

**PERSONNEL
MEMORANDUM**

<u>NUMBER</u>	<u>1023</u>
<u>EFFECTIVE</u>	<u>6/03</u>
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SUBJECT: JOB SHARING

Job Sharing is a form of employment where two (2) employees fulfill the responsibilities for a single position approved and budgeted as full-time.

The following guidelines shall apply:

1. The position to be shared must be a budgeted full-time position.
2. All job share requests must be submitted in writing, and under the signature of the Appointing Authority to the Human Resources Division. Written documentation should include whether the position is currently vacant or occupied, how the duties will be distributed, what impact this job share will have on services and efficiency, a brief cost benefit evaluation, etc.
3. The Appointing Authority will determine if Job Sharing for a position is feasible and beneficial to the delivery of services. The Job Sharing request may be granted by the Appointing Authority so long as it is consistent with County needs and it has been demonstrated that the functions of the shared position can be effectively performed by two (2) persons.
4. The Appointing Authority shall insure that all staff affected by a job sharing position are aware of the job share guidelines.
5. The County reserves the right to discontinue a job share position for any reason at any time.
6. No job share arrangement will be allowed for positions represented by a collective bargaining unit unless specifically provided for within the contract.
7. Each job sharer is required to work a total of 20 hours per week for positions budgeted at 40 hours per week or 18.75 hours per week for positions budgeted at 37.5 hours per week in order to qualify for County-paid insurance. Insurance benefits (medical, dental, life and disability) will be paid half by the County and half by the employee, unless the employee elects not to be covered. In order to obtain insurance coverage, employees must elect all insurance benefits. If the employee chooses to maintain insurance benefits, the employee shall sign an authorization for payroll deductions of the employee's pro rata share of those costs. If the employee chooses not to maintain insurance benefits, the employee shall sign a statement to that effect.

8. Each job sharer will earn vacation and sick leave at one-half (1/2) the accrual of a full-time employee.
9. Each job sharer will be paid for one-half (1/2) of each County-paid holiday.
10. The two (2) employees filling a job sharing position must be of the same classification as the position being shared. The employees may be hired at different steps as long as the adopted budget for the position is not exceeded.
11. The days and hours each employee works and the duties assigned to each employee are the responsibility of the employee's supervisor with approval of the Appointing Authority.
12. An employee may only job share one (1) County position at a time.
13. County Personnel Rules and Regulations will apply regarding Outside Employment.
14. In the event that a job share position is discontinued, necessitating the layoff of an employee, County Personnel Rules and Regulations will apply.