

**GENERAL ADMINISTRATION
EMPLOYEE**

046 WORK SCHEDULES AND COMPENSATION

046.3 Job Sharing Policy

046.3.1 Purpose

To define guidelines for job sharing at the Human Services Department (HSD).

046.3.2 Definitions

- A. "Employee" means full-time probationary, career or term status employee.
- B. "Job sharing" means one full-time authorized position shared by two employees who each work on a part-time basis.

046.3.3 Policy

HSD offers employees the opportunity to job share, working in a part-time capacity.

046.3.4 Guidelines

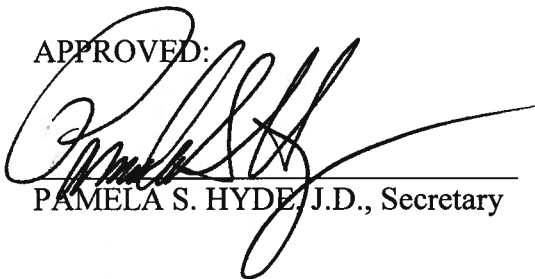
- A. A position proposed for job share must be appropriate for such an arrangement as determined by the supervisor and Division Director or designee. HSD's Office of Human Resources (OHR) must give final approval of positions for job sharing. Job duties and responsibilities must be amenable to an equitable and efficient division between both partners in the arrangement. Job sharing cannot negatively affect the efficiency of the work operation, the quality of service to customers, and cannot result in an over expenditure of the allowable budget for the position.
- B. Job share agreements continue in force if the duties and responsibilities of the position and the nature of the organizational structure remain appropriate for job share and the arrangement is working satisfactorily. The existence of a job share agreement may not interfere with HSD's authority to modify the content of the job in question, reassign the position in an organizational structure, make changes to the employees' work schedules or otherwise exercise its management right to maintain efficiency of operation.
- C. The position is divided into two equal slots of the same classification. The combined total hours worked by the job share employees may not exceed 80 hours per pay period. Both employees in a job share arrangement must qualify for the classification of the position.

- D. Job share employees working on a part-time basis accrue annual and sick leave on a prorated basis and are eligible to enroll in all insurance offered by the state. Annualized salary is based on a 40-hour workweek, which is used to determine insurance premiums for those hired as hourly even if they are scheduled to work less than 40 hours per week. Job share employees whose normal work schedule does not include the day a holiday is observed are not compensated for that holiday. Job share employees must work at least 40 hours a pay period to receive full service credit toward PERA retirement. All requirements for PERA participation are governed under PERA regulations.
- E. Employees in a job sharing arrangement may need to attend meetings or other required functions at times other than their usual work hours. Supervisors retain their rights to make temporary changes in such employees' work schedules. The supervisor provides as much advance notification of such changes as possible.
- F. Employees in a job share position waive their rights to full-time employment and are converted to part-time status. There are other factors that affect employment when entering a job share agreement (e.g., contingencies if one employee leaves or HSD terminates the agreement). Please contact OHR for any additional details.

046.3.5 References

State Personnel Board Rules
Collective Bargaining Agreement

APPROVED:



PAMELA S. HYDE, J.D., Secretary

DATE:



7/16/09