

DEPARTMENT OF HUMAN RESOURCES



Ms. Maysam Alie-Bazzi,  
Executive Director of Staff & Student Services

Nada Alamaddine, Director-Non-Instructional  
Courtney Pletzke, Director-Instructional

BULLETIN #058 (2025-26)

DATE: January 14, 2026

TO: All Instructional Staff

SUBJECT: SHARED-TIME PROGRAM - FALL 2026

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 2023-28 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 20, 2026**. 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/sc

Attachments

## **ARTICLE XXXVIII - PART-TIME AND SHARED TEACHING ASSIGNMENTS**

### **B. Share Time Assignments**

1. This shared teaching program was developed to allow pairs of 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 will be accomplished.
3. Application must be received by Human Resources by the end of February. Human Resources will notify teachers of decisions 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, and department chairperson.
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, early release, 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. If the Early Release day falls on a shared time partner's regularly scheduled non-work day, then the unit member can choose to attend the 90 minute Early Release sessions virtually.
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 20, 2026)**

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/days 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, Early Release 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

\_\_\_\_\_  
Executive Director of Staff and Student Services

\_\_\_\_\_  
Date