



# City of Olympia

## Administrative Guidelines

<b>GUIDELINE #9</b>	
<b>JOB SHARING</b>	
<b>EFFECTIVE DATE:</b> September 1, 1989	<b>PREPARED BY:</b> Human Resources
<b>REVISED:</b> January 1, 1997	<b>APPROVED BY:</b>
<b>SUPERSEDED:</b> Personnel Rules Resolution No.: M-1053 Amended by: M-1103	Richard C. Cushing City Manager

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### 9.1 **PURPOSE**

To establish guidelines for job sharing opportunities. The City recognizes that job sharing opportunities can benefit both employees and the employer. Increasingly, employees struggle to balance careers with quality family life. Many of our employees are single parents or members of “two worker” families. Job sharing opportunities allow employees to seek satisfying, high skill employment opportunities and still have time to devote to family obligations. The employer benefits from the increased

productivity which results when employees are free from worries about family obligations and enjoy reduced stress due to a more relaxed work schedule. Productivity remains higher over shorter work periods. Two workers filling a single position can increase the level of skill and talent available to the work team.

## **ADMINISTRATIVE GUIDELINE: Job Sharing**

### 9.2 **REFERENCE**

None

### 9.3 **APPLICATION**

This Administrative Guideline applies to all individuals employed by the City of Olympia unless job sharing opportunities are established otherwise by an employment contract, Memorandum of Understanding or statute.

### 9.4 **POLICY**

It is the policy of the City to encourage job sharing relationships when they can be accommodated without loss of efficiency or productivity in the work team.

### 9.5 **GUIDELINES**

9.5.1 **Initiation.** Employees may seek a job sharing arrangement for their own position. Supervisors, managers and department directors may identify positions under their authority which would benefit from a job sharing arrangement.

9.5.2 **Mutual Agreement.** Job sharing opportunities will be allowed only upon the mutual agreement of a current employee and the supervisor, with the approval of the department director.

9.5.3 **Competitive Process.** Job sharing opportunities will be filled by competitive process.

9.5.4 **Classification and Pay.** It will be the responsibility of the Human Resources Department to determine that the portions of the position are appropriately classified and compensated.

9.5.5 **Work Schedule.** The work schedule must be mutually agreed upon by the supervisor and the employees involved, and approved by the Human Resources Director and the department director.

9.5.6 **Vacation and Sick Leave.** Vacation and sick leave will accrue according to the City of Olympia, Administrative Guideline #11, Leave of Absence.

9.5.7 **Benefits.** Health and welfare benefits are only paid to employees who work at least 20 hours per week in positions which are otherwise benefit eligible. Benefits are paid in proportion to the number of hours the employee is regularly scheduled to work and will not be increased when an employee's hours are temporarily increased.

## **ADMINISTRATIVE GUIDELINE: Job Sharing**

- 9.5.8 **Retirement.** Membership in the appropriate State sponsored retirement system is governed by the retirement system.
- 9.5.9 **Discontinuance.** Job sharing opportunities may be discontinued at any time by the supervisor with 90 days notice to the employees involved. Rights to the position will be based upon first, individual performance; then, possession of special skills; and finally, seniority in the position. When a job share is discontinued, the employee who is removed from the position will have the same rights as an employee who has been laid off and recalled as outlined in Administrative Guideline 5, Personnel Actions, Section 5.5.10.