

JOB SHARING

A job-sharing assignment is the shared performance of the duties of one full-time, regular position by two employees. Job sharing will be part-time. Part-time employees who work a normal schedule of less than 39 hours per week or who is otherwise designated by the PSESD as a part-time employee are eligible for employee benefits.

The Superintendent or designee determines when the best interests of the Puget Sound ESD (PSESD) would be served by creating a job sharing assignment for a particular position. Only in those situations where the best interests of the PSESD programs are served will job-sharing assignments be considered.

Announcements of job openings at PSESD, including openings for certificated staff, shall indicate that applications will be accepted from individuals wishing to share the position(s) to be filled. Applications from two individuals wishing to share a single position may be considered by the agency.

The PSESD, through the Superintendent or designee, reserves the authority to:

1. Determine the number of job-sharing positions, if any, within the PSESD;
2. Require job-sharing employees to attend staff training or other staff development activities at a pro-rated level of full compensation;
3. Abolish any job-sharing assignment or change a job-sharing position to a full-time position held by one employee, at its sole discretion;
4. Consider any request to create job-sharing position in a position currently held by one 1) employee or vice-versa; and
5. Require job-sharing staff members to work full-time in the event of the termination or resignation of one of the job-sharing staff members or until such time as a replacement can be hired, at its sole discretion.

Employees sharing a position will sign a job-sharing agreement, developed by the Human Resources Administrator, prior to the implementation of any job-sharing. The agreement will identify contingencies which may arise during the course of employment including, but not limited to, absence or resignation of one of the job sharing employees, computation of employee benefits, and responsibility for participation in staff meetings, workshops, committees, etc. The purpose of such agreement is to attempt to address potential conflicts in an equitable manner in advance.

Adopted: June 1990

Revised: June 1996

Revised: February 2014

Relevant PSESD Board Governance Policies: EL 4: Treatment of Staff

Cross References: Operating Policy No. 1000 Non-Discrimination
 Operating Policy No. 1010 Racial Equity
 Operating Policy No. 5000 Employment of Personnel
 Operating Policy No. 5300 Classification of Employees
 Operating Policy No. 5500 Employee Benefits

Legal References: RCW 28A.405.070 Job Sharing
 RCW 28A.310.220 ESD board — Delegation of powers and duties
 of the superintendent