



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 (07/07)
I-D-3.2 (01/96)

Effective Date:

02/01/2021

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 43)

Related Procedures:

- None

Policy Owner:

Human Resources Manager

Approved:

Joseph O'Leary, Director

I. PURPOSE:

This policy provides guidelines for job sharing within OYA.

II. POLICY DEFINITIONS:

Delegated appointing authority: For matters concerning personnel issues, the delegated appointing authority is the OYA Human Resources manager.

Job sharing: Filling an authorized full-time position with more than one staff working, on a shared time basis, 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:

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 demonstrates the value OYA places on staff by meeting them where they are, and allowing them to continue employment in a way that works for them while supporting the needs of OYA. OYA recognizes that employees' situations may change over time making full-time employment challenging, and job sharing may contribute to maintaining a more diverse workforce. Job sharing is a voluntary option.

IV. GENERAL STANDARDS:

- A. To be considered for a job sharing position, staff must meet the minimum qualifications for the position.
- B. Positions may be approved for job sharing when it can be established as a benefit in improving the management or accomplishment of agency workload.
- C. Job sharing will normally not be approved for management or supervisory positions or where continuity is significant, such as in shift work.
- D. Job sharing will be limited to positions in which the responsibilities of the position are the same for the two staff sharing the position.
- E. A position may be considered for job sharing when the position is vacant, or the incumbent voluntarily requests that the position be considered for job sharing. After the appointing authority approves the shared position, the position must be filled as quickly as possible. If the position is not filled within 60 days, Human Resources must be notified for an extension.
- F. A full-time staff desiring a job-sharing assignment may request, in writing, that their position be approved for job sharing, or that they be assigned to a vacant position for which job sharing has been approved.
 - 1. Requests will be submitted to the staff's supervisor.
 - 2. The supervisor will consider each request based on established criteria and each individual situation and make a recommendation to the appointing authority.
 - 3. The appointing authority will have final authority for approval/denial within this policy and will inform interested parties of the action.
- G. When one portion of a job-share position is vacated, the appointing authority has the right to determine if job sharing is still appropriate for the position. If the appointing authority approves to continue the job-share position, the position must be filled as quickly as possible. If the position is not filled within 60 days, Human Resources must be notified for an extension.
 - 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 they are qualified.

- H. 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.

- I. Staff in job sharing positions will accrue vacation leave, sick leave, and holiday pay based on a prorated of hours worked in a month during which the staff has worked 32 hours or more.
- J. In consideration of supervisory workload, normally not more than one position per supervisory unit will be approved for job sharing.
- K. Staff who are unable to be considered for a full-time position are not eligible for a job share.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO