

Office of Personnel Management

Policy

Policy Title: Job Sharing	Policy Number: 20.22
Citation: Arkansas Code Annotated § 21-5-203	Forms: None

Specific Provisions

One budgeted position may be occupied by two or more employees to allow job sharing, a form of employment in which the hours of work of two (2) or more persons are arranged in such a way as to cover a single, extra-help or regular full-time salary position in agencies/institutions.

The number of hours worked between the two (2) or more part-time employees cannot exceed the number of hours a full-time employee would work in the same position.

Any extra-help or regular full-time salary position may be job shared. This includes miscellaneous federal grant, supplemental, unclassified, and vocational—technical instructor positions.

All employees in a job share position must be part-time. The total number of hours worked for all employees for a given biweekly pay period may not exceed eighty (80) hours.

Each employee in a job share position must use the position in the same way. For example, if the position is classified as a secretary, all employees must perform secretarial duties. Requests must be reviewed and approved by the Office of Personnel Management (OPM).

May 11, 2011