



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No.	1261	Date Issued:	August 4, 1994
Section:	1000 – Personnel Policies	Date Revised:	October 27, 2022
SUBJECT: JOB-SHARING PROGRAM			
APPROVED:	<u><signed copy on file></u> Board Chairperson		

- 1.0 Job Sharing is defined as a specified full time job assignment shared between two (2) employees. Each employee must work at least 40 hours per pay period.
 - 1.1. Assigned hours may vary and may exceed twenty (20) hours per week based on participant availability and Authority need.
- 2.0 The General Manager is authorized to approve requests for employee participation in the job-sharing program.
 - 2.1. The General Manager may approve job-sharing positions for up to a maximum of six (6) authorized Full Time Equivalent (FTE) P.S. Comm Dispatcher II positions (i.e. twelve (12) employees equally sharing six (6) positions).
 - 2.2. The General Manager may approve job-sharing positions for up to a maximum of two (2) authorized Full Time Equivalent (FTE) P.S. Dispatcher Assistant position (i.e. four (4) employees equally sharing two (2) positions).
- 3.0 Eligibility for participation in the job-sharing program is subject to the following guidelines and conditions:
 - 3.1. Both employees must hold permanent Authority authorized positions of equal classification and similar certifications.
 - 3.2. Both employees must commit to participate in the job-sharing program for a minimum of two (2) years.

- 3.2.1. The General Manager may require that either or both employees return to full time employment at any time if it is determined to be in the best interest of the Authority.
- 3.3. Only employees with a current performance evaluation of standard or higher are eligible to request participation.
- 4.0 In addition to sharing one (1) FTE position, employees approved for and participating in the job-share program shall accrue Holiday, Sick Leave and Vacation Leave on a pro-rated basis according to actual hours worked.
 - 4.1. The Authority's Health Benefit contribution for each employee, including those approved for and participating in the job-share program, is set forth within the MOU and Policy No. 1300.
- 5.0 In the event that one job sharing partner terminates employment with the Authority, the General Manager may conduct a thirty (30) day internal recruitment to fill the job sharing position.
 - 5.1. If the internal recruitment is unsuccessful, the General Manager may convert the position to a full-time position and the remaining partner will assume the full-time position.
- 6.0 In the event that one or both job sharing partner(s) request to be returned to full-time status upon completion of the two (2) year period, the General Manager will conduct a thirty (30) day internal recruitment to fill the job sharing position(s).
 - 6.1. If the internal recruitment is unsuccessful, the General Manager will return both job sharing partners to full time status as soon as possible and subject to the following conditions:
 - 6.1.1. vacancies must exist in the Dispatcher series which would enable such employees to convert to full time without exceeding the authorized FTE positions in accordance with Policy No. 1180, Authorized Positions.
 - 6.1.2. as vacancies exist, the returning employees will be converted to full time status in order of their Length of Service as defined by Policy No. 1150, Length of Service.
- 7.0 Notwithstanding the provisions of Policy No. 1240 (Vacation Leave), employees participating in the job-share program may accrue up to a maximum of four (4) times their annual, pro-rated vacation hour accrual rate.