensurate FTE Leave Requested _____% (For permanent or probationary employees only)

Grade _____

Experience _____

Grade Level(s)

School(s)

Health Benefits _____%

TEACHER _____ EMPLOYEE ID# _____

Name (Print)

EMPLOYEE STATUS: PERM PROB TEMP (CIRCLE ONE)

Contract FTE Requested _____%

Commensurate FTE Leave Requested _____% (For permanent or probationary employees only)

Grade _____

Experience _____

Grade Level(s)

School(s)

Health Benefits _____%

ORANGE UNIFIED SCHOOL DISTRICT
Application for Shared Contract

A. RATIONALE FOR REQUEST

Attach a brief rationale for your request. Please be as specific as possible regarding advantages for the students, instructional program and school.

B. TEACHING SCHEDULE

Attach a brief description of each teacher's responsibilities and/or subjects and days to be taught for the school year.

C. CONDITIONS OF AGREEMENT

1. Both teachers are to be available for joint parent conferences and will accommodate any requests for such. Special events, such as Outdoor Education, Back to School, Open House, music programs, etc., will be the responsibility of both teachers to be arranged to the mutual satisfaction of both teachers and the principal.
2. Evaluation for the content areas will be consistent with the Collective Bargaining Agreement. Each teacher will be responsible for his/her own curriculum plans, other activities and special projects, i.e., science projects, assessment, computers.
3. A management plan for handling students, including business issues and daily routines will be outlined for the students and parents. A mutually agreed upon set of expectations and consequences will be the standard for student behavior. This plan will address all aspects of student management and will be distributed to students, parents and the principal.
4. Whenever possible, the above two (2) teachers will substitute for each other (at the usual rate of compensation for substitute teachers) when one (1) teacher must be absent for any reason. During times when one (1) teacher is absent for any reason, the other employee sharing the contract will be allowed to substitute for shared contract partner only.
5. Each of the above teachers will receive prorated sick leave and other mandated benefits based upon one FTE. If health benefits are to be prorated other than the percent of the contract, this must be indicated.
6. Each of the above teachers will receive credit for a pro-rated experience year based upon the number of days taught in relationship to the contracted days established for certificated personnel. Each employee will be advanced one step on the salary schedule after completion of the equivalent of 75% or more of an experience year. (i.e., it takes two (2) years of at least a 40% contract to advance one (1) step.)

ORANGE UNIFIED SCHOOL DISTRICT
Application for Shared Contract

7. Educational advancement (accumulated units) will remain the same as the current OUSD/OUEA Agreement.
8. The Shared Contract plan is to be viewed as a one-year request. **Continuation of the Shared Contract plan shall require a new request each year.**
9. During the first weeks of school, the above teachers will hold a special meeting with parents to explain, a) the Shared Contract plan, and b) methods for parents to communicate with each teacher as the need arises.
10. All meetings concerning the relationship of the Shared Contract partnership will be attended by *both* teachers. Any informational meetings (i.e., staff, scheduling, etc.) will be attended by the partner working that specific day. It is the responsibility of the partners to keep each other informed. All decisions made concerning schedules, events, etc., will be made jointly and with concern for both partner's personal feelings, bias, and educational beliefs.
11. Both teachers will be available for parent conferences by using a rotating schedule.
12. Teacher retirement system calculation will be based on the percentage of the school year taught in the year in which the Shared Contract is exercised.
13. During the effective dates of this agreement, permanent and probationary certificated employees sharing a contract are considered to be on unpaid leave from that portion of an FTE contract which the employee is sharing with another certificated employee.

We understand and are in agreement with the conditions stated above. We accept these as conditions of employment under the Shared Contract Agreement.

Teacher

Date

Teacher

Date

Principal

Date

Human Resources Administrator

Date