

## MUTUAL AGREEMENT -WSEU LOCAL # CONTRACT

Mutual agreement has been reached between the Management of the Division of Community Corrections and the Wisconsin State Employees Union (WSEU), Local #\_\_\_\_\_, regarding the local administration of the below specified provisions of the Master Collective Bargaining Agreement between the State of Wisconsin and WSEU.

\_\_\_\_\_ and \_\_\_\_\_ have been approved for a Job Share position in Region \_\_\_\_\_, Unit #\_\_\_\_\_ of the Division of Community Corrections.

Effective date:\_\_\_\_\_.

The following procedure and provisions will apply in the administration of this Job Share Agreement:

### **Work Schedule:**

The work schedule will consist of 20 hours per week for each of the two employees sharing the position. Job share participants will submit a tentative work schedule to the Supervisor for approval in advance. The schedule will reflect each employees work schedule through the end of the year.

The Job Share employees will be responsible for separate cases equaling ½ of the total caseload for one whole position.

### **Days off:**

Days off are the same as established for the full-time position.

### **Vacation Selection:**

Vacation selections will be granted by seniority of the employees in accordance with the Local Agreement and established vacation/holiday procedures.

### **Overtime:**

It is understood that approved hours-worked beyond 20 hours per week by an employee will not result in premium payment unless such hours exceed 40 in a week.

### **Vacancy:**

Anytime one half of the position permanently vacates the other half of the position will be designated and posted as a 50% "job shared" position and transfer requests handled in accordance with the provisions stated in the current applicable Labor Agreement. If the posting results in no response or appointment, the position will be opened to transfers, demotions, and reinstatements under state statutes. If there is still no response, then the position will remain a full time position.

This Job Share position will be considered vacant if one or more of the following occurs to a Job Share employee:

- Resignation
- Transfer
- Termination
- Approved leave of absence in excess of 14 calendar days, including, sick leave.

Whenever the one half of this Job Share position is vacant, the person in the other half of the Job Share position will work full-time.

**Transfer:**

A Job Share employee may transfer out of the Job Share Position. The employee assuming full-time duties must be given at least five (5) calendar days notice.

**Scope:**

For purpose of this agreement, the Job Share position is only approved for this position and for the two employees identified above. The Employer reserves the right to permanently cancel this agreement at any time due to the operational needs of the work unit providing 60 days notice is given to both the employe(s) and the union.

\_\_\_\_\_  
Division of Community Corrections

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
Region Chief

\_\_\_\_\_  
Unit Supervisor

\_\_\_\_\_  
Job Share Name

\_\_\_\_\_  
Job Share Name