

 Metro | *Policies and procedures*

Subject Job Sharing
Section Human Resources
Approved by Martha Bennett, Chief Operating Officer; MERC Commission

POLICY

Metro permits two employees to share one full-time position if, in Metro's judgment, the position lends itself to a job sharing arrangement without decreasing efficiency or increasing the net cost of the position to Metro.

Applicable to

All employees.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Definitions

Full-Time Equivalent (FTE): the number of total work hours divided by the maximum number of compensable hours in a full-time schedule.

Guidelines

1. A budgeted full-time position may be shared by two employees if, in Metro's judgment, the position lends itself to a job sharing arrangement without decreasing efficiency or increasing the net cost of the position to Metro.
 - a. For positions represented by a union, each job share employee will be budgeted at .50 FTE (20 hours per week). For non-represented positions, FTE may be divided according to business need and the needs and preferences of the employees.
2. Benefits will be prorated between the two employees in proportion to each employee's budgeted work hours. The benefits associated with a job share position may not exceed the benefits of an equivalent full-time position. An employee working in a job share position will be treated as a part time employee for purposes of calculating leave accruals.
3. Job share partners must have the same classification (since the classification is associated with the position) but may be paid at different rates, consistent with applicable collective bargaining agreements and policies.

Procedures

1. A budgeted full-time position may be designated a job share position with the approval of the Department Director and HR Director.
2. To initiate a request for job sharing, employees should first discuss the request with their immediate supervisor, who will discuss the request with the Department Director. The decision whether to proceed with the request is at the Department Director's discretion based on operational needs and budget considerations.
3. If the Director supports the request, the employees must submit a written proposal to the Director, signed by both employees. The proposal should describe the proposed division of work hours and duties.
4. The Department Director will forward the proposal to the Human Resources (HR) Benefits Manager. The HR Benefits Manager will review the proposal to ensure compliance with applicable laws and policies related to benefits and discuss any concerns with the Department Director. The HR Benefits Manager will then forward the request to the HR Director who will approve or deny the request and notify the Department Director and Human Resources Information Systems (HRIS) Analyst. The Department Director is responsible for communicating the response to the affected employees.
5. Employees in job sharing arrangements are required to maintain the same performance, productivity and customer service standards that would be expected if the position were filled with one full-time employee. The immediate supervisor is responsible for managing the days and hours worked and the duties assigned to each employee. Job share partners and their supervisors are expected to work together to develop appropriate procedures to balance workloads and share information effectively.
6. Employees in job sharing arrangements may be required to track their work hours, even if they are paid on a salary basis, to facilitate management of the position and ensure compliance with legal requirements. Supervisors are responsible for managing work hours consistent with the approved job share arrangement.
7. If, in the judgment of the Department Director, the job share arrangement is not meeting Metro's business needs, the Department Director may terminate the arrangement upon 30 days' notice to the affected employees. The affected position may be converted to two part-time positions if consistent with business needs. Any resulting changes to the terms and conditions of employment will be in accordance with Metro's personnel policies and the applicable collective bargaining agreement, if any.
8. If one partner in a job sharing arrangement separates from employment, the supervisor and Department Director will determine whether to recruit for a new job share partner, convert the position to two part-time positions, or convert the position to one regular full-time position. This decision is at management's discretion based on operational needs and budget considerations.
 - a. If the position is converted to a regular full time position, the remaining job share employee will be offered the opportunity to assume the position on a full-time basis.
 - b. If the former job share employee is unable to assume the offered full-time position, he or she will be laid off following procedures in the applicable policy or collective bargaining agreement and the full-time position will be opened for recruitment.

Responsibilities

Employees:

- Discuss job sharing requests with your immediate supervisor and submit a signed written proposal.
- Share information with your job share partner to ensure efficiency and seamless customer service.
- Track work hours and submit them to your supervisor (salaried, overtime-exempt employees: only if required by supervisor).

Supervisors:

- Ensure that job share employees are meeting applicable performance and customer service standards and that workloads and work hours are consistent with the job share agreement.

Department Director:

- Determine whether to support or deny job share requests.
- Submit job share proposals to the HR Department.

Human Resources:

- Track job share arrangements throughout the agency.
- Benefits Manager: Review job share proposals for compliance with applicable laws and policies.
- Director: Approve or deny job share proposals and notify Department Director and HRIS Analyst.
- HRIS Analyst: Complete data entry to allocate payroll and benefits in accordance with approved proposals.