

JOB SHARING

PURPOSE:

To establish guidelines for the job share type of employment and for entitlement to benefits. A job share employee is an employee who works a minimum of sixteen (16) hours per week in a job share that has been approved under this policy.

STATEMENT OF POLICY:

When a County office, department or agency is funded for a regular full-time position and the elected official, department head or agency director desires to fill the position with two individuals in a job share, the responsible official shall reduce the proposal to writing and submit it to the County Administrator with a copy to the Board of Commissioners. The proposal shall include the signed and written agreement of the job share participants to the terms of the job share including the requirements set forth below.

The Administrator shall review the proposal for compliance with County policy and approve it unless it is determined that the proposal is not in the best interests of Cass County.

An employee participating in a job share who works 20 hours or more per week on a regular basis shall receive prorated fringe benefits except for health/life/disability plan benefits unless provided otherwise by statute, personnel policy, or union agreement. Said job share employee may receive full health/life/disability plan benefits provided the other employee participating in the job share does not. At no time shall both job share employees receive health/life/disability plan benefits. Said job share employee shall receive retirement benefits if eligible under the terms of the retirement plan.

An employee participating in a job share who works less than 20 hours per week on a regular basis shall receive prorated fringe benefits and no health/life/disability plan benefits or retirement benefits unless provided otherwise by statute, personnel policy, or union agreement.

If one party to the job-sharing arrangement leaves County employment for any reason, the job-sharing agreement is automatically terminated. The Elected Official/Department Head may consider the remaining party for full-time employment but is not required to do so.

This policy must be reviewed by the Administrator and Board of Commissioners in December of 1996.

ADOPTED: 11/30/95