

City of Salem
Job Share Policy

Definition:

A form of career part-time employment where two (2) employees perform the duties and fulfill the responsibilities for a single position approved and budgeted as full-time.

Guidelines:

- A. The position to be shared must be a budgeted full-time position.
- B. All job sharing requests must be in writing, approved and signed by the requesting Department Head and forwarded to the Personnel Director.
- C. A job sharing position shall not result in an increase in the authorized budgeted full-time position.
- D. Each job sharer is required to work twenty (20) hours per week. Benefits will be prorated according to the hours worked. Other arrangements may be made for less or more than 20 hours a week with the approval of the Department Head and Personnel Director for rare and unusual circumstances, benefits will be prorated accordingly.
- E. Each job sharer will be paid for only 1/2 (four hours) or a prorated portion of each City paid holiday, and their work schedule shall be reduced proportionally for the week that the holiday occurs.
- F. The two employees filling a job sharing position must be of the same classification as the position being job shared and meet the minimum qualifications for the classification. The employees may be employed at different steps, based upon job skill or tenure, so long as the adopted authorized position is not exceeded.
- G. The days and hours each employee works and the duties assigned to each employee, as described in the class specification, are the responsibility of the employee's supervisor with the approval of the Department Head.
- H. An employee may only share one City position at a time.
- J. The City reserves the right to rescind the authorization to job share a position for any reason at any time.
- K. In the event that authorization for a job shared position is rescinded, the most senior employee sharing the position would have preference to continue in a full-time capacity. Lay-off would occur according to the Personnel Rules or appropriate collective bargaining contract.

- L. The most senior employee has the first option of requesting vacation and scheduling in accordance with the department policy or collective bargaining contract.
- M. Overtime eligibility shall be on an individual employee basis; however, every attempt will be made to distribute the overtime equally. Payment for additional hours worked is determined by Federal law, Oregon statutes, collective bargaining contracts, and City policy.

It is understood that the benefits and conditions referred to in this policy may change from time to time due to changes in the collective bargaining contract, City of Salem Personnel Rules, Department Rules and Regulations, or Operational Practices.

I have read and understand the above information.

Employee Signature

Date

Employee Signature

Date

Supervisor Approval

Date

Department Head Approval

Date