



# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

### HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:41

## Job Sharing

### COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support
- Full-Time Temporary

[Board of Trustees Employee Definitions](#)

### BOT POLICY

Approved May 1999 by resolution, which states, "The Vice President for Administration and Finance, or his designee(s), is hereby authorized to formulate policies and procedures for the implementation of a Job Share Program for Non-Bargaining Unit Employees."

### HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. To help accommodate an employee's particular lifestyle, to meet the operational needs of a department, and to offer an additional "family-friendly" workplace option, a job share arrangement between two employees may be established. In order for a job share arrangement to be approved, the operational needs of the department must be satisfied. The definition of a job share arrangement is: "An employment option for two non-bargaining unit employees to divide the job duties, benefits and compensation of one budgeted full-time position." Human Resources (HR) will coordinate job share arrangements.
- II. Procedure/Guidelines
  - A. In order for a job share arrangement to be requested, one of the requesting job share partners must currently be a full-time administrative or support employee. The job share position could be created for temporary positions if administrative approval is granted. The job share partner(s) could be current part-time or full-time employees, or be hired from outside the University

through the posting process. Normal University hiring processes are to be followed.

- B. Employee(s) who are interested in a job share arrangement must submit a proposal for such an arrangement, in writing, to the unit supervisor. The proposal must explain how the functions of the position will be fulfilled, and the work hours of each job share partner.
- C. A letter of agreement summarizing the work duties, schedule, and dates of a trial period must be agreed upon and signed by the two employees, the supervisor(s), vice president, and the Director of Human Resources.
- D. Job share partners will be scheduled to work approximately 20 hours each per week. The departmental supervisor will determine the schedule. The department must be staffed during normal business hours. Normally, job share partners will not work overlapping hours. Departments, however, are encouraged to schedule 1-2 hours of time each week to allow job share partners time to communicate, share issues and ideas, etc. The cost for this additional time, if any, must be absorbed by the department.
- E. Employee benefits – job share partners will receive:
  - 1. Single person coverage for medical, dental, and vision insurance at the same coverage level as full-time administrative and support employees. Employee may purchase family coverage on a payroll deduction basis. Employee is eligible to receive medical reimbursement if he/she does not elect medical insurance.
  - 2. \$25,000 life insurance coverage.
  - 3. Four credits of tuition waiver per semester for themselves. Such tuition waiver may be transferred to a spouse or dependent according to University policy.
  - 4. Prorated vacation and holiday time at the administrative and support employee accrual rate, based on hours paid. (If the position is temporary full-time, then the job share partners do not receive any paid sick time. If it is a continuing position, the job share partners receive 6.5 days of sick leave each July as part of the Short Term Disability program.)
  - 5. Retirement contributions equal to the percent received by full-time administrative employees. If the job share employee is covered by MPERS, the University will make the State-required contribution.
- F. Trial period. All job share arrangements will initially be established for a minimum of a three-month to a maximum of a twelve-month trial period. The supervisor will determine the length of the trial period. If the job share

arrangement does not continue at the end of the trial period, the employees may return to their original positions if still available or may apply for other available University positions.

- G. At the end of the initial trial period, if the supervisor and employees agree that the job share arrangement is acceptable, the two employees will continue in the arrangement for as long as the University determines that the employment arrangement is meeting the needs of the University. The position, however, will remain as one full-time position on the departmental budget.
- H. If one of the job share partners leaves FSU employment, takes a leave of absence, etc., the remaining partner will be expected to work the additional hours until the partner returns to work, a new job share partner is obtained, the position reverts back to full-time, etc.
- I. A job share partner would be eligible for across-the-board increases, as well as merit increases. However, the maximum amount for a merit increase for a job share partner is one-half of the maximum amount which a full-time employee is eligible to receive. Consideration for a merit increase is based on the individual employee's work performance. (Example: If a full-time employee is eligible to receive up to a \$600 merit increase, one or both job share partners could receive up to \$300.)

## **RESPONSIBILITY**

Employee: Work cooperatively with the job share partners to work the hours needed, and to fill in when the other job share partner is off work.

Supervisor: To monitor job share arrangement to insure that it meets the needs of the University. To assure that all approvals have been obtained before agreeing to a job share arrangement.

Refer Questions To: *Human Resources*