

*Judy*

City of Sacramento

PERSONNEL POLICY INSTRUCTIONS

TOPIC: Permanent Part-Time and Job Sharing Employment      EFFECTIVE DATE: May 12, 1983  
TO: All Department Heads/Division Chiefs      SUPERSEDES: New  
FROM: Department of Personnel      SECTION NO.: II-83-1

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Donna L. Giles, Director of Personnel

APPROVED: *Walter J. Slife*  
Walter J. Slife, City Manager

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## PERSONNEL POLICY INSTRUCTIONS

### 1. Purpose

To provide policies and procedures regarding permanent part-time and job sharing employment.

### 2. Scope

2.1. This policy applies to unrepresented management and confidential employees (units 01 and 10) and employees in the following representation units: operations and maintenance (unit 03), general supervisory (unit 15), office and technical (unit 16), professional (unit 17), plant operators (unit 04), engineering (unit 11), and automotive/equipment mechanics (unit 12).

2.2. Permanent part-time employees work less than full-time. They perform regular, ongoing work for 12 months or more, and civil service incumbents can achieve permanent status in such positions. They are distinguished from limited-term employees, who perform work stipulated to be of a certain duration, and intermittent and relief employees, who work irregular schedules.

2.3. Job sharing positions involve two employees, at least one of whom is permanent, splitting a permanent position. Each employee works half-time.

### 3. Procedures

3.1. Establishing a position as permanent part-time or job sharing:

- a. Permanent Part-time: When vacancies for full-time positions occur, appointing authorities may establish permanent part-time

positions by submitting an S-28 through the City Manager's Office to the Department of Personnel. Appointing authorities may also consider the written requests of full-time incumbents to work part-time, and may approve them if it is in the interest of the department to do so. The Personnel Department will maintain "flagged" eligible lists denoting people who are interested in working part-time.

- b. Job Sharing: The procedures described in the Agreement for operations and maintenance, office and technical and professional unit employees are to be applied to all employees who are within the scope of this policy.

3.2. Document Processing:

- a. Permanent Part-time: An S-28 is to be routed through the City Manager's Office. In the "Comments" portion, state that the position is permanent part-time, and the full-time equivalent (e.g., ".6 f.t.e."). For employees working half-time or more, PARs are to show an employee position code of 50 in box 37; in the "Remarks" box the words "Position is permanent part-time, Basic Life Insurance required" are to be entered. For employees working less than half-time, a code of 30 is entered in box 37, and the words "Permanent part-time, not benefits qualified" are entered in "Remarks".
- b. Job Sharing: With City Manager's approval, an S-28 will be processed by the Department of Personnel. In the "Comments" portion, state that the position is being filled through job sharing, and whether there are two employees proposed for the

position. If only one employee has expressed interest, note this, so that Personnel can recruit a second employee. PARs are to show an employee position code of 50 in box 37; in the "Remarks" box the words "Job Sharing" are to be entered. For career employees, "Basic Life Insurance required" is also to be shown.

3.3. Converting a Permanent Part-Time Employee to Full-Time Status. With the approval of the appointing authority, a permanent part-time employee who formerly was permanent full-time may revert to full-time status. However, this may occur only in the class where full-time status was held, or to one to which the employee could transfer. A permanent part-time employee who was not formerly in a full-time position may qualify for full-time only if the employee is certifiable on the eligible list and has the approval of the appointing authority.

3.4. Converting a Permanent Part-Time Position to a Full-Time Position. If a position has budgetary approval to be full-time, an appointing authority may convert a permanent part-time position to full-time by submitting an S-28 through the City Manager's Office to the Personnel Department.

#### 4. Work Schedules

Permanent part-time and job sharing employees shall work a regular, defined work schedule. The only difference between these employees is that less than full-time is worked. An employees's schedule can be changed in the same manner as full-time employees' schedules can be changed under the applicable labor agreement. An employee's work schedule cannot be modified to maximize benefits such as holidays.

5. Benefits

5.1. Sick Leave: Permanent part-time employees working more than half-time and job sharing employees are eligible on a pro-rata basis.

5.2. Other Benefits: See applicable labor agreement, plus Civil Service Board Rules for amounts. Generally, benefits such as holiday credit and vacation are pro-rated.

a. Insurance contribution is based on the following: Career employees and non-career employees (1040+ hours) who are paid 64 or more hours in a bi-weekly pay period, 100%; 40-63.9 hours, 50%; less than 40 hours, no contribution.

b. Holidays

1) General: Holiday eligibility and the actual recognized holidays shall be in accordance with the labor agreement, on a pro-rated basis.

2) Time Card Administration: Regardless of whether the employee is scheduled to work, the employee shall enter on the time card for that day the pro-rated number of hours of holiday pay. For example, an employee who works 20 hours per week will enter 4 hours on that day; an employee who works 24 hours per week will enter 4.8 hours on that day; and an employee who work 32 hours per week will enter 6.4 hours on that day.

Employees who are required to work on the recognized holiday shall receive premium pay at the rate of time and one-half for all hours worked, in addition to the pro-rated number of hours of holiday pay.

3) Rescheduling Work Hours to Maintain Regular Workweek: Since holiday pay may result in some employees receiving more or

less hours in the workweek based on their individual schedules, the work hours may need to be revised in order to maintain normal hours. For example, if a 32-hour employee is scheduled to work 8 hours on a holiday, the employee would be credited with 6.4 hours holiday pay and would thus be 1.6 hours short of a normal workweek. Therefore, the employee should be given the opportunity to work the 1.6 hours within that bi-weekly pay period. Conversely, a 32-hour workweek employee who is not scheduled to work the holiday would receive 6.4 hours credit holiday pay and must be given 6.4 hours off within that bi-weekly pay period; otherwise that employee would be paid 6.4 hours more than the normal workweek.

6. Salary Step Advances

Employees shall be eligible for salary step advances on a pro-rated basis of hours worked. For example, a half-time employee whose performance is acceptable shall receive an increase from Step A to B after 12 months, and B to C after 24 months.

7. Probationary Period

Employees shall serve a probationary period on a pro-rated basis of hours worked. For example, a half-time employee in a class which has a six-month probationary period shall serve 12 months.

8. Seniority

8.1. Calculation: Permanent part-time and job sharing employees receive 50% seniority credit, regardless of the f.t.e. worked. The Employee Services Division shall maintain and update seniority records of these employees annually.

8.2. Layoffs: A reduction in force is based on seniority rather than whether a career employee is full-time or part-time. Thus, if a part-time position is eliminated, the employee in the position may have bumping rights, including to full-time positions, depending on seniority.

X file 515.8  
File 515.3

ROUTING SLIP - EMPLOYEE RELATIONS

STEVE LAKICH \_\_\_\_\_

DATE 11-12-87

JIM THOMAS \_\_\_\_\_

LUPE MARNACH \_\_\_\_\_

DAISY BUCHIGNANI \_\_\_\_\_

\_\_\_\_\_

RE: 1/2 time mgmt employee

1/2 mgmt leave

1/2 health + welfare

1/2 opt. benefit

1/2 auto allowance \$50.00 + full free parking

full life insurance \$50,000

full long-term disability

holiday, vacation + sick leave

accumulation will be pro-rated.

RETURN TO:

S. Lakich \_\_\_\_\_

J. Thomas \_\_\_\_\_

L. Marnach \_\_\_\_\_

D. Buchignani \_\_\_\_\_

File \_\_\_\_\_  
Destroy \_\_\_\_\_