MONTGOMERY COUNTY GOVERNMENT
JOB SHARING AGREEMENT

(If 2 full-time employees wish to share one job, each must complete a separate agreement.)

This agreement is between _____, _____
employee's name position
and the Montgomery County _____. The effective date
department/office name
of this job sharing agreement is _____. The work schedule is as follows:
date
Sunday _____ Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____. The work schedule must include not less than 40 regularly scheduled hours per pay period.

Attach a copy of the job sharing plan that shows how the duties of the position will be divided.

The employee understands and accepts the following conditions of job sharing and part-time employment:

- Annual leave, sick leave, holiday leave, and personal leave days are prorated
- Paid time off (PTO) is prorated.
- Health benefits are not affected and remain the same.
- Retirement benefits may be based on a combination of full-time and part-time service.
- Life insurance and tuition assistance benefits (ETAP) decrease by 50 percent.
- Long term disability benefits are not available to part-time employees.
- The maximum for deferred compensation is 25 percent of salary.
- Seniority credits for reduction-in-force (RIF) and for meeting minimum qualification requirements are prorated. For example, one year of part-time service at 40 hours per pay period equals 6 months of seniority for RIF or 6 months of experience toward minimum qualification requirements.
- If the employee works more than 40 hours in a pay period, the employee must not be paid at the overtime rate or receive compensatory time at the overtime rate unless the employee has worked more than 40 hours in a work week or 80 hours in a pay period.
- All other benefits and the laws, regulations, and rules that determine the job sharer's conditions of employment apply as to a part-time employee.

For more information about job sharing, see Section 15-4(c) of the Personnel Regulations.

The supervisor and department director must evaluate the job sharing agreement under the following standards:

- operational requirements must be met;
- service to clients or the public must be maintained or improved;
- each office or operation must have enough staff on duty during the normal period of public service, and
- the arrangement must not diminish the ability of the department to assign responsibility and accountability to the job sharing employees for providing County services and performing the employees' official duties.

The supervisor must review the plan and meet with the employee or employees to discuss the plan. The supervisor should suggest any adjustments to the plan necessary to maintain the effectiveness of the work unit. If the supervisor and employee agree, they must sign the

completed job sharing agreement and submit it to the department director for approval. If they cannot agree, the supervisor must submit to the department director a written summary of the areas of agreement and disagreement and a copy of the proposed plan.

The department director must review the job sharing plan and:

- approve it
- disapprove it, or
- suggest changes in the terms for consideration by the employee and the supervisor to help them reach agreement on the plan.

If the plan is not approved, the department director must give the employee the reason for not approving the request. The decision of the department director is final.

The department director must:

- give a copy of the approved or disapproved plan to the employee
- ensure that a copy is placed in each employee's department operating file, and
- send a copy to the Director, Office of Human Resources.

If one of the job-sharing employees leaves, the department director may:

- renew the job sharing agreement and fill the vacant position under merit system procedures, or
- dissolve the job sharing agreement and return the remaining employee to full-time status.

If the department director dissolves the job sharing agreement and the remaining employee refuses to return to a full-time position, the department director may abolish the part-time position and conduct a RIF under Section 30 of the Personnel Regulations. The decision of the department director is final.

Approved:

_____ employee's signature _____ date

_____ supervisor's signature _____ date

_____ department director's signature _____ date

Disapproved/Reason:

_____

_____

_____ supervisor's signature _____ date

_____

_____

_____ department director's signature _____ date