

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: VOLUNTARY JOB SHARING OF
MISCELLANEOUS
CLASSIFICATIONS

Date Adopted: October 7, 1992

File 3.53
Number

POLICY OBJECTIVE

The purpose of this policy is to establish the procedure for two full-time regular employees in the same miscellaneous job classification to voluntarily reduce to part-time so that the resultant reduction equals one full-time equivalent position, and the two employees share the responsibilities of one position.

ASSIGNED RESPONSIBILITY

Department Heads, City Manager or his/her designee.

APPLICABILITY

Employees wishing to participate in job sharing must currently be regular full-time employees who have satisfactorily completed probationary status, and whose performance evaluations do not reflect any performance deficiencies. The department head shall recommend, and the Personnel Director shall approve, all job sharing arrangements.

PROCEDURES

A. Forms

Request for, and approval to, voluntarily job share shall be done in writing on a form provided by the Personnel Department.

B. Participation in the Program

Job Sharing is a privilege, not a right, and participation in the program does not constitute or create an entitlement or vested right.

C. Accumulated Paid Leave Time

Employees who job share, shall be entitled to a prorated share of vacation, holiday, sick leave, family sick leave and family death leave equal to that percentage their part-time employment bears to full-time equivalence. Notwithstanding the above an employee who job shares must work a minimum of half-time (.5FTE) to be eligible for the above referenced paid leave time.

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D. Benefits

Employees who job share shall continue in the PERS retirement system. Participation in medical, dental and vision care benefits shall be as provided by the recommendation of the Health Benefit Advisory Committee and approval of the City Council. Life and disability insurance eligibility shall be determined by the plan in effect during the job share arrangement. Currently employees working less the full-time are not eligible for life or disability benefits.

E. Resignation/Termination

If one member of the job sharing team resigns or is terminated, the remaining member must, within 30 days of that action, return to full-time status or identify another qualified employee who will job share. If a new job sharing partner is not approved, the remaining job share partner must return to full-time status.

F. Revocation

Job sharing is intended to be approved only as long as it is determined to be in the best interest of the City of Eureka. Revocation or cancellation of the job share arrangement may be made by the City at any time when the City, in its discretion, determines that such arrangement is no longer in the City's best interest. Upon such a determination, one or both job share partners will be required to return to full-time status within 30 days. There shall be no appeal of the City's decision to return a job share partner(s) to full-time.

G. Voluntary Termination of Job Sharing

Either job share partner may request termination of the job share arrangement and return to full-time status. Accommodation of this request will be subject to the availability of a vacant position. The remaining partner shall be required to return to full-time status unless another qualified job share partner can be found, and is approved.

H. Other Benefits

Subject to the provision of this policy, employees who voluntarily engage in job sharing shall be entitled to the rights and benefits afforded to

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employees in regular part-time status (see ECEA MOU Article 42). In the event that the job sharing policy and MOU Article 42 are in conflict, the job share policy shall take precedence for job share partners only.