JOB SHARING

PURPOSE: To provide employees with opportunities in employment and in achieving a balance consistent with personal and professional goals.

SCOPE: This policy applies to all regular and probationary Clackamas County employees. Temporary employees are not eligible.

POLICY STATEMENT: Clackamas County is committed to flexible workplace opportunities for all employees regardless of the number of hours worked. In order to facilitate this, a department may create working arrangements, consistent with the needs of the department and the County, whereby it can widen its recruitment pool, retain the valuable skills of existing employees who cannot or choose not to work full time and enable staff to retain career development opportunities while working fewer hours.

DESCRIPTION

Job sharing is a situation in which two people share duties and responsibilities of one full-time regular position. To be a job share, the two employees must only be performing the duties that would be assigned if the position was filled by one full-time person. In addition, the combined hours worked by the job share employees should not exceed the full-time equivalent of one position. If the situation does not meet these criteria, then it is probably two part-time positions rather than a job share.

Job sharing is a voluntary program. Any employee who wishes to participate in job sharing must submit a written request to the department director to be considered for job share positions. The department director then determines if job sharing is appropriate for a specific position. The duties and hours of work to be assigned to the two employees must be documented and submitted to the Personnel Division for determination if the position meets the above criteria for a job sharing. The job share positions must be approved by the DES Director as well as the Budget Division.

A regular or probationary status employee working at least half-time in a job share arrangement is eligible for medical, dental, life and disability benefits. Unless specified otherwise in a collective bargaining agreement, each half-time job share employee will receive one-half the dollar amount allocated for benefits for a full-time position. Any job share employee working less than half-time is not eligible for medical, dental, life or disability benefits.

Unless otherwise stated in the applicable collective bargaining agreement, job share employees who are working at least half-time will be eligible for employee benefits. Job share employees working less than half-time are not eligible for benefits. For more information, see EPP #33 – Employee Benefits.

Job share employees will accrue vacation and sick leave at a prorated amount of the normal accrual rate for the employee's years of service. For more information on service accruals, see EPP #32

For purposes of layoff, individuals sharing a job share position which totals a full time equivalent shall be considered as one full time equivalent. If one job sharing partner is removed, dismissed, resigns or otherwise is separated from the job, the department director has the right to determine if job sharing is still appropriate for the position. If the department director determines that job sharing is no longer appropriate, or if the department is unable to recruit a qualified employee for the vacant portion of the job share position, the remaining employee shall have the option to assume the position on a full-time basis.

The job share situation is one which can lead to increased production and more satisfied employees. We encourage employees interested in job share positions to inquire if department needs can be met through this arrangement.

The Job Share Request Form is at the end of this document.

INTERNET LINKS

County Ordinance (http://www.clackamas.us/docs/about/title2.pdf)
Service Accruals: http://www.clackamas.us/docs/des/epp32.pdf
Employee Benefits: http://www.clackamas.us/docs/des/epp33.pdf

Link to Job Share Benefits Information Summary sheets:

CCOM: http://www.clackamas.us/docs/des/ccom_js.pdf
DTD: http://www.clackamas.us/docs/des/dtd_pt.pdf
EA: http://www.clackamas.us/docs/des/ea_js.pdf
FOPPO: http://www.clackamas.us/docs/des/foppo_js.pdf
Non-Represented: http://www.clackamas.us/docs/des/nrep_js.pdf

JOB SHARE REQUEST FORM

Job sharing is a situation in which two people share duties and responsibilities of one regular full-time position, whereby the individuals holding the position work less than full time. To be considered for job sharing, an employee must submit a written request to the Department Director. Job Share requires approval of the employee's supervisor, Division Director (if applicable), Department Director and the Director of Employee Services.

EMPLOYEE REQUEST:

I, _____, request consideration of my position becoming a job share position in which I would share my job with one other person.

Name of second employee requesting job share (if applicable):_____

Please explain how a job share plan for this position will be of benefit to the program, Division and the Department:

_____
_____
_____
_____

If approved, I understand that if I enter into a job share arrangement, my benefits and seniority will be shared on a pro rata basis with the employee that I share the job with. I further understand that all provisions of the applicable collective bargaining agreement and the County's Employment Policy and Practice #13 will apply. I understand that if one job sharing partner is removed, dismissed or resigns, the department director has the right to determine if job sharing is still appropriate, and to continue or discontinue the job share.

_____ _____ _____ _____
Signature of Employee Date Signature of Supervisor Date

_____ _____
Signature of Div. Director Date

DEPARTMENT REVIEW:

☐ Approved, subject to approval from Director of Employee Services and Budget.
☐ Denied.

_____ _____
Signature of Department Director Date

DEPARTMENT OF EMPLOYEE SERVICES APPROVAL:

☐ Approved ☐ Denied

_____ _____
Signature of Employee Services Director Date