

DEPARTMENT OF HUMAN RESOURCES



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BULLETIN #57 (2021-22)

DATE: January 18, 2022

TO: All Instructional Staff

SUBJECT: SHARED-TIME PROGRAM - FALL 2022

The Administration and the Dearborn Federation of Teachers, AFT Local 681, have agreed to continue the shared-time teaching program per Article XXXVIII of the 2018-23 DFT contract.

The program shall be limited to no more than twenty-five (25) teams. The teams shall be selected from among the applicants and attendance is a component considered for each applicant. The teams must submit applications to the Department of Human Resources by 4:00 p.m., Friday, February 4, 2022. Terms and conditions as well as application forms are attached to this bulletin.

Shared Time Form is also available on the Human Resources Blog.

Questions may be directed to the Department of Human Resources.

MAB/na

Attachments

ARTICLE XXXVIII - PART-TIME AND SHARED TEACHING ASSIGNMENTS

A. Part-time Teaching Assignments

1. A part-time position is a non-shared-time position that is less than 1.0 FTE
2. Part-time employees will be paid a prorated salary commensurate with the ratio of their position's FTE.
3. Individuals in a part-time teaching assignment shall receive benefits on a prorated basis.
4. A part-time unit member on a written contract shall be allowed sick leave benefits on a proportionate basis. Part-time unit members shall not include substitute teachers.
 - a) Prorations for accrual shall be based on the employees FTE. Employees working 0.6 FTE and above will receive ten 10 days per year. Employees working less than 0.6 FTE will receive five (5) per year.
 - b) Prorations for use of a sick day shall be based on either a full or half day based on their Absence Management entry regardless of whether a sub is used or not. For example a 0.4 FTE working two full days per week is off for their work day they will be assessed 1 full day. A 0.4 FTE employee working 5 days per week is off they would be charged one half day. A 0.6 FTE employee working 5 days per week would be assessed a full day.
5. Each teacher in a part-time teaching assignment will be granted a full year of seniority and a full year of experience on the salary schedule. Retirement credit is prorated by the State Retirement Office in relation to the hours worked per day. To receive a retirement year requires an individual to work 6 hours per day for 170 days.
6. Elementary part-time employees will receive a prorated prep time.
7. Secondary part-time employees' schedules will not include a scheduled planning period. Time scheduled and paid will be based on a 0.2 FTE per class assigned (1 class = 0.2, 2 classes = 0.4, 3 classes = 0.6 and 4 classes = 0.8).
8. Those in part-time assignments will be required to attend required inservice, building-level meetings, parent conferences, special education meetings, student study team, multidisciplinary evaluation team, and individualized educational planning committee meetings, open houses and carry out committee assignments normally participated in by a full-time teacher. All part-time employees agree to meet the state guidelines for professional development.
9. Under this opportunity, no procedure shall be established that creates any binding obligation in the future.

B. Share Time Assignments

1. This shared teaching program was developed to allow pairs of tenured teachers employed by the Dearborn Public Schools to voluntarily share full-time assignments in order to recall laid-off teachers, increase work options, improve staff morale and productivity, and enable employees to better meet the dual responsibilities of family and work.

2. It is the responsibility of each shared teaching team to submit a plan to the Department of Human Resources which addresses the following considerations:
 - a) The names of the teachers who form the partnership.
 - b) When each partner will teach.
 - c) How the curriculum will be divided.
 - d) When joint planning will take place.
 - e) How various duties associated with the shared time positions will be handled, including but not limited to meetings, marking of report cards, extra curricular and committee assignments, IEP's, MET, and student study teams.
 - f) How parent conference, open house and other responsibilities be accomplished.
3. Application must be received by Human Resources by the end of February. Human Resources will notify teachers of decision as part of the annual staffing process.
4. One representative of the Department of Human Resources and one representative of the Union will facilitate the implementation of this program. Individual teachers who wish to participate will be provided with the names, teaching assignments, and other contact information regarding other individuals who are interested in the program.
5. A representative of the Department of Human Resources, the building principal or appropriate system wide administrator and two representatives of the Union may meet with a shared teaching team to review the plan submitted. The building principal will have the opportunity to interview teachers who wish to share an assignment in his/her building.
6. Decisions regarding the selection of participants or the discontinuation of shared time assignments will not be subject to the grievance procedure.
7. The following positions will not be available for shared-time assignments: Resource teacher, consulting teacher, counselor, department chairperson, athletic director, and special education pre-school or special education early elementary programs (K-2).
8. When the termination of the shared teaching assignment is within two (2) years, both teachers will be assigned to their former building or department, provided such arrangements are not in conflict with other provisions of the contract. In the case of special education assignments, return will be to the former assignment or comparable assignment subject to caseload adjustments. If the termination occurs after three (3) years of the shared teaching assignment, the partner with the highest district seniority retains the current assignment and the partner with the lower district seniority will be surplus. The less senior partner may retain the current assignment if through the mutual agreement of the senior partner the senior partner is voluntarily surplus. Placement of these teachers will be done in accordance with Board policy on teacher placement.
9. All shared teaching assignments in this program will be for one school year. All applicants must re-apply on a yearly basis.
10. Shared-time teachers at the secondary level shall be compensated at the rate of one-half regular pay. A shared-time assignment would preclude a teacher from teaching more than half the load of a full-time teacher; e.g. five classes at the secondary level. For example: During the first semester, teacher A's schedule would include two classes plus one preparation period; teacher B's schedule would include three classes. During the second semester, teacher A would have three classes, and teacher B would have two classes plus one preparation period. Shared-time teachers at the elementary level shall be compensated at the rate of one-half regular pay. Departmental art, music and physical education teachers will be compensated at .4, .5 or .6 depending upon their assignments.

11. Individuals in shared teaching assignments shall receive fringe benefits on a pro rata basis. Sick and personal business days will be granted on a pro rata basis.
12. Each teacher on a shared teaching assignment will be granted a full year of seniority and a full year of experience on the salary schedule. Retirement credit is prorated by the State Retirement Office in relation to the hours worked per day. To receive a retirement year requires an individual to work 6 hours per day for 170 days.
13. Full preparation time will be provided and will be divided as equitably as possible given the nature of the assignment.
14. Extra curricular assignments and/or duties for shared teachers shall equal that of a full-time teaching assignment.
15. Those sharing teacher assignments will be required to attend required inservice, building-level meetings, parent conferences, special education meetings, student study team, multidisciplinary evaluation team, and individualized educational planning committee meetings, open houses and carry out committee assignments normally participated in by a full-time teacher as mutually agreed upon in the shared-time teaching application and approved by the school administrator. All shared time applicants agree to meet the state guidelines for professional development.
16. A teacher who becomes part of a shared assignment will not be granted a transfer during the school year. Any transfer of these teachers will be done in accordance with Board policy on teacher placement.
17. During the second semester of the school year, a committee shall be formed with equal numbers of representatives from the Administration and the Union. The union representatives shall be appointed by the Union. The charge of this committee shall be to evaluate the shared teaching program and make further recommendations.
18. The shared teaching program shall be limited to no more than twenty-five (25) teams. The teams shall be selected from among the applicants. Copies of approved applications will be forwarded to the Union office. Applications will be reviewed by a joint committee made up of equal numbers of representatives from the Administration and from the Union. The Union representatives to the committee shall be appointed by the Union. The final decision to approve or deny an application shall rest with the Superintendent.
19. Under this program, no procedure shall be established that creates any binding obligation in the future.

DEARBORN PUBLIC SCHOOLS
Department of Human Resources
APPLICATION FOR SHARED TEACHING POSITION
(Submit by 4:00 p.m., Friday, February 4, 2022)

TEACHERS' NAMES: 1) _____ DATE _____

2) _____

PRESENT POSITIONS/SCHOOLS: 1) _____ 1) _____

2) _____ 2) _____

SENIORITY DATES: 1) _____ 2) _____

PLEASE COMPLETE THE FOLLOWING APPLICATION AND ATTACH OTHER DOCUMENTS AS NECESSARY.

1. Work site at which position will be shared: _____

Grade Level (Elementary) _____ Subjects (Secondary) _____

2. Identify the hours which each partner will teach: _____

3. How will curriculum responsibilities be divided? _____

4. When will joint planning take place? _____

5. How will various duties be handled, such as teacher meetings, marking of cards, etc.? _____

6. How will parent-teacher conferences, open house and other responsibilities be handled? _____

I hereby attest that I have read and I understand the program for Shared Teaching position.

Applicant's Signature

Date

Applicant's Signature

Date

Approval of School Administrator

Date

Director of Human Resources

Date

Associate Superintendent

Date