



<b>Policy:</b>	<b>O-5.8</b>
<b>Approved By:</b>	<b>College Executive Team</b>
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<b>Amendment Date:</b>	
<b>Policy Holder:</b>	<b>Exec. Dir. Human Resources</b>

## JOB SHARING

### Purpose / Rationale

The purpose of this policy is to allow two permanent full-time staff to enter into a formal employment partnership which produces a temporary, more flexible working arrangement that facilitates balancing work with other commitments. Many people have responsibilities that make it difficult for them to continue to work on a full-time basis for particular periods of their lives. They do, however wish to continue their careers and welcome the chance to use their skills and experience on a part-time basis.

### Scope / Limits

1. Job sharing opportunities at Camosun College are open to permanent full-time staff of the College who have been in a permanent position for at least two years. However, in exceptional circumstances and where it is in the best interests of the College, an appointment of someone who is not currently full-time and permanent to a job sharing post may be considered.
2. This policy will not interfere with the rights and obligations specified in current Collective Agreements or Terms and Conditions of Employment.

### Principles

1. Job sharing is an arrangement made between two staff who agree to equally share all the responsibilities and attendance requirements of a single job which they hold jointly. Job sharing is quite different from part-time work where the employee is individually responsible for the work.
2. Although the College will provide assistance, employees are responsible for finding employee-partners who are equally qualified to perform the required job duties.
3. Employees who job share are responsible for working out the logistics and coordination of responsibilities and presenting their proposed plan to their supervisor.
4. Each request for a job share arrangement will be considered on its own merit. Supervisors will not unreasonably deny requests for job share arrangements provided the nature of the work is suitable for a job share arrangement and that such an arrangement will meet the College's operational needs.
5. A job share position may be converted back to a full-time position only in instances where there is a compelling operational requirement to do so and provided a reasonable period of notice is given.

## A. GUIDELINES

### 1. General

- a) Both employees will have the same job title.
- b) Both employees will be paid at the rate commensurate with the position.
- c) Both employees will be classified as part-time employees.
- d) Both employees will be eligible for benefits that are available to part-time employees.
- e) Vacation benefits, sick time banks, and pay for statutory holidays will be prorated based on the job share arrangement.
- f) If a job sharing arrangement is terminated and the position once again becomes full time, and if both job sharers are interested in the position, it may be posted for recruitment and may be subject to the seniority provisions of the applicable collective agreement. If only one wants to work full time, that person's work schedule would increase to 100% of the position without posting the job. The other job sharer would be subject to placement or layoff. Human Resources should be contacted to assist in determining how to handle these situations.
- g) The employees will coordinate pre-scheduled time off and provide coverage for each other as necessary. Where one partner is absent for a prolonged period of time, the other partner will be offered the opportunity of working extra hours and to be paid pro-rata. The decision to take additional hours is the decision of the job share participants.
- h) The hiring supervisor will conduct normal employee development activities separately with each employee.

### 2. Job Share Proposals

The job share proposal will be presented to the immediate supervisor for consideration and will include the following elements:

- a) Names and classification of both partners;
- b) A request by both partners for part-time employment;
- c) A summary of the qualifications and experience of the partners;
- d) Identification of the position and confirmation that it is either vacant or occupied by one of the partners;
- e) A description of how the job duties and responsibilities will be shared;
- f) Details on arrangements to share information with each other, clients, colleagues and the supervisor;
- g) A proposal of how workload priorities will be determined by the partners on an ongoing basis;
- h) A proposal of how extended absences may be covered;
- i) A preferred start date;
- j) A preferred work schedule.

### **3. Approval Procedures**

- a) Approval of the proposal is at the discretion of the immediate supervisor, in consultation with the Dean/Director responsible, and will be evaluated based on the criteria provided in **Section B** below.
- b) The proposal may be approved on a trial basis for a three month period to enable the supervisor and the job share partners to assess whether the job-share arrangement is suitable.
- c) If approved, the job share proposal is confirmed in writing and becomes the job share agreement. A copy of the agreement should be provided to the appropriate Human Resource advisor.

### **4. Attendance Arrangements**

The actual working arrangements will be agreed by the Director/Dean in consultation with the job sharing partners. These may include:

- a) 2.5days per week;
- b) 3 days one week/2days the following week;
- c) all morning every week;
- d) all afternoons each week; or
- e) half the daily/weekly hours of full-time staff.

It may be desirable, in some jobs, to arrange for some overlap in working hours between the job share partners. This would be subject to discussion and agreement.

## **B. CRITERIA FOR EVALUATING JOB SHARE PROPOSALS**

### **1. A job share arrangement may be in the College's best interest if:**

- a) it assists in meeting workplace equity and diversity objectives;
- b) the College would otherwise lose a valuable employee whose circumstances prevent full-time work;
- c) a mix of backgrounds/experience would enhance the work unit/operation;
- d) an employee wishes to phase into retirement; or
- e) a pool of experienced workers can be kept for full-time positions in the future.

### **2. Some issues to consider in reviewing job proposals or evaluating existing agreements:**

- a) Are the partners qualified to do the job? Are they performing their current duties satisfactorily?
- b) Will efficiency, productivity, timeliness, and level of service be maintained or enhanced?
- c) Will the productivity of the work group be adversely affected?

- d) If this is a supervisory position, will the employees who report to the position know who to report to for various matters?
- e) Can a practical and appropriate communication arrangement be established and maintained between the partners, the supervisor, the client, and others?
- f) How will the supervisor assess the quality of the work if both partners are accountable for all duties of the position?
- g) Are the partners compatible in approach and outlook?
- h) Can an acceptable work schedule be worked out?
- i) Are both partners prepared to cover off for each other, when requested, for extended absences?
- j) Will the supervisor's job become more difficult as the result of this arrangement?  
How?