

POLICY #A1-7.1

JOB SHARES ALL EMPLOYEES

It is the policy of the Town of Wayland to permit employees to share a position when such a job share is in the operational and economic interests of the Town. This policy is not intended to supersede any collective bargaining language that may be in effect. If a job share exists within a union affiliated position, applicable terms of the bargaining agreement will prevail.

Creation of a Job Share

When an appointing authority deems it is operationally and economically feasible and efficient for two employees to share a position, the appointing authority will submit its request to create a job share to the Personnel Board. The request will include the specific reason supporting the job share, the operational feasibility of the job share and any negative impact that could occur as a result of the job share. The request must also identify the number of hours each participant will be regularly scheduled to work each week. The total work hours are not expected to vary from week-to-week.

Parameters of the Job Share

A job share is intended to substitute for only one fully funded and properly classified full-time position. The total weekly hours of the job share cannot exceed the total weekly hours of a single position. The incumbents will be paid on a pro-rated basis from the position's existing pay grade. Job share incumbents may be compensated at different steps based on their experience and years of service with the Town. The total monetary compensation for the job share will not exceed the cost of a single position.

Benefit Status

Employees participating in a job share who are in benefit status will be eligible to accrue paid time off benefits on a prorated basis. Employees in benefit status will also be eligible for insurance benefits. All benefits will be in accordance with applicable laws, policies, By-laws and/or collective bargaining agreements. In no circumstance will the total cost of benefits of a job share exceed the total cost of benefits of a single position.

Approval of the Job Share

The initial and continuing approval of a job share will be at the sole discretion of the Personnel Board. The continuation of the job share will be re-evaluated when an employee leaves a shared position.