

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA # *B-4

Urgent Routine

AGENDA DATE November 30, 2010

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Modify and Expand the Stanislaus County Job Sharing Policy for Unrepresented Confidential and Management Employees to Represented Employees

STAFF RECOMMENDATIONS:

1. Approve the modification and expansion of the Stanislaus County Job Sharing Policy for unrepresented confidential and management employees to represented employees.
2. Approve pilot project of Job Sharing Policy for 12 months with any modifications to the Policy brought back to the Board of Supervisors for approval.

FISCAL IMPACT:

The Job Sharing Policy is a budget reduction strategy that allows employees to occupy the same position at a single position cost, allowing fiscal savings to County departments. This savings has the ability to reduce the number of employees that may have otherwise been affected by a reduction in force action. There is no additional fiscal impact as a result of two employees occupying the same position.

BOARD ACTION AS FOLLOWS:

No. 2010-707

On motion of Supervisor O'Brien, Seconded by Supervisor Monteith
 and approved by the following vote,
 Ayes: Supervisors: O'Brien, Chiesa, Monteith, DeMartini, and Chairman Grover
 Noes: Supervisors: None
 Excused or Absent: Supervisors: None
 Abstaining: Supervisor: None

- 1) Approved as recommended
- 2) Denied
- 3) Approved as amended
- 4) Other:

MOTION:

Christine Ferraro

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

DISCUSSION:

In 2003 the Board of Supervisors approved a job sharing policy for unrepresented confidential and management employees. This policy was adopted as part of the budget reduction strategy for Fiscal Year 2002-2003. The Job Sharing Policy allows two full-time employees to reduce their hours in order to share one full-time position. This program was designed so that job sharing employees would share one desk, one phone, and share one set of benefits.

During the County's labor cost reduction discussions earlier this year with all labor organizations, the labor groups requested to review the County's existing Job Sharing Policy for unrepresented confidential and management employees. In May 2010 the County invited all labor groups to meet to discuss and consider the expansion of the County's current policy to represented employees. Several labor organizations participated in the discussions on the policy and proposed modifications to the existing policy and expansion to represented employees. The policy will now apply to all unrepresented and represented employees.

The updated policy includes language to allow departments to fill block-budgeted positions at different levels. It also allows that if additional space and equipment are available and there is no additional fiscal impact, upon department head approval more than one work space may be permitted. The intent of the policy is to maintain the fiscal impact of one single position, occupied by two employees. Because of the complexities of such a program and the inability to anticipate every eventuality, the program will be piloted for one year. The County and labor have agreed to meet nine months from adoption of this policy to evaluate the program. Any additional modifications to the policy will be brought back for approval from the Board of Supervisors.

POLICY ISSUES:

The Board of Supervisors should consider the effect of this policy on the fiscal and policy direction and priorities of the organization.

STAFFING IMPACT:

The Job Sharing Policy allows employees to work a reduced work schedule and occupy the same position, allowing fiscal savings to County departments and potentially reduce the number of employees that may be affected by a reduction in force action.

Approval to Modify and Expand the Stanislaus County Job Sharing Policy for
Unrepresented Confidential and Management Employees to Represented
employees
Page 3

CONTACT:

Nancy Bronstein, Deputy Executive Officer. Telephone: (209) 525-6333



**STANISLAUS COUNTY
BOARD OF SUPERVISORS RESOLUTION
ADOPTED /RESOLUTION #
JOB SHARING POLICY**

This policy has been designed to establish a twelve month pilot program for confidential, management and represented employees. It is recognized that this program could be subject to modification based on the results of the pilot program.

DEFINITION/ELIGIBILITY

Job sharing is defined as one full-time allocated position in a Department being occupied by two employees working a total of 80 hours per pay period. The position is split into two 50% positions and each employee is scheduled to work 40 hours in an eighty-hour pay period.

The County may permit two employees to share a permanent full-time allocated position if:

- Both employees occupy the same classification. Block-budgeted positions may be filled at different levels with department head approval.
- Both employees and their Department Head agree, in writing, to a "job share" contract.
- Both employees share the same desk, equipment and other work space. No additional work space or equipment will be provided to accommodate the "job share". If additional space and equipment are available and there is no additional fiscal impact, upon department head approval more than one work space may be permitted.
- Both employees agree to adjust their work hours, when requested by the Department Head, to work when the other employee has planned training, vacation or leave.
- Both employees agree to schedule, whenever possible, medical and personal appointments during time off.

With the approval of CEO/Human Resources, a re-employment, transfer or eligibility list may be used to fill one or both of the job sharing positions. At its option, CEO/HR may conduct a specific recruitment to develop an eligibility list for the classification being job shared.

BENEFITS

Employees occupying a "shared" position will be eligible for the following benefits (pro-rated for authorized hours of work - i.e. 40 hours per pay period):

- Those required by law (social security, FICA, workers comp, etc.).

- Those provided by County policy (vacation, sick leave, holiday pay, health insurance, retirement, etc.)

Employees occupying a shared position will each receive 50% of benefits provided to full-time employees, including a 50% contribution for health, dental, vision premiums. Employer paid benefit contributions for each job sharing employee will be equivalent to 50% of what is being paid by the employer on behalf of full-time permanent employees. Employee costs for health insurance (medical, dental, vision) will be deducted from employee paychecks in the same manner as employees who choose health coverage requiring an employee contribution.

OTHER CONDITIONS/IMPACTS OF JOB SHARING

- A. As required by the Fair Labor Standards Act (FLSA), hours worked up to 40 hours in a work week will be compensated at straight time, while hours in excess of 40 hours in a work week will be compensated at time-and-one-half. Work in excess of 40 hours in a pay period will not entitle an employee to health, vacation, holiday or sick leave benefits beyond 50% of what a full-time position receives.
- B. If one of the two job sharing employees begins an extended leave, the Department Head may offer the remaining employee additional work hours. So as not to incur extra costs, the remaining employee will not be eligible for additional "County policy" benefits until the employee on leave is in a non-pay status. The job sharing agreement will remain in force and effect if the employee on leave has return rights. When the employee on leave returns to work, both employees will return to the hours and benefits specified in the job sharing agreement.
- C. An employee participating in a job sharing agreement shall be eligible for merit increases and block-budgeted promotions after working 2080 regular hours.
- D. Annually, on the effective date of the job sharing agreement, the Department Head shall review the effectiveness of the job sharing arrangement with the job sharing employees. This review is intended to provide all parties with an opportunity to discuss the need and advisability of continuing the job sharing arrangement.
- E. Existing County personnel policies are to be followed unless specifically addressed by this document.

TERMINATING JOB SHARING

Employees:

An employee may cause the job sharing agreement to be terminated by:

- Leaving County employment.
- Accepting another County position.

- Being terminated from employment.
- The remaining employee will receive a minimum of 30 calendar days notice from the Department Head to return to full-time employment. Within the notice period, the remaining employee may:
 1. Search for another employee in the same class to participate in a new job sharing agreement acceptable to the Department Head.
 2. Return to full-time employment.
 3. Voluntarily resign.
 4. Continue working under the job sharing agreement or a percentage based schedule as approved by the Department Head.
 5. If no new job sharing contract is executed by the end of the notice period and the employee does not return to full-time work or to some other schedule approved by the Department Head, the employee will be separated from employment and such separation shall be considered a voluntary resignation.

DEPARTMENT HEAD

The Department Head may terminate the job sharing agreement with a 30 calendar day written notice to both employees. Within the notice period, an effort will be made to transfer the junior employee to a vacant position in the same classification. If, at the end of the notice period both employees remain sharing one position, the more senior employee (as defined by length of service in County employment) will occupy the permanent full-time position and the other employee will be laid off from County employment. (The senior employee, at their option, may choose to accept the lay off and the junior employee shall return to full-time employment.) While the separation of either employee in this circumstance shall be considered involuntary, a job sharing employee may only exercise bumping rights for positions occupied by probationary employees on initial County probation within the same department in classifications where the employee held permanent status. Additionally, an involuntarily separated job sharing employee in good standing shall be eligible for re-employment rights as specified in the County Code.