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## ARTICLE 39. HALF-TIME EMPLOYMENT/SHARED ASSIGNMENTS

- 39.1 Half-time employment may be requested by an employee through written application and granted at the discretion of the District.
- 39.2 An employee who agrees to a reduced load of one-half time will have the option to return to a full-time assignment the following year.
- 39.3 An employee must notify in writing the Assistant Superintendent for Human Resources no later than February 1 of the intent to continue or terminate part-time status. Any employee who terminates from his or her part-time position shall be eligible for full-time employment under the provisions of transfer.
- 39.4 An employee accepting a half-time assignment will have a salary reduced from full annual salary at his/her present class and step to one-half the annual salary at the same class and step.
- 39.4.1 **An employee on a half-time assignment will only receive half a year credit towards moving up on the salary schedule. Ex: two (2) half years equal one full year of credit.**
- 39.5 An employee on a half-time assignment will receive sick leave and leave credit for compelling personal importance on a prorated basis.
- 39.6 The employee shall receive full District benefits for health, life, and dental insurance as though rendering full-time service.
- 39.7 Approval of the employee's request shall be predicated upon District staff requirements with consideration given to the strengths of employees so that a balanced curriculum meeting the adopted policies of the Board of Education is provided.
- 39.8 **Shared Assignments: A shared assignment is when two employees share one assignment.**
- 39.9 **Permanent unit members who wish to participate in a shared assignment shall submit a written application for a shared assignment on an annual basis. The application shall include a detailed plan for sharing of duties, responsibilities, and health/ welfare benefits. In addition, the application shall contain a detailed calendar for the pertinent school year that specifies the days of service for each participant in the shared assignment. The application and plan shall be submitted to the school principal/supervisor by March 1, of the year**

proceeding the school year in which the applicants desire to participate in the shared assignment.

**39.10** Unit members shall be notified of their shared assignment approval or disapproval by March 15, but the final site/grade level assignment for the team will be determined using the same procedures and timelines utilized for the District's fulltime teachers. If the principal/supervisor does not approve the application or plan, reasons for the disapproval shall be provided to the bargaining unit members in writing within a reasonable time.

**39.11** Shared assignment team members shall share the maximum District contribution for health benefits of. The District contribution will be allocated/shared pursuant to the following options: (a) A team member will receive a share of the District contribution for health benefits based upon the team members full time equivalency (FTE). (b) A team member may opt out of the following, allocating their benefit cap share to their partner:

- Medical;
- Dental and Vision;

The health benefit programs from which the team members may select is limited to those programs offered by the District at the time the shared assignment is in effect. If a team member selects health benefit programs that exceed their share of the District contribution, the team member will authorize a payroll deduction for the premium amount that exceeds the District contribution. If a unit member does not choose to participate in the medical coverage offered by the district, he/she must provide proof of alternative minimum essential medical coverage to the district.

**39.12** A salary schedule increment shall not be granted to a unit member if they work less than 75% of one full year of service. As defined in the Ed. Code, a full year of service is 75% of a full-time assignment (.75 x 185= 139 days). When a unit member meets the 75% or more full time equivalency, he/she will receive a salary step increase at the start of the next fiscal year. Once the unit member earns his/her salary step increase, accumulation of full-time employment hours toward the next step increase begins at zero. There is no carryover.

**39.13** Unit members who wish to participate in a shared assignment will be required to request a leave of absence without pay for that portion of the school year during which they will not be working. Unit members who participate in a shared assignment shall be offered full-time employment in the event that the shared assignment will not continue the following school year. Unit members ending a shared assignment

and returning to full time employment will be treated as a displaced teacher.

**39.14** Unit members participating in a shared assignment shall be required to perform the complete range of adjunct duties required of a unit member in a full-time assignment.

**39.15** The team member who is on duty at the time of the staff development/school business meetings shall provide the required essential information to the partner who is not on duty at the time. District directed professional development trainings shall be attended by both partners. The partner who is not scheduled to work that day shall be paid the current hourly "out of contract" pay.

There shall be no more than one shared assignment at any school site. The duration of a shared assignment shall be limited to no more than 5 (5) years.

## **ARTICLE 40. PART-TIME PROGRAM SUPPORT EMPLOYEES**

**40.1** Part-time program support employees shall be defined as non-management, non-supervisory, certificated employees funded through categorical, site funds, and private sources who are employed less than half time.

**40.2** Part-time employees shall be paid on a pro rata per diem basis and placed on the appropriate step of the current certificated salary schedule.