

**Department of Finance and Administration  
Office of Personnel Management**

Policy Title: **Job Sharing Positions**

Policy Number: **41**

Authority: **Ark. Code Ann. § 21-5-203**

Revised: **July 1, 2017**

A state agency may utilize employee job sharing to allow one budgeted position to be simultaneously occupied by two or more employees.

The work hours of two or more employees must be scheduled to cover a single full-time regular salaried position not to exceed 40 hours a week. The number of hours is not required to be the same; however, all employees in a job share position must use the position in the same way.

An agency may job share any extra-help, full-time, or miscellaneous federal grant (MFG) position. All requests must be submitted to the Office of Personnel Management (OPM) for approval using the

An agency must submit a request to job share a position to OPM for approval.