

## **JOB SHARING GUIDELINES**

A job sharing assignment is the shared performance of the duties of one full-time, regular position by two employees. The following information is provided to individuals who may be interested in job-sharing a position in the Puget Sound ESD (PSESD). *Refer to Job Sharing Policy #5222.*

The following checklist is provided to assist you in exploring and solidifying a job-share arrangement. There are unique circumstances that govern job-share requests. As such, the list may not be all-inclusive. Its purpose is to serve as a guideline as you explore your options and opportunities for a job-sharing arrangement with PSESD:

- Speak with your program supervisor regarding your interest in a job-sharing position.
- Secure your supervisor and program director's approval to pursue a job sharing arrangement.
- Contact the Human Resources Administrator for information concerning salary and benefit implications
- Identify a staff person who may be interested in a job-sharing arrangement. It is the responsibility of interested parties to find one another. Share the name of the job-sharer with your supervisor.
- Meet with your proposed partner, along with your supervisor, the program director and the Human Resources Administrator to discuss how each of you believes the job-sharing arrangement would work and support the program/department. Discuss and note the following:
  - Work schedule
  - Communication with each other, with supervisor, with parents, etc.
  - Trainings
  - Staff meetings
  - Work function responsibilities
  - IEP meetings, if applicable
  - Materials
  - Desk/Files/Technology, etc.
  - School schedule calendar, if applicable.
- Complete the job sharing agreement with signatures of both job-share partners, supervisor, and program director.
- Submit the job-sharing agreement to the Human Resources Administrator. The Human Resources Administrator will schedule a meeting or contact both parties and/or supervisor if further clarification or detail is needed.

Feel free to contact Human Resources for assistance during this planning process or if you have questions.