



<b>Policy 4.4</b>	<b>Job Share Arrangements</b>		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u> 2/28/12, 3/25/14			

## **JOB SHARE ARRANGEMENTS**

**4.4**

### **POLICY**

In order to retain qualified personnel, it is the policy of DuPage County to allow for the sharing of all duties and responsibilities of a single, full-time position by two (2) qualified employees when departmental circumstances permit and in order to retain experienced personnel.

### **ELIGIBILITY**

- All full-time employees under County Board Jurisdiction regardless of employment status.

### **GUIDELINES**

- A. A job share position is distinguished from a part-time position in that each employee sharing a single full-time position is equally accountable for meeting all duties and responsibilities of the full-time position by working in partnership with another employee. This arrangement shall be fully detailed through a written proposal.
- B. Prior to approval of a job share arrangement, the job share partners will agree in writing with their Department Head regarding the mutual accountability and performance requirements for all aspects of the position. This agreement will be approved by the Department Head and the Director of Human Resources.
- C. Job share partners will share space, furniture and other accommodations of the job.
- D. A job share arrangement shall not be construed to constitute any form of employment contract.

### **PROCEDURES**

1. A written job share proposal is required in order for a job-share request to be approved. The written proposal may be initiated by two (2) interested employees, by the Supervisor, or by the Department Head.

The proposal will include the following:

- a) The defined, shared responsibility of the position.
  - b) The partners' professional responsibility to each other throughout the term of the job share relationship.
  - c) Work schedules.
  - d) Reporting relationship.
  - e) Communication.
  - f) Performance appraisal process.
  - g) All issues related to the conclusion of the job share relationship.
  - h) Any other issues determined to be important to the job share arrangement.
2. The Department Head will review the proposal. If it is determined that the demands and expectations of a single position can be met effectively by two (2) employees mutually performing all aspects of the job, the proposal will be submitted to the Director of Human Resources for final approval.
  3. The job share arrangement will be reviewed after six (6) months and then at least annually to determine that all aspects of the arrangement are continuing to meet the needs of the department.
  4. Employees in a supervisory position may work in a job share arrangement as long as it does not result in coverage of less than 7.5 hours in a day or working less than 5 days a week.
  5. The job share arrangement may end by the decision of the Department Head or one (1) or both of the job share partners and with the approval of the Director of Human Resources. This decision should be communicated in writing at least four (4) weeks prior to the end of the job share.

## **6. Benefit Eligibility**

- a) Job share partners, who began in a job share arrangement before December 1, 2010, qualify for sick pay, vacation pay, designated holidays and personal days proportionate to their scheduled hours. These employees may also participate in health, dental and life insurance by paying the employee benefit rate for plan(s) selected. Job share partners shall not be eligible for the monthly opt-out credit if they choose not to enroll in medical or dental coverage.
- b) Job share partners who begin in a job share arrangement after December 1, 2010, are eligible for vacation pay and designated holidays proportionate to their scheduled hours.
- c) Employees who leave a job share arrangement to work in a non-job share position, and then request to return to a job share will be eligible for vacation pay and designated holidays proportionate to their scheduled hours.
- d) Job Share partners shall participate in the Illinois Municipal Retirement Fund (IMRF)

in accordance with IMRF guidelines.