



County of San Bernardino


JOB SHARE

A Job Share is defined as two employees sharing one (1) regular position.

REFERENCES

Current County Consolidated; Attorney; Specialized Peace Officer and Specialized Peace Officer-Supervisory Memoranda of Understanding; and Exempt Compensation Plan

FORMS REQUIRED

Job Share Contract 

MANDATORY FIELDS

All

GENERAL INFORMATION

Where practical and consistent with department needs, the appointing authority will make reasonable effort to permit an employee in a regular position to share his/her job with another qualified employee.

Benefits for job sharing shall be as provided in accordance with the appropriate MOU for the applicable occupational unit, or Exempt Compensation Plan.

Each employee will be notified in writing by the appointing authority at the time of the appointment, and such notification will clearly define the benefits to which each employee is entitled.

Either job share partner may request to terminate the Job Share Contract and return to full-time employment. However, accommodation will be subject to the availability of a vacant position and the remaining partner will be required to work full-time until a suitable job share partner can be found and is approved by the department.

Job share partners agree to work full-time in the temporary absence of one partner if the department so requests, as long as the hours paid do not exceed the 80 hours maximum in any given pay period.

In the event one partner is promoted, demoted, transferred, or terminated, pro-rated benefits for the remaining employee shall continue until a replacement is appointed. If no replacement is appointed within three pay periods, the remaining employee agrees to return to full-time employment in the position.

The department reserves the right to require employees to temporarily work in excess of their standard hours.

Both employees are eligible for leave benefits, which will be pro-rated according to their standard scheduled hours.

Sick Leave Example: If the employee's scheduled units are 48 hours per pay period, the employee will earn 2.034 hours of sick leave per pay period if 48 hours are actually worked (normal accrual for eighty (80) hours is $3.39 \times 48/80$ or $60\% = 2.034$).

Vacation and holiday hours will accrue on a pro-rata basis, based on the standard scheduled hours worked of each employee.

For employees whose standard scheduled hours are 40 or more, retirement will not be withheld for hours worked beyond the standard scheduled hours in accordance with the appropriate MOU or Exempt Compensation Plan.

The employee whose standard scheduled hours are 40 or more per pay period is eligible to receive benefits, based on the number of scheduled units in accordance with the appropriate MOU or Exempt Compensation Plan.

The employee whose standard scheduled hours are less than 40 per pay period **will** participate in the County's PST Deferred Compensation Plan in lieu of participation in any other retirement plan, program, or benefit.

Regular status for employees who are job sharing shall be achieved on the basis of successful completion of the required hours worked.

Step increases for employees job sharing are to be granted upon successful completion of the required hours to advance to each step.

The appointing authority may discontinue job share status with a written notice at least two (2) pay periods prior to the effective date of the change.

Note: It may be necessary to adjust the standard hours and/or position number of one or both of the job share partners.

Refer to department guidelines for individual procedures.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Obtain completed Job Share Contract from department
- ◆ Verify position number to be used for the job share
- ◆ Audit for completeness
- ◆ Prepare appropriate JAR packet(s)
- ◆ Retain copies for department file
- ◆ Forward JAR packet(s) to EMACS-HR (0030)
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing

RELATED FORMS/PROCEDURES

Bilingual Compensation

Checklist for Contract to Regular

Checklist for Demotion (Disciplinary Action)

Checklist for Demotion (Voluntary)

Checklist for Extra-Help/Recurrent/PSE to Regular

Checklist for Job Change

Checklist for Job Share

Checklist for New Hire - Exempt

Checklist for New Hire - Regular/Part-time/Reemployment (Rehire)

Checklist for Promotion or Reclassification

Checklist for Return from Leave Without Right to Return

Checklist for Transfer Without Promotion/Lateral Transfer

Hiring Transactions

Position Number Change

Promotions

Transfers