

Rule # 3-80

Job Share

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§ 3-80-010 Purpose

The County is committed to developing, maintaining, and supporting flexible employment opportunities. To assist in this goal the County will actively support job sharing where it is reasonable and practical to do so and where operational needs will not be adversely affected. The County may create working arrangements, in accordance with managerial interests, where the County may retain the valuable skills of existing employees who no longer wish to work full-time.

The purpose of this rule is to define the job share policy and procedures.

§ 3-80-020 Definition

Job Share: A job share is defined as a full-time position that is held by two (2) regular status employees on a shared basis in a single classification, thus each employee works .5 FTE. The two (2) employees share the duties and responsibilities for the position, dividing the hours equally between them. Each employee will be scheduled to work forty (40) hours during two (2) work weeks. Job share partners will be treated as part-time (.5 FTE) employees for purposes of holidays, leave accruals and scheduling, lay-off, compensation, and health and welfare benefits.

§ 3-80-030 Proposal and Review Process

- A. A job share can be initiated by an employee or a manager.
- B. An employee interested in creating a new job share is responsible for finding their own job sharing partner within the department and same job classification.
- C. Employees interested in developing a job share assignment are required to develop and present a [Job Share Proposal](#) to their manager. The proposal must include:
 1. The proposed position to be job shared and the location;
 2. An explanation of the strengths of the job share team – for example, combined experience, additional skills, complementary work styles;

3. How tasks and responsibilities will be divided;
 4. The proposed work schedule;
 5. How the job share partners will communicate with each other, their manager, clients, and co-workers;
 6. Length of the proposed job share; and
 7. Work space logistics.
- D. Approval of job sharing is at the discretion of management. The manager will review the proposal and make a decision to accept, reject, or ask for revisions to the proposal.
- E. If the proposal is accepted by management, a [Job Share Agreement](#) will be completed and signed by both the manager and the two employees and forwarded to the Department's Human Resources Office for review and placement in each employee's personnel file, along with the [Job Share Proposal](#) submitted by the employees. The forms can also be found in each Department's Human Resources Unit.
- F. If the proposal is rejected, the manager will send a written response to the employees with the reason for the rejection.

§ 3-80-040 Job Share Vacancy

- A. The job share agreement can be terminated by either employee or by management with four (4) weeks' written notice to all parties. Reasons for the termination could include termination of employment or any other reason that is in the best interest of the County.
- B. If management in its discretion determines at any time that the job share should be discontinued, and the position will be filled by one (1) full time employee, the most senior employee in the job share will be offered the full time position. If the most senior employee accepts, the other job share partner will be subject to layoff according to their applicable bargaining agreement or MCPR 2-80 Reduction in Workforce. If the most senior employee declines, the other job share partner will be offered the position and the senior employee will be subject to layoff according to their applicable bargaining agreement or MCPR 2-80.
- C. If one of the job share employees vacates the job share position, management will determine whether the position should continue as a job share. If management terminates the job share, the job share partner will be offered the resulting full-time position. If the employee declines the position, the employee will be subject to layoff according to their applicable bargaining agreement or MCPR 2-80.
- D. If management determines that the job share should continue after one job share employee vacates the position, the vacant half of the position will be filled by using the

department's procedure on filling vacant positions (i.e. lateral transfer process, using the Countywide or general transfer list, soliciting potential job share partners).

- E. A new Job Share Agreement shall be executed upon inception of a new job share after personnel changes.

REFERENCE

MCPR 2-80 Reduction in Workforce