

WAUKESHA PUBLIC LIBRARY  
HUMAN RESOURCES POLICY PROCEDURE

<b>SUBJECT: JOB SHARE PROGRAM</b>	Issued: 4/11/19	No: B-21
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**Definition**

Job sharing is defined as a voluntary program providing 2 (two) employees the opportunity to share 1 (one) full-time equivalent position. The job share agreement will be for a minimum one-year commitment. Continuation will depend on a formal evaluation by management after a 9-month period. If deemed successful by management, the arrangement will be continued and evaluated on an annual basis. If management evaluates the job share as unsuccessful, the position and job responsibilities will revert back to a full-time position within the respective department and the incumbent in the full-time position will resume these duties.

The Library reserves the right to deny a job share request for any reason. In any event, the job share and any subsequent extension are proposed as non-precedent setting.

**Process**

A formal written job share request must be submitted to the Library for consideration. If approved, the Library may offer the job share partnership to a qualified internal candidate. If no internal candidate is found, the Library will post a job recruitment for a job share partner, interview, hire and train the most suitable candidate.

**Renewal**

After the first evaluation, and then annually, continuation of the job share may be requested by the partners by submitting a formal written request to the Library. The decision to renew the job share program is at the sole discretion of the Library. The Library reserves the right to modify any of the terms of the shared job agreement; such modifications will be reviewed with the job-share applicants.

**Termination of job share agreement**

If either job share partner is temporarily unable to work due to a long term illness or other emergency, their partner will work full-time until a replacement is found or when the absent partner returns. Temporarily is defined as a maximum of 90 (ninety) calendar days. If the time period extends longer than 90 (ninety) days, the job share agreement will end and the position will return to a full-time position.

In the event that the job share agreement is terminated by either party or the Library, the position will revert to a full-time position. The Library reserves the right to terminate the agreement prior to completion of the one-year commitment term.

As the incumbent, if **Employee A** withdraws from the job share after having met the minimum one-year commitment, he/she will have the option of requesting his/her full-time

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position back. **Employee B** will be notified in writing that the job share has ended and their employment with the Library has been/will be officially terminated.

In the event that **Employee A** withdraws from the job share and resigns from the Library, then **Employee B** may apply for the full-time position when it is posted. In lieu of posting the job, the Library may offer the position to Employee B.

If **Employee B** withdraws from the job share, then **Employee A** has the right of first refusal to work full-time or voluntarily resign.

In the event that the Library terminates the job share **Employee A** has the right of first refusal to work full-time. If **Employee A** chooses to return to full-time, **Employee B** will be notified in writing that the job share has ended and their employment with the Library has been/will be officially terminated. If **Employee A** elects not to return to full-time, **Employee B** may apply for the full-time position when it is posted. In lieu of posting the job, the Library may offer the position to **Employee B**.

When the job share position ends and is reverted to full-time, all full-time benefits return, with no waiting period or pre-existing condition requirements.

Adopted by the Library Board  
4/11/19