



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Conditions of Employment
Section Number: 3.1
Section Name: Employment Status
Last Revised:

- A. Employees are defined as full-time, part-time and are identified as regular, temporary and substitute.
1. Full-time employees are those who are regularly scheduled to work thirty-eight (38) or more hours per week.
 2. Part-time employees are those who are regularly scheduled to work fewer than thirty-eight (38) hours per week.
 3. Temporary employees are full-time or part-time employees who perform assignments that are used to fill a short term need. Temporary employment is for a limited period fixed by the Director.
 4. Substitutes are employed as necessary to meet the immediate staffing needs of the Library. Substitute employees are not guaranteed a minimum level of work. These employees are classified as non-exempt and are not eligible for earned or elective benefits.
- B. Job Share Employees
1. Job Sharing is defined as two people sharing the responsibilities of one regular full-time position. It is voluntary, regular part-time employment. Job Share teams are compensated at the appropriate grade for the position; this may or may not be at the same hourly rate. All leave benefits are pro-rated for each member of the Job Share team. (See Chapter 5: Benefits for details.)
 2. Full-time positions that do not involve the supervision of other employees are eligible for Job-Share teams. Some non-supervisory positions are, however, ineligible for Job Share teams and include but are not limited to the Marketing and Public Relations Coordinator, Publications Coordinator, Technology Coordinator, and Administration employees involved in administrative, personnel, and payroll functions. Job postings will indicate the eligibility of the open position for Job Share status. The following departments are each entitled to one (1) Job Share position:
 - Children's
 - Circulation
 - Community Outreach Services
 - Reference
 3. As vacancies arise in full-time positions that are eligible for a Job Share team, applicants may apply as a team, or an applicant may apply individually with the understanding that the Library may not have other qualified Job Share team applicants available.
 4. The number of hours assigned and scheduled for each member of the Job Share team shall be twenty (20) hours per week. A scheduled overlap of at least two (2) hours will be required each week to ensure communication between the Job Share team members.

5. Performance reviews of Job Share team members will be conducted individually. An emphasis however will be placed on the communication and cooperation between the members.
6. In the event that one member of the Job Share team resigns, is terminated, or is transferred, the following options will be available to both the remaining team member and the Library:
 - Filling the position with the remaining member of the Job Share team on a full-time basis, if the two most recent performance evaluations indicate that he or she is meeting or exceeding the standards of performance in all areas of the job.
 - Posting the position as a part-time position, if the remaining Job Share team member is unable or unwilling to accept full-time employment or is failing to meet the above performance criteria.
 - Requesting the resignation of the remaining Job Share team member, if the Library is unable to fill the part-time vacancy after a good faith effort.
7. The Library reserves the right to terminate any Job Share arrangement and/or the Job Share program at any time.