
 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 2.23	Effective Date 09/30/15	Page 1 of 2
	Supersedes Job Sharing, dated 2/15/2007		
Approved By:   Commissioner Scott Semple	Title  Job Sharing		

1. Policy. The Department of Correction may consider job-sharing arrangements upon the request of two (2) non-custody employees who wish to share the same job title.

2. Authority and Reference.

- A. Connecticut General Statutes, Section 18-81.
- B. Connecticut State Employees Association (P-3B) Bargaining Unit, July 2011, Appendix D, Job-Sharing Guidelines.

3. Eligibility. Job sharing may be available to non-custodial managerial and confidential employees, as well as those employees in the clerical, administrative and residual, engineering and scientific, and education bargaining units.

4. Application. Two (2) employees in the same job classification requesting a job sharing arrangement shall submit a written request to the immediate supervisor responsible. The request shall include the reason for the arrangement (e.g., childcare, elder care, education, etc.).

The immediate supervisor shall conduct a review of the job in question to determine if it can be divided. The supervisor, in consultation with the Human Resources representative, shall also determine which tasks shall be shared and which shall be assigned to a specific individual. There may be a complete division of duties, or the partners may be held jointly responsible for all duties and functions of the position.

5. Decision. The request shall be routed through the chain of command for recommendation to the Commissioner or designee for final approval. For P-3B employees, a copy of a proposed partnership agreement shall accompany the request, and copies of both shall be provided to the Union prior to final disposition of the request. The Union has three (3) days after receipt to respond with any comments or suggestions.

The Commissioner or designee shall have final approval over job sharing arrangements. The decision should be based on several factors including, but not limited to, the following: (1) the benefit to the Department; (2) the benefit to the employee(s); (3) the nature of the job; (4) the operating needs of the Department; and (5) the safety and security of all employees and the public.

6. Job Sharing Arrangement. The job sharing arrangement shall be governed by the provisions of this Section, except when a collective bargaining agreement contains specific language on a subject.

A. Workweek Division. This decision depends on the nature of the job and the needs of the Department and job sharing team. The partners may split days or work alternate days. The work time of each partner does not have to be equal, but the aggregate shall add up to a full

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time position. The partners may work two (2) totally separate schedules or they may overlap at certain times.

- B. Job Division. The immediate supervisor shall decide how the duties shall be divided. The immediate supervisor may assign specific duties to each partner, or both partners may be jointly responsible for all duties of the position.
  - C. Communication. Job sharing partners shall communicate all pertinent information. The partners shall keep their immediate supervisor aware of any concerns and/or issues effecting the job share situation.
  - D. Agreement. A job sharing agreement shall be developed by Human Resources and signed by both parties.
7. Benefits. Except where provided for in collective bargaining agreements, the following provisions shall apply to fringe benefits of the job-sharing partners.
- A. Vacation and Sick Time. Vacation and sick time shall be prorated based on the percentage of time worked and in accordance with applicable bargaining unit language or statute. For P-3B employees, the employee must work at least half time in order to be entitled to these benefits. Accrued time may be granted when the employee is eligible to use such time.
  - B. Holidays. If scheduled to work on the holiday, the partner shall receive holiday pay for the number of hours the partner is scheduled to work.
  - C. Personal Leave. A permanent state employee shall receive personal leave time prorated on the percentage of time worked.
  - D. Health Insurance. Health Insurance benefits for bargaining unit employees vary based on contract language. Only one (1) of the job share partners may receive health insurance benefits. A managerial employee shall work at least 20 hours per week to receive health benefits.
  - E. Retirement. The time worked in a job sharing arrangement shall be counted toward both vesting and retirement credit; however, the application of the time may vary depending on the retirement plan.
  - F. Seniority/Longevity. Seniority and longevity credit shall be earned on a prorated basis.
8. Termination of the Partnership. If one (1) of the partners seeks to end the job sharing arrangement, management may find a replacement, offer the remaining party a full-time position, or convert the position to part-time. If both partners request to end the job sharing arrangement, management shall determine placement options (if any) for both parties and shall determine what course of action will be taken to fill the vacancy. If no acceptable placement options are available, the partner(s) shall be allowed to resign in good standing. Management shall reserve the right to modify or terminate a job sharing arrangement.
9. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.