



Job Share Policy

Effective Date: August 1995

Owner	Board of Commissioners
Reviewer(s)	Human Resources
Approver(s)	Human Resources Director
Related Policies	Annual Leave, Sick Leave, Holiday Pay, Compensation, Health Benefits, Dental Benefits, Group Long Term Disability Benefits, Group Life Insurance Benefits.
Related Standards	N/A
Storage Location	iCobb
HR Last Review Date	11/2020
HR Next Review Date	11/2022
HR Review Cycle	Every two years

1. PURPOSE

To maintain trained, long-term employees by allowing employees, who want to work less than full-time, the option of sharing their full-time position with another employee.

2. SCOPE

This policy applies to all Board of Commissioners' Employees. If you have questions regarding this policy, contact the Human Resources Department.

3. DEFINITIONS

Job Share Program – Job sharing is a type of flexible work arrangement in which two people work part-time schedules to complete the work one person would do in a single full-time job.

4. POLICY

County employees, who elect to work less than full-time hours, may request to work under a job share program with another employee. Approval of a job share program will be at the discretion of the individual department head. The department head will evaluate the request based on the feasibility of the request and its effect on the department's objectives. The employees must work together with the department head to ensure that business objectives are reached with the current staff.

5. PROCEDURES

- A. All County positions may not be eligible for the job share program based on several factors such as the size of the department or the nature of the work performed.
- B. Two job share employees may share one full-time position in any combination of ways, as long as the total number of hours for the individual work schedules equal the normal number of work week hours, usually 40.
- C. Any job share arrangement must be approved in advance in writing by the department head for a specific period of time not to exceed 12 months. Specific procedures for approval of a job share arrangement and any changes in work schedules will be established by the department head. A quarterly review of the arrangement will be performed by management. A job share arrangement can continue for more than one 12-month period.



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- D. Job share employees working 20 hours per week or more will be eligible for County provided retirement benefits based on actual hours worked.
- E. Job share employees will be eligible for paid holidays based on actual hours worked, i.e., a job share employee working 20 hours per week will receive only 4 hours holiday pay instead of the normal 8 hours received by a 40-hour employee.
- F. Job share employees will accumulate leave based on actual hours worked, as a prorate share of regular accruals.
- G. If a full-time employee transfers to job share status at less than 30 hours per week, medical, dental, long term disability, and life insurance will be discontinued on the effective date of the change. Please refer to the appropriate benefit plans for information regarding your right to continue health coverage and/or to convert your group coverage to individual coverage.
- H. Job share positions must be requisitioned and advertised through normal procedures. If a job share employee changes to full-time status in the same position, the position does not have to be announced. The employee is merely changing status and has already competed for the position in the original selection process.
- I. If one or more of the employees decides to discontinue the job share arrangement and wishes to work full-time again, the employee who wishes to work full-time should request a transfer to another position. If both employees wish to discontinue the job share arrangement, the department head will evaluate the situation and determine which employee will remain in the full-time position based on reduction in force procedures.

6. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance by the Board of Commissioners.

7. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	05-1990		Adoption
	06-1992		Revision
	08-1995		Revision
v.1.0-2020	09-2020		Reformat