

CCHRSC'S HR TOOLKIT



TOOL: Sample Job-Sharing Policy

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[Insert your organization's name here]

JOB-SHARING

Policy

_____ recognizes the opportunities that an alternative work arrangement such as Job-Sharing can present for employees in achieving a better balance between work and personal lives, while continuing to make a valuable contribution to the good work and mission of the agency.

Job-Sharing Definition

Job-Sharing Arrangements or Job-Sharing is defined as an approved alternate work arrangement whereby the duties and responsibilities of a full-time position are shared by two employees ("Job-Sharing partners") each working part-time hours in the same child care centre.

Job-Sharing Approval

Approval of all Job-Sharing Arrangements shall be at the absolute discretion of the Executive Director. Job-Sharing Arrangements will only be considered when it is operationally feasible to do so and provided that client service will not be adversely affected. The Executive Director will not consider a proposed job-sharing arrangement unless it is recommended by the Centre Director.

Job-Sharing Eligibility

Job-Sharing Arrangements are only available to employees who:

- are employed in _____, excluding centre directors and centre administrative assistants; and
- have completed their probationary period

Job-Sharing Options

Job-Sharing options at _____ shall generally entail the following arrangements:

Shared Workweek: Each Job-Sharing partner works two days one week and three days the next week, or one partner works two days per week and the other partner works three days per week, with no alternating.

Alternate Weeks: Each Job-Sharing partner works one week on (7.5 hrs per day, 5 days per week); one week off.

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Job-Sharing Restrictions

There can be no more than one Job-Sharing Arrangement in each Global _____.

Job-Sharing Requests

All requests for a Job-Sharing arrangement must be submitted to your supervisor in writing at least six (6) months in advance of the proposed start date. This time limit may be shortened with the agreement of the Executive Director.

Eligible employees interested in entering into a Job-Sharing arrangement are responsible for assessing the financial implications of working fewer hours as a result of the Job-Sharing arrangement, and understanding how a Job-Sharing arrangement will impact on their employee benefits and leave.

During the Job-Sharing Arrangement

Paid statutory holidays, sick leave and vacation leave shall be paid on a pro-rated basis.

Job-Sharing partners are expected to attend routine medical appointments on non-work days.

Job-Sharing Agreements

If a Job-Sharing Arrangement has been approved by the Executive Director, the specific details of the Job-Sharing Arrangement must be agreed upon in writing between the Job-Sharing partners and the Executive Director prior to commencement of the Job-Sharing Arrangement. These details are to be set out in the Job-Sharing Agreement, which must be signed by the employees and the Executive Director.

Cancellation of the Job-Sharing Arrangement

This Job-Sharing Arrangement may be cancelled at any time by either of the employees participating in the Job-Sharing Arrangement, or by _____, upon the provision of four (4) weeks' notice in writing to all parties of the Job-Sharing Arrangement.

Cancellation by _____ or Your Job-Sharing Partner

If the Job-Sharing Agreement is cancelled by _____ or your Job-Sharing Partner, you will return to your regular position if it is vacant. If your regular position is not vacant, you may be offered the opportunity to occupy a vacant position on a determinate or indeterminate basis, provided you are qualified for the position. If there is no such position available, your employment will be terminated in accordance with the terms of your employment agreement.

Cancellation by the Employee

If the Job-Sharing Agreement is cancelled by you for any reason, either individually or mutually with your Job-Sharing Partner, you shall return to your regular position if it is vacant. If your regular position is not vacant, you may be offered the opportunity to occupy another vacant position on a determinate or indeterminate basis, provided you are qualified for the position.

If there is no such position available or you do not wish to accept any position that is offered, you will be deemed to have resigned from your employment. If you cancel the Job-Sharing Agreement, but refuse to resign, then this will be deemed to constitute just cause for termination.

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Term of the Job-Sharing Arrangement

The continued viability of the Job-Sharing Arrangement shall be reviewed by the Executive Director on a periodic basis and shall be maintained for as long as deemed appropriate by the Executive Director.

Staff and Team Meetings

Job-Sharing employees are required to continue to participate in staff and team meetings and all other work-related mandated meetings/training sessions. Meetings (etc.) which a Job-Sharing employee attends during his/her non-work days will be considered Overtime, and banked as per _____'s Overtime policy.

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