



## Department of Transformation and Shared Services Office of Personnel Management

**Policy Title:** Job Sharing Positions

**Policy Number:** 41

**Authority:** A.C.A. § 21-5-203

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A department 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 that each employee works is not required to be equal; however, all employees in a job share position must use the position in the same way.

A department may job share an extra-help, full-time, or miscellaneous federal grant (MFG) position. A department must submit a request to job share a position to OPM for approval.