



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject*

**Job Sharing**

*Section – Policy Number:*

**D: Personnel Management – 3.2**

*Supersedes:*

**I-D-3.2 (01/96)**

*Effective Date:*

**07/16/2007**

*Date of Last*

*Review/Revision:*

**None**

**Related Standards and References:**

[ORS 240.012 \(Job sharing; policy statement\)](#)  
[ORS 240.013 \(Job-sharing positions; adjustment of benefits and detriments\)](#)  
[ORS 240.015 \(Definitions\)](#)  
 Applicable Collective Bargaining Agreements ([SEIU Article 52](#); [AFSCME Article 52](#))

**Related Procedures:**

▪ None

**Interpretation:** Employee Services

**Approved:**

  
 Robert S. Jester, Director

**I. PURPOSE:**

This policy provides guidelines for job sharing within the OYA.

**II. POLICY DEFINITIONS:**

**Delegated appointing authority:** For matters concerning personnel issues, the delegated appointing authority is the OYA Employee Services Manager.

**Job sharing:** Filling an authorized full-time position with more than one staff working less than full-time. The total part-time employment of staff sharing the position may not exceed the budgeted full-time equivalent position authority.

**III. POLICY:**

The OYA recognizes job sharing as a benefit for staff to engage in employment opportunities in OYA operations that they may otherwise be unable to participate in on a full-time basis. Job sharing is a voluntary opportunity.

#### **IV. GENERAL STANDARDS:**

- A. Positions will be approved for job sharing when it can be established as a benefit in improving the management or accomplishment of agency workload.
- B. Job sharing will normally not be approved for management or supervisory positions or where continuity is significant, such as in shift work.
- C. Job sharing will be limited to positions in which the responsibilities of the position are the same for the two staff sharing the position.
- D. A position will be considered for job sharing only when the position is vacant, or the incumbent voluntarily accepts the plan for job sharing.
- E. A full-time staff desiring a job-sharing assignment may request, in writing, that his/her position be approved for job sharing, or that he/she be assigned to a vacant position for which job sharing has been approved.
  - 1. Requests will be submitted to the staff's Supervisor/Manager.
  - 2. The Supervisor/Manager will consider each request on its own merits and make a recommendation to the delegated appointing authority.
  - 3. The delegated appointing authority will have final authority for approval/denial within this policy and will inform interested parties of the action.
- F. When one portion of a job-share position is vacated, the responsible Supervisor/Manager will determine in consultation with the delegated appointing authority whether the position is appropriate for continuation of job sharing.
  - 1. If the continuance of job sharing is not appropriate, or a qualified job-share staff cannot be recruited, the staff remaining in the position will have rights as outlined in the applicable Collective Bargaining Agreement or, if in management service, will have the right to assume the position on a full-time basis.
  - 2. Upon approval of the appointing authority, the remaining staff may elect to transfer or demote to a vacant part-time position for which he/she is qualified.
- G. Job-sharing staff will share the full employer-paid insurance benefits for one full-time position based on a pro-rate of the regular hours of scheduled work.

It is understood the employer contribution for insurance benefits for a job-share position is limited to the amount authorized for one full-time staff.
- H. In consideration of supervisory workload, normally not more than one position per supervisory unit will be approved for job sharing.

#### **V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO**